

**Stephanie Terrace**  
**CONDOMINIUM**  
**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**

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

LOCATION: Zoom Meeting held at remote locations  
DATE & TIME: 01/18/2024 at 6:00 PM  
CALLED TO ORDER: 06:08 PM  
QUORUM PRESENT: Yes

**ATTENDEES:**

**Board Members:**

**Chris Demke, Chair**  
**Karen Van Raden, Secretary**  
**Jeremy Ferris, Treasurer**  
**Debbie Webster, Director**  
**Brittney Etzel, Director**  
**Steve Lechleiter, Director**

**Owners & Guests:**

Frolian Cortes  
Jason Duggan  
Sandy Cooper  
Meghan Haggard  
Alex Kuhn

**Management:**

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

**CALL TO ORDER:**

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

**CERTIFICATION OF PROXIES:**

The returned proxies totaled 62.96% of the ownership and met the required 50% minimum quorum to hold the Annual Meeting.

**PROOF OF NOTIFICATION OF MEETING:**

Notice of the Annual Meeting has been emailed to all owners, was posted on the front page of the Community website, and was posted onsite at the mailbox banks.

**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. **Marijuana Smoke:** It was mentioned that the area of the building by # 27 smells of Marijuana smoke 2-3 times a week now that the weather has turned colder. Cindy from Management will send a warning.
2. **Mattresses and large items in Dumpsters:** Large items, including mattresses have been put into the dumpsters lately, filling them up and leaving no room for regular trash. Management said they would need a way to identify the person(s) putting the large items in the dumpster in order to issue violation notices. Everyone was reminded large items do not go in the dumpsters and it is the responsibility of the owner to have their large items hauled or take them to the dump.

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

1. **January 26, 2023 Annual Meeting Minutes:** A motion was made and seconded to approve the previous Annual Meeting Minutes from January 26, 2023 as written. There was no additional discussion and the motion passed unanimously.

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

1. 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 to Management.

*Supporting statements and reconciliations are sent to the Board of Directors separately. The Board is encouraged to review the Expense report as that will be the best way 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 call or email Management if you have any questions.*

## **MANAGER'S REPORT (as of 01/18/2024):**

1. **REPAIRS, MAINTENANCE & UPDATES:** The following maintenance updates are for informational purposes only and do not require Board action at this time:
  - a. Gutters need to be cleaned. KJ Maintenance has given a bid good for annual cleaning of gutters & dryer vents for 3 years with no increase over that period. The Board requested management to confirm that the roofs will be blown off prior to gutter cleaning.
  - b. Beaverton Towing Signs needed as many are damaged. Management will call to arrange.
  - c. The Flood Lights all need to be replaced. Proposed changing light fixtures on all garages, entry doors and patios at the same time. Management will send samples for the board to choose from. \$5,000 estimated for product only. This amount is within the budget for lighting.
  - d. Baiting rodent stations ongoing.
  - e. Monthly lighting maintenance is ongoing.
  - f. Monthly tree pruning is ongoing.
  - g. Cigarette receptacle cleaning is ongoing.
2. **ADMINISTRATION:**
  - a. **Violations (since last meeting – for informational purpose):**
    - i. None
  - b. **Owner Correspondence & Administration (for Board information only):**
    - i. None
  - c. **Owner Correspondence & Administration (Board Action requested):**
    - i. None

## **Voting for Board Director Vacancy Positions:**

1. **Nominations from the Board:** Chris Demke and Jeremy Ferris were both at the end of their current term. Both of them expressed the willingness to continue serving on the board.
2. **Nominations from the Floor:** Jason Duggan volunteered to serve on the board in a vacant position.
3. **Introduction of Candidates:** Jason Duggan introduced himself by saying wants to be more involved in the decision-making process in the association.
4. **Acceptance of Candidates:** A motion was made and seconded to accept the 3 candidates as Board Members. The motion was voted on and was carried unanimously. Chris, Jeremy and Jason were congratulated and welcomed to the Board of Directors for a term of 2 years, ending in 2026. The Board members are as follows:

Karen Van Raden	Term through 2025
Steve Lechleiter	Term through 2025
Debbie Webster	Term through 2025
Brittney Etzel	Term through 2025
Chris Demke	Term through 2026
Jeremy Ferris	Term through 2026
Jason Duggan	Term through 2026

5. **Election of Officers of the Board of Directors:** Chris Demke agreed to remain in the position of Chair for another term. Karen Van Raden agreed to remain in the position of secretary for another term and Jeremy Ferris agreed to continue as Treasurer. A motion was made and seconded to accept the Board Members in these positions. The motion was voted on and was carried unanimously.

### **Board Officers are:**

President: Chris Demke

Secretary: Karen Van Raden

Treasurer: Jeremy Ferris

All of the new officers were congratulated and thanked for their willingness to serve the Stephanie Terrace community.

## **OLD BUSINESS:**

1. No additional Old Business at this time. Lighting issues were discussed in Manager's report.

## **NEW BUSINESS:**

1. **IRS Revenue Ruling 70.604:** The Board was reminded they should adopt IRS Revenue Ruling 70.604 annually. It was explained Ruling 70.604 allowed the community to defer most income to another year there by allowing the income to be tax free for the current year. A motion was made and seconded to adopt IRS Revenue Ruling 70.604 for 2024. The motion passed by unanimous vote without further discussion.

## **ADJOURNMENT:**

**Next Meeting Date:**

**Thursday, April 25, 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 7/26/2024 at 6:00 pm, and 10/24/2024 at 6:00 pm (Budget Meeting) We hope you can attend.*

**Meeting Adjourned:**

**7:17 PM**

**Minutes Prepared By:**

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