

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

**2021 QUARTERLY MEETING MINUTES**

LOCATION: Tualatin Valley Fire Department #267  
 DATE: 04.17.2021  
 CALLED TO ORDER: 10:10 am

**OWNER ATTENDEES**

UNIT NUMBER	UNIT NUMBER	UNIT NUMBER	UNIT NUMBER	UNIT NUMBER
<input type="checkbox"/> 1	<input type="checkbox"/> 12	<input type="checkbox"/> 23	<input type="checkbox"/> 34	<input checked="" type="checkbox"/> 45
<input type="checkbox"/> 2	<input type="checkbox"/> 13 – Board	<input type="checkbox"/> 24	<input type="checkbox"/> 35	<input type="checkbox"/> 46
<input checked="" type="checkbox"/> 3 – Board	<input type="checkbox"/> 14	<input type="checkbox"/> 25	<input type="checkbox"/> 36	<input type="checkbox"/> 47
<input type="checkbox"/> 4	<input type="checkbox"/> 15	<input type="checkbox"/> 26	<input type="checkbox"/> 37	<input type="checkbox"/> 48
<input type="checkbox"/> 5	<input type="checkbox"/> 16	<input type="checkbox"/> 27	<input type="checkbox"/> 38	<input type="checkbox"/> 49 – Board
<input type="checkbox"/> 6	<input type="checkbox"/> 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	<input type="checkbox"/> 40	<input type="checkbox"/> 51
<input type="checkbox"/> 8	<input type="checkbox"/> 19	<input checked="" type="checkbox"/> 30 – Board	<input type="checkbox"/> 41	<input type="checkbox"/> 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	<input type="checkbox"/> 21	<input checked="" type="checkbox"/> 32	<input type="checkbox"/> 43	<input type="checkbox"/> 54
<input type="checkbox"/> 11	<input checked="" type="checkbox"/> 22 – Board	<input type="checkbox"/> 33	<input type="checkbox"/> 44	

Owner in attendance     Owner not in attendance

**OPENING BUSINESS**

AGENDA ITEM DESCRIPTION	ACTION	STATUS
February 2021 Meeting Minutes were approved.		Closed

**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
N/A		Closed

**MAINTENANCE**

AGENDA ITEM DESCRIPTION	ACTION	STATUS
<b>Building Pressure Washing</b> Building pressure washing needs to be scheduled for this summer. Quote to include hand washing the breezeways of buildings 9, 10, and 11 (the three-story units), and stipulate that the visible mildew on north sides of any building should be removed.	Superior / Board	Open

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<b>Vent Block Covers</b> Vent block covers need to be removed and stored for the summer. Steve volunteered to removed covers from buildings 1, 2 and 3, and Karen will take care of the balance of buildings.	Steve / Karen	Closed
<b>Water Turn-On Notices</b> Notices will be distributed to all units in the coming weeks.	Karen	Open
<b>Crack Inspection</b> Steve will make an inspection of the cracks in wood members previously identified to make sure they are not expanding.	Steve	Open
<b>Sprinklers</b> Sprinklers need to be turned on for the summer. Jeri is the contact for the landscapers; this should be coordinated through her.	Jeri	Open

**ON - GOING BUSINESS**

AGENDA ITEM DESCRIPTION	ACTION	STATUS
<b>Eave Repairs</b> Eave repairs and painting have not yet been completed at unit 32's deck.	Superior / Board	On-Going
<b>Concrete Repairs</b> Superior needs to report on the status of this project.	Superior / Board	Open
<b>Breezeway Ceiling Repairs, Building 4</b> Superior needs to report on the status of this project.	Superior / Board	Open
<b>Moving Fee Resolution</b> A discuss was had regarding this item. The consensus of the board is that we are in favor of enacting a moving fee resolution of some kind to cover the costs incurred when residents move in or out and abuse the dumpsters causing the Association to pay for additional trash pick-ups. Maria in unit 7 proposed to share a similar resolution at another property where she is an owner and points out that a provision for not just owners but tenants of rented units to be captured by this resolution should be included. Preliminary cost of moving fee would be approximately the cost of two additional trash pick-ups.	Superior / Board / Maria (Unit 7)	Open
<b>LED Lighting Project</b> The board would like to get a quote for this work for budgeting. Scope of work should be determined, whether it be only building flood lights, or all association-responsible site lighting. Scott is the contact for this work.	Superior / Board / Scott	On-Going

**NEW BUSINESS**

AGENDA ITEM DESCRIPTION	ACTION	STATUS
<b>Pest Control</b> Many residents have reported high levels of sugar ants in their units. The board has reach out for quotes and will determine the scope of property treatment, whether it will be a short-term cost to treat the current problem or whether we will set up an account for pest control as a	Superior / Board	Open

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quarterly cost. Once all quotes have been received the board will make a determination.

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<b>October Meeting Minutes</b>	Closed	
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Sandy in Unit 32 reported being unable to find the meeting minutes from the October 2020 meeting. They are posted to the website under Documents>Board Meeting Minutes> Minutes

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<b>Parking Signage versus Striping</b>	Christina	Open
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Christina is looking into the cost of purchasing and installing signage to replace the "Reserved" parking space stripping.

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<b>Parking Lot Paving</b>		Closed
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The parking lot paving project was pushed out from 2020 for budgetary reasons. This project will be revisited in the future.

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<b>Garage G-29 Ownership</b>	Board	Open
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Karen in Unit 29 has sent the board a letter of intent to purchase garage G-29 from the association.

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- - - **END OF MEETING MINUTES** - - -

NEXT MEETING :	Saturday, <b>July 17</b>	Quarterly Meeting
	Saturday, <b>September 11</b>	Budget Meeting
	Saturday, <b>October 16</b>	Quarterly Meeting
ADJOURNED :	11:00 am	