

**Stephanie Terrace**  

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**CONDOMINIUM**  

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**Owners' Association**

THESE MINUTES ARE A DRAFT AND MAY BE APPROVED AND/OR MODIFIED AT THE NEXT REGULAR MEETING OF THE BOARD OF DIRECTORS.

**MEETING MINUTES**

**REGULAR MEETING OF THE BOARD OF DIRECTORS OF:  
STEPHANIE TERRACE CONDOMINIUM OWNERS' ASSOCIATION**

LOCATION: Zoom Meeting held at remote locations  
DATE & TIME: 07/25/2024 at 6:00 PM  
CALLED TO ORDER: 06:02 PM  
QUORUM PRESENT: Yes

**ATTENDEES:**

**Board Members:**

Chris Demke, President  
Karen Van Raden, Secretary  
Jeremy Ferris, Treasurer  
Debbie Webster, Director  
Brittney Etzel, Director  
Steve Lechleiter, Director  
Absent - Jason Duggan, Director

**Owners & Guests:**

Jason Luedtke  
Sandy Cooper  
Craig Hutchins  
Marlon Sumagaysay

**Management:**

Mark Vandervest - FSRE  
Cindy Vandervest - FSRE  
Sunny Arruda - FSRE

**CALL TO ORDER:**

President Chris Demke called the meeting to order and thanked all of the Board Members and owners for attending. Chris then turned the meeting over to Community Manager, Mark Vandervest, of FRESH START Real Estate, Inc. to facilitate the meeting.

**APPROVAL OF AGENDA:**

Manager Mark Vandervest asked for a motion to approve the agenda. A motion was made and seconded to approve the Agenda as written. The motion was approved unanimously without further discussion.

***NOTE: Unless noted differently, all Board decisions contained in the minutes of the meeting received a motion, a second to the motion, additional discussion, if any, and a vote of a quorum of the Board of Directors.***

## **OWNER'S FORUM:**

1. **Pressure Washing Buildings:** An owner asked if the buildings would be pressure washed this year. A bid is expected to come from HOA Services and a second bid is being sought. A reminder was given that the 3 story buildings need the entry ways to be handwashed to prevent water dripping into garages.
2. **Window Washing:** This is not in the budget. Individual owners would need to call a service to wash their windows at their own expense, if they cannot do it themselves.
3. **Plumbing Issues:** An Owner wanted to be sure all units are treated equitably when plumbing issues occur. All owners are responsible for maintaining their own plumbing shut off valves, which are located in the storage closet by the water heater.
4. **Praise:** A Board member praised FRESH START for the excellent color matching where the graffiti had been cleaned up along Farmington Road.
5. **New Planting:** A Board member suggested planting Rhododendrons and/or similar type bushes in the area where the graffiti was, which would hide the open wall area and make it less of a visible target for taggers.
6. **Real Estate Signs:** An owner noticed a Real Estate Sale sign in front of a building. A reminder was given that these signs are only allowed to be posted in the window of the unit up for sale.
7. **Hallway Lighting:** A report was made regarding the hallway lights between units 25 & 27 were both out. The maintenance crew will be notified and will correct the problem right away.
8. **Parking Issue:** An owner has noticed a blue car with expired plates that is leaking oil parking, and a red car that both belong to tenants from another unit. Parking is a spot that belongs to a different unit. Management will check on this issue and make sure the tenant realizes the parking spaces are assigned, and they must use their designated spots. Owners are to give their tenants a copy of the House Rules which provides parking rules, including designated spots. Owners are reminded all vehicles are required to have current registration and must be kept in good working order. Fluids leaking from vehicles is the owner's responsibility to clean and they can be charged for cost of cleanup and asphalt repair.

## **APPROVAL OF MINUTES FROM PRECEDING MEETING:**

1. **April 25, 2024 Regular Meeting Minutes:** A motion was made and seconded to approve the Regular Meeting Minutes from April 25, 2024 as written. There was no additional discussion, and the motion passed unanimously.

## **FINANCIAL REPORT(S):**

Due to concerns regarding financial fraud, the Treasurer's Report will be read out during the meeting but will not be included in the meeting minutes. It will be available to any owner that requests to see it. Such requests should be directed in writing to Management.

*Supporting financial documents, statements, and reconciliations are sent separately to the Board of Directors monthly. Please review the monthly Expense Report, as that will be the best way for the Board to be aware of the actual monthly expenditures and corresponding work that has been performed on the property since the last financial statement report. Please do not hesitate to contact management if you have any questions.*

## **MANAGER'S REPORT (as of 07/24/2024):**

1. **REPAIRS, MAINTENANCE & UPDATES:** The following maintenance updates are for informational purposes only and do not require Board action at this time:
  - a. FHA status approved
  - b. Bark mulch installed in main drive path and building fronts
  - c. Dryer vents cleaned from exterior
  - d. Graffiti cleaned from siding and signage
  - e. New security lights installed on buildings 1 & 2
  - f. Exterior corridor lights purchased. Installation has begun.
  - g. Water main valve replaced on building 11
  - h. Monthly lighting maintenance is ongoing.
  - i. Monthly tree pruning is ongoing.
  - j. Cigarette receptacle cleaning is ongoing.
  
2. **ADMINISTRATION:**
  - a. **Violations (since last meeting – for informational purpose):**
    - i. 4/27/2024: Smoking Violation
    - ii. 5/22/2024: Debris Disposal Warning
    - iii. 5/24/2024: Smoking Violation
  
  - b. **Owner Correspondence & Administration (for Board information only):**
    - i. None
  
  - c. **Owner Correspondence & Administration (Board Action requested):**
    - i. None

## **OLD BUSINESS:**

1. **Community Lighting Updates:**
  - a. New Security lights look good and make a difference in the mailbox bank area and drive path after dark.
  - b. The new building light fixtures are in the process of being installed, first in the corridors, and then the garages will be done.
  - c. Bulbs will be changed to brighter bulbs in the yard light fixtures.

## **NEW BUSINESS:**

1. **Signage Needed:**
  - a. Beaverton Towing will install new signs.
  - b. Monument Sign – Fast Signs is currently working on drawing mock-up of possible styles for the Monument sign.

## **ADJOURNMENT:**

**Next Meeting Date:**

**Thursday, October 24, 2024 at 6.00 pm via Zoom**

*It is the Board's intention to hold meetings quarterly on the 4<sup>th</sup> Wednesday of every third month. Mark your calendars! The meetings in 2024 are to be held on 10/24/2024 at 6:00 pm (Budget Meeting) We hope you can attend.*

**Meeting Adjourned:**

**6:56 PM**

**Minutes Prepared By:**

**FRESH START Real Estate, Inc. - Community Manager**