

Stephanie Terrace
CONDOMINIUM
Owners' Association

MEETING MINUTES

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

LOCATION: Zoom Meeting held at remote locations
DATE: 07/21/2022
CALLED TO ORDER: 6:04 pm
QUORUM PRESENT: Yes

ATTENDEES (Board Members Bolded)

Chris Demke	Familia Escoria
Karen Van Raden	Jeri Hinkle
Debbie Webster	Sandi Cooper
Steve Lechleiter	Brittney Etzel
	Craig Hutchins
	Marlon Sumagaysay
Mark Vandervest - FSRE	
Cindy Vandervest – FSRE	
Sunny Arruda - FSRE	

OWNER'S FORUM

1. Owner has seen a guy on a skateboard digging through the dumpsters on more than one occasion. He has approached the person, informed him that the HOA is private property and that he is trespassing. The Owner asked him to leave the property, but the person ignores him and returns regularly.
 - a. Suggested to call the non-emergency police number at 503-629-0111 and ask them to come talk with the person and remind him this is private property.
 - b. Do not leave can/bottles in the dumpster area as they attract people looking for items to recycle for cash.
 - c. This leads to other thefts including catalytic converter theft and garage break-ins.

2. Owner concerned with condition of his and other unit gutters
 - a. A detailed quote with several options to repair or replace some or all of the gutters will be sent to the board to review

3. Air Conditioning Questions – Owner has question as to where the placement should be for AC units at Building 14, specially for units 51 & 52 on the side of the building
 - a. Plot will be sent to this owner for clarification

4. Questions regarding curbs will be addressed under New Business

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OPENING BUSINESS

Regular Meeting Minutes from April 18, 2022 were approved unanimously.

Executive Meeting Minutes from April 18, 2022 were approved unanimously.

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.

FINANCIAL 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. Financials will be available to any owner who requests to see them. Such requests should be directed to management by Email.

The next Board Meeting will be the annual budget planning meeting. The Reserve Study and proposed budget will be sent to the board for review prior to the meeting. There is no need for a special meeting to approve the budget for 2023 as it can be done during a regular meeting.

Financials as of 6/30/2022 for Stephanie Terrace Condominiums:

§ Total operating funds:	\$ 20,455.31	including pending EFTs.
§ Total reserve funds:	\$699,011.03	
§ Total cash assets:	\$719,466.34	
§ Total YTD income:	\$117,657.39	
§ Total YTD expenses:	\$ 79,964.50	including \$4,673 of Reserve expenses (shed).
§ Budget vs. Actual <u>Income</u> :	57.75%	collected YTD.
§ Budget vs. Actual <u>Expenses</u> :	62.88%	paid YTD including Reserve expenses
§ Total delinquencies:	\$ 8,962.08	1 account 91+ days (Unit 2), 1 account 61-90 days (Unit 9), and 1 account 31-60 days (Unit 49)

Supporting statements are sent to the Board of Directors separately. Please do not hesitate to call or email Management if you have any questions.

MANAGER'S REPORT

1. **Bark Mulch** -
 - a. 6 units (two truckloads) of bark mulch have been spread about the property, going farther than expected. 3 more units (one more truckload) are still to come.
 - b. Future bark mulch maintenance will be budgeted for half the complex per year, thereby always keeping up on it without the expense of having to do it all at once.
 - c. One resident had a severe allergic reaction to the bark dust after the truckload was dumped outside of their window. Management will work towards not having that happen again.

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2. Siding

- a. The front siding of garages 5-12 was coming down and was repaired.
 - b. Unit 54 siding was repaired and patched but the siding color is different. It was decided to wait until there was another reason to work in that area to have the color issue fixed. Unit owner has offered to pay for the repair to the color if needed.
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3. Violations

- a. No Violations were issued since the last meeting in April.
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4. Lighting

- a. Issues have been corrected by Leonard Electric. A breaker was causing the lights to stop functioning on several units & garages. A new junction box was installed, and the problem is resolved.
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5. Landscaping:

- a. Bushes in sidewalk areas have been trimmed.
 - b. Sprinkler timers should be checked. Reports of hearing some in the middle of the night.
 - c. Requested Tree service to come survey trees looking for issues. A few trees on the south side and behind Bldgs. 1 & 2 appear to be dead and/or leaning
 - d. The big Fir behind unit 48 seems to be infested with some kind of insect.
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OLD BUSINESS

Ground Cable Behind Unit 19

- a. The cable was not active and Zply has removed it.
 - b. Cable installation at Unit 26 has been done
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Siding Repair

- a. Unit 54 siding repair was discussed under Manager's Report
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Entrance Road Work

- a. While some of the repairs have been completed, there still seems to be issues at the roadway entrance to the complex. FSRE to check with contact at the county to get an update.
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NEW BUSINESS

Concrete Repairs

- a. A bid of \$3,875.00 did not include any replacement, just repair. Management recommended replacement of many areas for longer lasting results at a negligible increase in cost.
 - b. A bid was received to replace broken concrete for \$10,260.00. A motion was made and seconded to accept the bid for \$10,260.00 by David Jaquath Concrete to replace areas marked in white paint by Management. The motion passed unanimously with no further discussion.
 - c. Management will confirm that the repair or replacement of sagging stairs on 3 story bldgs. are included in the bid.
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Resolutions

- a. A proposed No-Smoking Bylaws amendment will be sent to the Board for review.
 - b. A proposed update of the Enforcement & Fine Resolution will be sent to the Board for review.
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Lighting Upgrade

- a. At one time it had been suggested to change all lighting over to LED
 - b. Info needed regarding costs
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Parking Lot Painting

- a. One bid received from out of 6 requests sent out so far.
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Annual Meeting

- b. The annual meeting will be scheduled in January, as always.
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NEXT MEETING DATES:

October 20, 2022 at 6:00 pm Budget Meeting

Proposed Budget and Reserve Study will be sent to the board two weeks prior to the meeting.

MEETING ADJOURNED:

7:16 PM

--- END OF MEETING MINUTES ---

MINUTES PREPARED BY:

FRESH START Real Estate, Inc.

Community Manager