

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

**2021 ANNUAL MEETING MINUTES**

LOCATION: Tualatin Valley Fire Department #267  
DATE: 01.16.2021  
CALLED TO ORDER: 10:00 am

**OWNER ATTENDEES**

UNIT NUMBER	UNIT NUMBER	UNIT NUMBER	UNIT NUMBER	UNIT NUMBER
<input type="checkbox"/> 1	<b>PV</b> 12	<b>PV</b> 23	<input checked="" type="checkbox"/> 34	<input type="checkbox"/> 45
<input type="checkbox"/> 2	<input checked="" type="checkbox"/> 13 – Board	<input type="checkbox"/> 24	<b>PV</b> 35	<b>PV</b> 46
<input checked="" type="checkbox"/> 3 – Board	<b>PV</b> 14	<input checked="" type="checkbox"/> 25	<input type="checkbox"/> 36	<input checked="" type="checkbox"/> 47
<input type="checkbox"/> 4	<b>PV</b> 15	<b>PV</b> 26	<input type="checkbox"/> 37	<input type="checkbox"/> 48
<b>PV</b> 5	<b>PV</b> 16	<input type="checkbox"/> 27	<input type="checkbox"/> 38	<b>PV</b> 49 – Board
<input type="checkbox"/> 6	<b>PV</b> 17	<input type="checkbox"/> 28	<input type="checkbox"/> 39	<input type="checkbox"/> 50
<input checked="" type="checkbox"/> 7	<input type="checkbox"/> 18	<input checked="" type="checkbox"/> 29 – Board	<b>PV</b> 40	<input type="checkbox"/> 51
<input type="checkbox"/> 8	<input checked="" type="checkbox"/> 19	<input checked="" type="checkbox"/> 30 – Board	<input type="checkbox"/> 41	<b>PV</b> 52
<input type="checkbox"/> 9	<input type="checkbox"/> 20	<input checked="" type="checkbox"/> 31 – Board	<input type="checkbox"/> 42	<input type="checkbox"/> 53
<input type="checkbox"/> 10	<b>PV</b> 21	<input checked="" type="checkbox"/> 32	<b>PV</b> 43	<b>PV</b> 54
<input type="checkbox"/> 11	<input checked="" type="checkbox"/> 22	<b>PV</b> 33	<input type="checkbox"/> 44	

Owner in attendance      **PV** Owner returned proxy vote, not in attendance       Owner not in attendance

**OPENING BUSINESS**

AGENDA ITEM DESCRIPTION	ACTION	STATUS
29 Proxies were received and a quorum verified.		Closed
2020 Annual Meeting Minutes were read out.		Closed
Proxy votes were reviewed; Karen, Scott, and Steve will begin their new terms on the board. Officers will be elected during the Board Meeting following the Annual Meeting.		Closed

**NEW BUSINESS**

AGENDA ITEM DESCRIPTION	ACTION	STATUS
Resolution 70-604 passed with a unanimous vote.		Closed

--- END OF ANNUAL MEETING MINUTES ---

ADJURED: 10:30 am

**01.16.21 BOARD MEETING MINUTES**

**OPENING BUSINESS**

AGENDA ITEM DESCRIPTION	ACTION	STATUS
October 2020 Meeting Minutes were approved.		Closed
Officers were elected, no changes were made.		Closed

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### TREASURER'S REPORT

AGENDA ITEM DESCRIPTION	ACTION	STATUS
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.		Closed

### PRESIDENT'S REPORT

AGENDA ITEM DESCRIPTION	ACTION	STATUS
Chris thanked everyone for their patience over the last year as, due to COVID and the statewide restrictions, many projects have been delayed.		Closed

### MAINTENANCE

AGENDA ITEM DESCRIPTION	ACTION	STATUS
<b>Building 1 Gutter</b> Per Steve, gutter on the back side of building 1 is clogged.	Superior / Board	Open
<b>Balcony carpeting</b> Vernelle's balcony carpet needs to be repaired. According to the STC As and Os document, repair or replacement of balcony carpet is the responsibility of the unit owner.	Vernelle	Open
<b>Building 11 Flood Light</b> Building 11's flood light is reported as starting to flicker. Brightside should be scheduled to make this repair.	Superior / Board	Open
<b>Dryer Vent Covers</b> Meghan reported that the dryer vent cover is missing from her unit's vent and birds appear to be nesting in the vent. A survey of all dryer vents should be made to note any other vents that need new vent covers installed..	Superior / Board	Open
<b>General Tree Work</b> Jeri, Chris, Karen, Scott, Steve and Jeremy approve of the General Tree quoted work being completed.	Superior / Board	Open
<b>Moss on Sidewalks</b> Meghan noted that moss is growing on the sidewalk and pavement. The Board will have moss remediation included in the building siding cleaning bid..	Superior / Board	Open

### ON-GOING BUSINESS

AGENDA ITEM DESCRIPTION	ACTION	STATUS
<b>Eave Repairs</b> Vernelle reports that the beam on her balcony with the fungus growth hasn't been repaired yet. This was supposed to be fixed around the time of the painting project. The unit below Vernelle's may need flashing	Superior / Board	On-Going

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repairs. In addition, it appears that the painting after repairs were completed at Sandy's unit hasn't been completed either. The Board will contact Superior about why this hasn't been completed yet and schedule this work to be completed.

<p><b>Concrete Repairs</b>  The concrete steps at buildings 9 and 11 appear to be subsiding from the buildings, and various repairs to the concrete sidewalks around the property appear in need. A bid was received to complete the concrete work at building 9, but it was missing work at building 11.  The Board hasn't seen a second bid from Superior or a clarification on the scope of work from the first bid and will follow up with Superior on this.</p>	<p>Additional  Bid Coming</p>	<p>Open</p>
<p><b>Breezeway Ceiling Repairs, Building 4</b>  A bid was received for repairing the failing gypsum board ceiling in the breezeway of Building 4 was presented to the Board. The bid was approved; Superior can move forward scheduling the work to be completed.  The Board needs to follow up on whether this work has been completed. Jeri reports that her building has been completed.</p>	<p>Bid Approved</p>	<p>Open</p>
<p><b>Moving Fee Resolution</b>  Karen will resend the verbiage provided to the board regarding a moving fee to the board members to review and discuss at our next board meeting. Jeri will contact Waste Management about approved items for throwing away in the dumpsters.</p>	<p>Karen / Jeri</p>	<p>Open</p>
<p><b>LED Lighting Project</b>  It was determined that we should budget for this upgrade for the coming few years, targeting the replacement happening in 2022 but the Board will be open to revising this timeline.</p>		<p>On-Going</p>
<p><b>Building Unit Number Stickers</b>  Steve has completed the replacement of building unit number stickers.</p>		<p>Closed</p>
<p><b>Building 1 Gutters</b>  Gutters on the front of Building 1 have been repaired</p>		<p>Closed</p>
<p><b>Farmington Storm Drain</b>  The clogged storm drain at the front of the property has been vacuumed, along with all other storm drains on the property.</p>		<p>Closed</p>

**NEW BUSINESS**

AGENDA ITEM DESCRIPTION	ACTION	STATUS
<p>A motion was made, seconded and approved that Temporary Easements for parking and air conditioners will be extended for another two years.</p>		<p>Closed</p>
<p>The Board formally approved the IBI, Columbia Drain and General Tree proposals, as well as provided a general approval for any proposals for work that has already been completed.</p>		<p>Closed</p>
<p>The Board formally approved all previous meeting minutes for 2020.</p>		<p>Closed</p>

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**2021 Board Members**

Christina Demke	<i>President</i>	Unit 30	<a href="mailto:cdemke@hotmail.com">cdemke@hotmail.com</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:jhinkle38@hotmail.com">jhinkle38@hotmail.com</a>
Karen Van Raden	<i>Secretary</i>	Unit 29	<a href="mailto:kvanraden@hotmail.com">kvanraden@hotmail.com</a>
Steven Lechleiter		Unit 3	<a href="mailto:stevelechleiter44@gmail.com">stevelechleiter44@gmail.com</a>
Scott Glavan		Unit 31	<a href="mailto:sglavan@frontier.com">sglavan@frontier.com</a>
Jeremy Ferris		Unit 22	<a href="mailto:ferrisjer@hotmail.com">ferrisjer@hotmail.com</a>

--- END OF MEETING MINUTES ---

NEXT MEETING:	Saturday, <b>April 17</b>	Quarterly Meeting
	Saturday, <b>July 17</b>	Quarterly Meeting
	Saturday, <b>September 11</b>	Budget Meeting
	Saturday, <b>October 16</b>	Quarterly Meeting
ADJOURNED:	11:30 am	