

# **Quarterly Meeting Minutes**

## **Tualatin Valley Fire Station #267**

### **April 21, 2018**

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- The meeting was called to order at 10:00 a.m.
- Owners in attendance # 3, 6, 11, 13, 14, 25, 28, 29, 30, 49
- Board Members in attendance: Sharon Niemczyk, President; Jeri Hinkle, Treasure; Karen Van Raden, Secretary; Christine Boundy; Gail Stone and Steven Lechleiter

#### **Treasurer's Report:**

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 a Board Member.

#### **President's Report**

New landscapers seem to be doing a better job than the previous company. The grass is looking greener and there appears to be less blowing on the property which should aid in the soil erosion problems around some buildings.

There were leaks reported in two buildings. It appears that the company that was hired to do the gutter flushing did an inadequate job, contributing to the roof leaks, and it had to be redone.

Roof collars/flashing around air vents failed on several buildings so all were replaced.

Sharon will take on the project of drawing up a new community map with accurate parking shown.

#### **Maintenance**

Volunteers were sought to remove vent covers after the meeting.

Water notices have been sent around. It was noticed over the winter that some units did not turn off the outside water over the winter. Shut off valves are located in the storage room of the left downstairs unit by the water heater, and under the master bedroom sink of the left upstairs unit. There is some variation between buildings; if you have a question about where the valve is or need assistance in reaching the valve in your unit, please contact a Board member. If the valve is not working and you are unable to turn the water on or off, please notify the Board and we will assume the cost of repairs. However, be aware that the Board is not responsible for damage to building due to failure to turn off the outside water.

#### **New Business**

The Board is receiving quotes for power washing and striping the parking lot. Once all the quotes have been received the Board will review them and select vendors for this project.

The entrance visibility project was discussed. Options for making the entrance drive more visible include reflective paint on the curbs, reflectors marking either side of the drive and eye-catching white gravel and plantings on the corner.

**Stephanie Terrace**  
**CONDOMINIUMS**  
**Home Owner's Association**

The house rules regarding barbeques was passed and entered into the official House Rules. This rule was put in place due to requirements by the association insurance company. As a reminder, briquette barbecues are not allowed in any unit, and downstairs units may use a propane barbecue but only if the barbecue is moved 10 feet away from the building while in use. Further, electric barbecues are allowed on patios or balconies but please contact the Board if you are a second floor unit with an electric barbecue in order to avoid being fined.

The pest control company reports that all bait stations on the property are seeing activity.

It has been noticed on walk throughs of the property that some units are keeping inappropriate items on their patios or balconies. Please note that, according to the Bylaws (Article X, Section 2(h)), no item, except customary deck furnishings and plants, shall be placed, permitted or stored on any deck or patio.

It was brought to the Board's attention that parking spaces reserved for the exclusive use of residents are being abused. Please be aware that, according to the Bylaws (Article X, Section 8(a) and (b)), outside of garages, each unit is assigned one numbered parking space. Parking in any numbered space, other than the one assigned to your unit, will be allowed only with the express permission of the resident of that unit. Assigned users may call for unauthorized cars to be immediately towed, without notice, from their spaces. The cost of the tow will be borne by the owner of the towed vehicle.

**The Board would like to remind all owners to review the Bylaws and House Rules regarding Motor Vehicle Parking so that they remain in compliance.**

Larger visitor parking signs were discussed as a method of helping guests of residents effectively find the visitor parking lot.

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Scott Glavan resigned as a member of the Board. Christina Demke was approved to be a Member at Large on the Board.

The Board approved a new colonial style light be installed between units 49 and 50.

July 21, 2018 was selected as the date for the next Quarterly Board Meeting.

The meeting was adjourned at 12:00 p.m.

**2018 Board Members**

Sharon Niemczyk, <i>President</i>	Unit 28	<a href="mailto:sharon_niemczyk@comcast.net">sharon_niemczyk@comcast.net</a>
Gail Stone, <i>Vice President</i>	Unit 49	<a href="mailto:gailstone1@frontier.com">gailstone1@frontier.com</a>
Jeri Hinkle, <i>Treasurer</i>	Unit 13	<a href="mailto:jhinkle389@hotmail.com">jhinkle389@hotmail.com</a>
Karen Van Raden, <i>Secretary</i>	Unit 29	<a href="mailto:kvanraden@hotmail.com">kvanraden@hotmail.com</a>

Members at Large

Christine Boundy	Unit 14	<a href="mailto:cboundy@epbb.com">cboundy@epbb.com</a>
Steven Lechleiter	Unit 3	<a href="mailto:steve@bikefittingkit.com">steve@bikefittingkit.com</a>
Christina Demke	Unit 30	<a href="mailto:cdemke@hotmail.com">cdemke@hotmail.com</a>