

Stephanie Terrace

CONDOMINIUM

Owners' Association

MEETING MINUTES

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

LOCATION:	Zoom Meeting held at remote locations
DATE & TIME:	07/24/2025 at 6:00 PM
CALLED TO ORDER:	06:01 PM
QUORUM PRESENT:	Yes

ATTENDEES:

Board Members:

Chris Demke, President
Karen Van Raden, Secretary
Jeremy Ferris, Treasurer
Debbie Webster, Director
Brittney Etzel, Director
Absent - Geoff St. Clair, Director
Absent – Jason Duggan, Director

Owners & Guests:

Sandy Cooper
Michael Franklin

Management:

Mark Vandervest - FSRE
Cindy Vandervest - FSRE
Sunny Arruda - FSRE

CALL TO ORDER:

President Chris Demke called the meeting to order and thanked all of the Board Members and owners for attending. Chris then turned the meeting over to Community Manager, Mark Vandervest, of FRESH START Real Estate, Inc. to facilitate the meeting.

APPROVAL OF AGENDA:

Manager Mark Vandervest asked for a motion to approve the agenda. A motion was made and seconded to approve the Agenda as written. The motion was approved unanimously without further discussion.

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.

OWNER'S FORUM:

1. **Insurance:** An owner asked if Earthquake insurance was carried by the association. Community manager Mark answered it is carried by the Association and all insurance policies can be found on the association website www.stephaniterracecondominiums.com . He recommended each owner should speak with an insurance professional to evaluate their own coverage and needs regularly. He stated most people are incorrectly insured, either under insured or over insured.
2. **Power Washing:** KJ Maintenance completed the power washing and did an excellent job.
3. **Board Changes:** Mike Franklin introduced himself as a new owner at Stephanie Terrace, though has been a long term resident of Beaverton. He has a Printing Business and many years of working with people. He enjoys living at Stephanie Terrace and is very interested in joining the board when there is an opportunity.

APPROVAL OF MINUTES FROM PRECEDING MEETING:

1. **April 24, 2025 Quarterly Meeting Minutes:** A motion was made and seconded to approve the Regular Quarterly Meeting Minutes from April 24, 2025 as written. There was no additional discussion, and the motion passed unanimously.

FINANCIAL REPORT(S):

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 in writing to Management. The association is in very good shape financially.

Supporting financial documents, statements, and reconciliations are sent separately to the Board of Directors monthly. Please review the monthly Expense Report, as that will be the best way for the Board to be aware of the actual monthly expenditures and corresponding work that has been performed on the property since the last financial statement report. Please do not hesitate to contact management if you have any questions.

MANAGER'S REPORT (as of 10/24/2024):

1. REPAIRS, MAINTENANCE & UPDATES: The following maintenance updates are for informational purposes only and do not require Board action at this time:

- a. Curbs & Speed Bumps painted
- b. Bark Mulch spread throughout community
- c. Siding Panels Repaired
- d. Foundation vent blocks removed and stored in shed
- e. Mitigate water intrusion issues in Unit 16 attic.
- f. Baiting rodent stations ongoing.
- g. Monthly lighting maintenance is ongoing.
- h. Monthly tree pruning is ongoing.
- i. Cigarette receptacle cleaning is ongoing.

2. ADMINISTRATION:

- a. **Violations (since last meeting – for informational purpose):**
 - i. None
- b. **Owner Correspondence & Administration (for Board information only):**
 - i. None
- c. **Owner Correspondence & Administration (Board Action requested):**
 - i. None

3. UNIT SALES DATA:

Sales year-to-date in 2025 are as follows:

Sold listing(s) year-to-date:

Unit: 38 **Sq. Ft.:** 1,002 **Sold Date:** 4/22/2025 **Price:** \$281,650 **Days on market:** 7

Current active listing(s):

Unit: 51 **Sq. Ft.:** 1,002 **Price:** \$275,000 **Days on market:** 55

Current Pending listing(s):

Unit: 4 **Sq. Ft.:** 1,002 **Price:** \$269,000 **Days on market:** 7

Information provided courtesy of FRESH START Real Estate, Inc. extracted from the RMLS

OLD BUSINESS:

1. Bylaw Amendment Recommendation :

- a. Association Attorney, Jeremy James had suggested the Bylaws should be amended to clarify the wording regarding liability regarding the Water leak damages between the 2 units and other similar types of issues.
- b. During the discussion one board member stated anything unseen behind a wall should be association responsibility. The board has decided to discuss this and add it to a future agenda for further decision.

NEW BUSINESS:

1. Signage Changes

- a. Fast Signs quoted \$1268.00 for new signs throughout the community. It was decided a stop sign was not needed but the board would like a sign with parking rules to be displayed. A Motion was made and seconded to approve the Fast Signs quote of \$1268.00. The motion passed unanimously without further discussion.
- b. A quote is needed to replace parking and unit numbers. FRESH START will request the quote asap.

2. Roofing Project

- a. Reserve funds from 2024 have been pushed out to 2026. The plan is either to do all buildings in phase 1 and garages in phase 2, or if finances demand, it can be split into 3 phases with half the buildings in Phase 1 and the other half in phase 2, followed by the garages in phase 3.
- b. After the first of the year, Mark will get the community on the roofing company scheduled for dry weather June/July time frame in 2026.

3. Asphalt Repairs

- a. Asphalt repairs need to be done before seal coating can be done. The repairs only need to be done to the bad areas, not the entire lot.
- b. Seal coating shouldn't be done the same year as the repairs and need to wait until the next year.

4. Board Changes

- a. Mike Franklin had voiced a desire to serve on the Board during the owner's forum section of the meeting. Secretary Karen Van Raden volunteered to step down from the board if Mike was ready to serve. A motion was made and seconded to accept Karen's resignation and Mike's joining the Board. The motion passed unanimously without further discussion.
- b. Karen was thanked by the Board and management for her many years of service to the community and she promised to be available to answer any questions and offered assistance as needed.
- c. Debbie Webster volunteered to step into the role of secretary vacated by Karen's resignation. A motion was made and seconded to accept Debbie as secretary for the Board. The motion passed unanimously without further discussion.

ADJOURNMENT:

Next Meeting Date:

Thursday, October 23, 2025 at 6.00 pm via Zoom

This will be the Budget Meeting

It is the Board's intention to hold meetings quarterly on the 4th Thursday of every third month. Mark your calendars! The meetings in 2025 are to be held on 10/23/2025 at 6:00 pm (Budget Meeting). We hope you can attend.

Meeting Adjourned:

7:08 PM

Minutes Prepared By:

FRESH START Real Estate, Inc. - Community Manager