

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

**2021 QUARTERLY MEETING MINUTES**

LOCATION: Tualatin Valley Fire Department #267  
 DATE: 04.17.2021  
 CALLED TO ORDER: 10:15 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 checked="" type="checkbox"/> 13 – Board	<input type="checkbox"/> 24	<input type="checkbox"/> 35	<input type="checkbox"/> 46
<input 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 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 checked="" 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
April 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
Chris would like to remind residents that Stephanie Terrace is a community and that just because we individually own or rent our units, we still need to live together so please review and follow the house rules and bylaws that we all agreed to upon moving into the complex. HOAs aren't fun to live under but in a condominium community it is a necessity and the rules are there so that everyone can live in harmony.		Closed

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

**MAINTENANCE**

AGENDA ITEM DESCRIPTION	ACTION	STATUS
<b>Building Pressure Washing</b> Quote was received for this work that was almost double what we have paid in the past. The board will investigate other vendors for this work.	Superior / Board	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
<b>Garage 9 Trim Repair</b> Terry reported that some trim above garage 9's door had fallen off and needs to be repaired. Board and Superior will coordinate a handyman to come out and repair the trim.	Superior / Board	Open
<b>Driveway Resurfacing</b> Repaving is overdue, planned for last year but was pushed out due to COVID and budgetary issues. The board will revisit this project.	Superior / Board	Open
<b>Main property sign</b> A question was raised regarding moving the property sign on Farmington closer to the driveway. This is a low-priority project but ways to make the driveway more visible should be investigated.	Superior / Board	Open

**ON - GOING BUSINESS**

AGENDA ITEM DESCRIPTION	ACTION	STATUS
<b>Concrete Repairs</b> Superior needs to report on the status of this project.	Superior / Board	Open
<b>Moving Fee Resolution</b> Board will follow up with Maria and Superior regarding this item.	Superior / Board / Maria (Unit 7)	Open
<b>LED Lighting Project</b> Karen sent a plan indicating light locations to Angela. No update provided.	Superior / Board / Scott	On-Going
<b>Pest Control</b> Quotes were received. Quotes were discussed and it was determined that the board will move ahead with Bug Busters. An interior service can be provided at unit residents' cost. Exterior spraying should happen in spring and summer at a minimum.	Superior / Board	Open
<b>LED Lighting Project</b> Karen sent a plan indicating light locations to Angela. No update provided.	Superior / Board / Scott	On-Going

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

<b>Parking Signage versus Striping</b> Christina is looking into the cost of purchasing and installing signage to replace the "Reserved" parking space striping.	Christina	Open
<b>Garage G-29 Ownership</b> The board held a special meeting regarding this issue and voted to sell Garage G-29 back to Karen, the owner of Unit 29. The Board and Karen are pursuing the sale.	Board	Open
<b>Building 12 Porch Light</b> Board will follow up with Superior on whether the Building 12 breezeway light sensors have been repaired/relocated.	Board	Open

**NEW BUSINESS**

AGENDA ITEM DESCRIPTION	ACTION	STATUS
<b>Building 9 Main Drain Flush</b> Main drain needs to be scheduled.	Superior / Board	Open
<b>2022 Reserve Study and Budget</b> Board needs to schedule a meeting with Angela/Superior to review 2022 budget. An allowance for pest control needs to be added to cover the new cost of exterior pest spraying.	Superior / Board	Open
<b>Gutter Flushing</b> Fall gutter flushing needs to be quoted and scheduled. Board will pursue quotes with Superior.	Superior / Board	Open
<b>Bylaws and House Rules review</b> Rules regarding visitor parking lot and trash/dumpsters should be reviewed by all residents. A door flyer will be distributed for everyone to review. Notices have been sent out to residents not in compliance.	Superior / Board	Open
<b>Noise Bylaws/Rulse</b> Several residents have reported noise complaints regarding vehicle motors revving in the early morning. Vehicle revving was reported at between 5 and 6am, and revving went on for about 5 minutes. Notice will be sent out to residents not in compliance.	N/A	Closed
<b>Business Bylaws/Rules</b> The board would like to remind residents that while having a home office that doesn't generate any vehicle traffic is allowed, running a business out of a unit is not allowed. In addition, community resources like water are paid by all residents and should not be used in conjunction with a business, and no dumping in storm drains is allowed. Notices have been sent out to residents not in compliance.	N/A	Closed
<b>Non-Compliance fines</b> The board confirmed that units found as not in compliance with house rules and bylaws can be fined \$75 per occurrence. Board will pursue fines on documented infractions.	Superior / Board	Open

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

---

<b>Maintenance Schedule</b> Board will develop / update our maintenance schedule for when repeated tasks need to be performed and which meeting they need to be quoted by.	Superior / Board	Open
<b>Website Updates</b> Jeremy, Chris and Karen will review the updates Jeremy has made.	Superior / Board	Open
<b>Landscaping ruts</b> Maria reported that the landscapers left rut in the yard behind unit 7 with their riding lawn mowers, they use blowers a lot and the lawns are being torn up. The board will look into this.	Superior / Board	Open
<b>Plantings</b> The board will follow up with the landscapers on replanting in the areas where plants have been removed.	Superior / Board	Open

---

--- END OF MEETING MINUTES ---

NEXT MEETING:            Saturday, **September 11**            Budget Meeting  
   Saturday, **October 16**            Quarterly Meeting  
ADJOURNED:                11:20 am