

# **Annual Meeting Minutes**

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

### **April 20, 2019**

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- The meeting was called to order at 10:00 a.m.
- Owners in attendance # 3, 10, 11, 14, 23, 25, 29, 31, 32, 34
- Board Members in attendance: Scott Glavan, President; Karen Van Raden, Secretary; and Steven Lechleiter
- January Meeting Minutes were approved.

#### **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**

It was brought up to the board that the plumbing repairs required by the building 9 water main break involved backfilling the hole with sand. The board is holding off approving that invoice until we determine whether they will return and backfill with soil. Scott will follow up with Lovett on this issue.

Another water main break between buildings 3 and 4 occurred. Jeri has been working with Superior on this issue. At the meeting concerns were raised about how long it was taking for Rose City to backfill that hole and the board will hold off approving their invoice until the hole is refilled.

#### **Maintenance**

Volunteers to remove vent covers were identified.

Notices to turn water back on will be distributed.

The steps at building 9 were noted as subsiding. The board will have a vendor come inspect the steps and provide a quote to repair them.

Mushrooms were reported growing out of a roof beam on building 9. This should be inspected and repairs made before the painting project. It was decided that the repair itself would wait until after the roof work so that any additional issues referred to a contractor by Willamette Roofing can be dealt with in one trip.

Gutters are overflowing on buildings 3 and 4.

#### **On-going Business**

Karen inspected the stains on Building 10. They are removed by scrubbing with a stiff brush with water only.

#### **New Business**

ARC Application for Unit 22 was approved.

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

Gus Dika with Willamette Roofing was in attendance to talk to the board about roofing repairs. Willamette did an inspection of the roofs after areas of concern had been identified. Upon inspection it was discovered that the roof that was install approximately 15 years ago had many installation problems such as nails and staples penetrating all the way through the plywood sheathing and incorrectly sized flashings allowing water penetration. This has resulted in the plywood of the roof systems becoming saturated with water, becoming soft and incurring rot. These issues are present over the majority of the buildings with overhangs, including garages. Repairs will include pulling up the shingles and membrane to inspect the plywood underneath for water penetration, followed by replacing those sheets of plywood found to be wet. Additionally, the undersized flashings will be replaced with proper-sized flashing installed with the correct overlapping configuration to prevent future water intrusion. Gus suggested that any future projects involving power washing exclude the roof in order to not wash away the remaining granules on the shingles. Because of these issues, the painting project scheduled to begin in May has been delayed so that roof repairs can be taken care of.

The new order for maintenance projects will be: Roofing repairs, building power washing (excluding roof power washing), building painting.

Optional projects involving HOA funds including but not limited to such projects as bark dusting, landscaping or sign relocation will be put on hold so as to not over run the budget.

During the roof repairs discussion Gus indicated that the repairs may result in a roof with a projected lifespan of 7-8 years, which is about half of the projected lifespan in our reserve study. The next major big-budget item coming up for the association is siding. The board discussed raising dues in order to budget for a roof repair sooner than expected and avoid special assessments in the future.

The board discussed Superior Management's recommendation that we proceed with a different vendor for this year's reserve study. The board was in favor of this change.

It was also discussed that the board should not merely be gathering quotes and selecting the lowest bid as that can result in shoddy work and major repairs sooner than expected as what is happening with the roof. Vendors should be selected based on bid, reputation, and expertise.

The next meeting will be held Saturday, **July 20**

The meeting was adjourned at 11:00 a.m.