

Stephanie Terrace  
CONDOMINIUMS  
Home Owner's Association

## MEETING MINUTES

**REGULAR MEETING OF THE BOARD OF DIRECTORS OF:  
STEPHANIE TERRACE CONDOMINIUMS**

**LOCATION:** Zoom Meeting held at remote locations  
**DATE:** 10/20/2022  
**CALLED TO ORDER:** 6:03 pm  
**QUORUM PRESENT:** Yes

**ATTENDEES (Board Members Bolded)**

<b>Chris Demke</b>	Jason Duggan
<b>Karen Van Raden</b>	Sandi Cooper
<b>Debbie Webster</b>	Brittney Etzel
<b>Steve Lechleiter</b>	Michael Franklin
<b>Jeremy Ferris</b>	Marlon Sumagaysay
Mark Vandervest - FSRE	
Cindy Vandervest – FSRE	
Sunny Arruda - FSRE	

### OWNER'S FORUM

With holidays coming up quickly, a question about holiday decorations was asked. The Board advised decorating for various holidays is fine so long as the decorations are not offensive and do not encroach on other owners space or into the common areas. All decorations must be removed no more than 2 weeks after the holiday date.

### OPENING BUSINESS

Agenda was approved unanimously.

The minutes for the Quarterly Meeting held on July 21, 2022 were approved unanimously after the correction to the spelling of Brittney's name.

**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.**

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**FINANCIAL REPORT**

1. 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 Management.
2. Supporting statements and reconciliations are sent to the Board of Directors separately. The Board is encouraged to review the Expense report as that will be the best way 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 call or email Management if you have any questions.
3. The next Board Meeting will be the Annual Business Meeting.

**MANAGER'S REPORT (10/20/2022)**

**REPAIRS, MAINTENANCE & UPDATES**

*The following maintenance updates are for informational purposes only and do not require Board action at this time:*

- a. **Parking reserved/tow signs installed in spots 5, 6, 7, & 8.**
- b. **Curb repairs completed**
- c. **Sidewalk replacement areas are scheduled to begin by the end of the month.**
- d. **Striping and lettering in progress**
- e. **Dead trees cut down behind buildings 1 and 2**
- f. **Elevated tree maintenance completed**
- g. **Fence repair behind building 1 in progress**
- h. **Entrance asphalt repair completed by County.**
- i. **Gutter maintenance is ongoing.**
- j. **Lighting maintenance is ongoing.**

**ADMINISTRATION**

- a. **Violations (7/21/2022 thru 10/20/2022):**  
*For informational purpose:*
  1. **None**

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**b. Homeowner Correspondence and Administration**

*For informational purpose:*

1. Crawlspace mitigation required and scheduled under Unit 13. Mark will meet with contractor and inspect other issues mentioned by the new owner.
2. One owner complained they pay the same dues as the units towards the front of the community but did not receive bark dust as the front units did. It was explained the bark dust will be installed in phases for budgetary reasons. One half of the property (the front portion) was completed in 2022, and the second half will be completed in 2023. This process will additionally help to ensure that all of the complex is addressed at least every two years to keep things looking fresh.

**c. Owner correspondence for Board Review**

*Board action requested:*

1. None

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**ON-GOING BUSINESS**

**Smoking Resolution Update**

The smoking resolution text will be checked for completeness and sent to the Board for review and approval. Then it can go to the association for voting. This will include all kinds of smoking, not just tobacco products. Once passed the smoking resolution would apply to any type of inhaled smoke, including cigarettes, cigars, pipes, vaping, e-cigs, marijuana, etc. Residents would have to go outside of the property to smoke. Smoking receptacles will be placed on the edges of the property when the resolution passes.

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**Barbecues, Grills & Smokers**

Obnoxious smoke from outdoor cooking is not allowed. Upper floor units must use electric grills, smokers, etc. on their balconies/decks. Ground floor can use propane but must be at least 10 feet away from the building.

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**Items being stored against the fence**

A barbecue grill, wooden lattice, pots and planters, and other odds and ends are being lined up along the fence along the east side of the community. Storage of personal property in the common areas is not allowed and is subject to a violation and fine. Management will notify residents to correct the violation and remove the items from the common area.

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**NEW BUSINESS**

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**2022 HOA Reserve Study**

- The 2022 Reserve Study prepared by FRESH START Real Estate, Inc. was reviewed and explained in detail by Mark. The schedule of upcoming repairs identified in the 30-year maintenance plan were reviewed and discussed.
  - The association appears to be in very good shape to be able to cover upcoming needs.
  - A motion was made and seconded to have FSRE prepare and monitor the annual reserve study going forward. The motion passed unanimously without further discussion.
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**2023 HOA Proposed Budget**

- The 2023 HOA proposed Budget was discussed in detail.
  - Water is expected to increase 10.6% in 2023
  - Monthly HOA dues will increase \$26.00 to \$30.00 per unit (depending on size of unit) beginning January 1, 2023.
  - A motion was made and seconded to accept the budget as proposed. Without further discussion, the motion passed unanimously.
  - Annual Mailer will be prepared and sent out by early November to allow 30 days or more notice before the new dues go into effect in January 2023. The Annual Notice will also include notice of the Annual Business Meeting scheduled for January 19, 2023 at 6:00 PM via Zoom. Owners should be on the lookout for this
  - Broadcast and return the enclosed Proxy forms as quickly as possible.
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**For Next Regular Meeting**

- Review Bylaws, Rules & Regulations to update

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**ADJOURNMENT**

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NEXT MEETING DATES:      Thursday, **January 19, 2023 at 6:00 pm**      Annual Business Meeting

MEETING ADJOURNED:      **8:14 PM**

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

MINUTES PREPARED BY:      **FRESH START Real Estate, Inc.**  
Community Manager