

# Quarterly Meeting Minutes

## Tualatin Valley Fire Station #267

### October 20, 2018

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- The meeting was called to order at 10:00 a.m.
- Owners in attendance #3, 11, 13, 14, 23, 25, 28, 29, 30, 31, 49
- The July 2018 meeting minutes were approved.

#### Treasurer's 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. It will be available to any owner that requests to see it. Such requests should be directed to a Board Member.

2019 Budget was approved.

Jeri requested that in future the board meet with Superior Management to go over the budget line-by-line. Future open budget meetings will occur on the second Saturday of September.

#### President's Report

Scott was elected president.

#### Maintenance

Gutter cleaning to be scheduled for Mid-December. The board shall clarify that flushing or otherwise cleaning out the downspouts should be included in the scope of work. Concerns about overflowing gutters has been brought up so after the downspouts and gutters are cleaned residents are encouraged to report overflowing gutters so that they can be addressed. Owners have observed that many branches overhang the roofs and gutters and may be contributing to gutter overflow. The board will investigate if these branches can be trimmed by an owner or if we need to call an arborist.

Hose-bib shutoff notices will be distributed after gutter cleaning occurs.

Vent covers need to be installed on the buildings. The board determined that replacements for broken covers should be purchased. After the meeting the covers were sorted and it was determined that we need to purchase about 150 vent covers. Volunteers are needed to help install the vent covers.

The Reserve Study for 2019 forecasts the following projects:

- Building painting. Must be scheduled by February for painting in the summer of 2019.
  - A concern was raised regarding potential rot or mold on the eaves of the #32 balcony. Scott will investigate this concern to determine if repairs are needed.
  - It was requested that it be specially noted as part of the painting scope that the eaves and all soffits of buildings and garages be painted.
- Mailbox Replacement
  - After a discussion during the meeting it was determined that the mailboxes do not need to be replaced but will pursue researching options for new boxes in the future.
  - The board may wish to pursue painting and renumbering boxes for uniformity of numbers.
  - It was brought up that the boxes appear to be numbered out of order.
- Irrigation control valves are budgeted for replacement.
  - It was determined that this was a line item for replacement if a valve fails.

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

It was noted that when the roof was last replaced that the gutters that were installed were a size smaller than they initially were. It will be noted that larger gutters should be installed when the roof is replaced. At this point in the time the roof has approximately 15 years left in its lifespan according to the Reserve Study.

Gutters are coming off the eaves at building 1. Gutters should be repaired so that they are secured to the building by more than simply nailing them back on through the same nail holes.

The landscapers requested that the low branch on the black walnut tree behind building 7 be trimmed. The board decided against this action pending an evaluation by an arborist.

The board will investigate removing a tree stump behind building 13.

Some sprinkler heads behind unit # 11 need to be adjusted. The board will ask the landscapers to make adjustments the next time they are on the property.

**Old Business**

A motion light was installed at the mailboxes. It needs to be adjusted and will be in the near future.

Terry reported to the board that the total cost for installing a security camera system would be about \$5,000-\$7,000. Due to the die-down of activity around the dumpsters the board determined that cameras would not be pursued at this time.

The dumpster locks discussed at the last meeting were determined to be unfeasible and will not be pursued. The board would like to remind residents that very large items (including but not limited to toilets, barbeques, mattresses, furniture, etc.) should be taken to a garbage or recycling facility and not put in the dumpsters. Further, items should not be left in the trash enclosures but put into the dumpsters, and bottles and cans should not be thrown into the dumpsters in order to limit dumpster-diving.

**New Business**

At the current time there are five board members that are reelected in one year. In order to even out the election/reelection of board members, Karen volunteered to move up her term-ending so that the board's terms are more evenly split.

Karen has been looking into the possibility of refreshing the landscaping on the property and has had a representative from Dennis's 7 Dees out to discuss a future project. The topics discussed included re-landscaping the front entry corner and sign, whether it would be advantageous to phase such a project and potential costs. The board determined that prior to any further discussion of such projects that a survey be distributed to the residents gauging interest and opinions on the landscaping.

The board was asked to investigate water pooling at parking space #43 and how to minimize this pooling.

A large collection of cigarette butts have been noticed around the far-west trash enclosure. The board asks that residents that smoke find an appropriate way to dispose of their cigarette butts and would like to remind residents that stamping out cigarettes and leaving butts on the sidewalks, in the parking lot or in any of the landscaping areas is inappropriate. We all contribute to maintaining a clean community.

An owner commented that it appears as though some of the daylight sensors that operate the exterior lights on the buildings appear to need adjusting including garage lights, entry lights and floodlights. Scott will investigate which sensors need adjusting and options for new sensors if they need to be replaced.

The owner of unit 30 requested that the river rock adjacent to her parking space be removed and that pavers be installed so that there is an even, solid surface she and her guests can step onto. The board approved this request.

The meeting was adjourned at 11:30.

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

Landscape Survey Results

15 surveys were returned

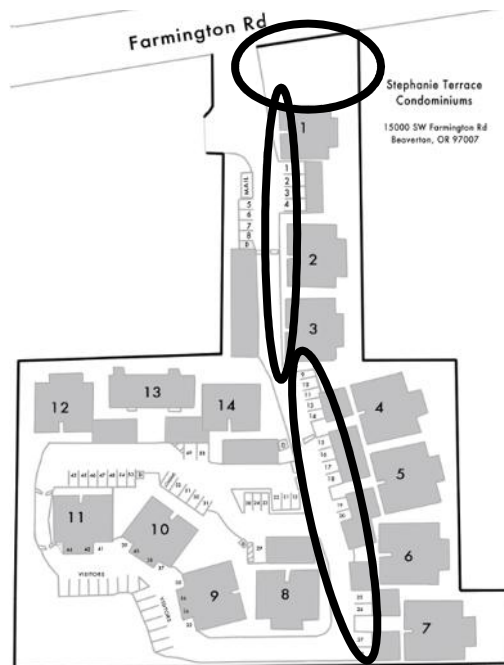
- 5 respondents indicated that they were satisfied with the landscaping of the property.
- 6 respondents indicated that they were unsatisfied with the landscaping of the property.
- 2 respondents indicated that they had no opinion on the landscaping of the property.
- 2 respondents either indicated no satisfaction level or both satisfied and unsatisfied.

5 respondents indicated that they would be willing to financially contribute to a landscaping project, giving a total *potential* budget of about \$1600. (The actual budget may be smaller as financial situations change.)

Comments included:

- Making the entrance sign more visible.
- Increasing the curb appeal of the entrance area.
- Increasing ground cover.
- Moss removal.
- Current landscaping service dissatisfaction.
- Desire for functional changes rather than aesthetic ones.
- Desire for any landscaping work to be done within our current budget.
- Questions about the cost savings of switching landscaping services being applied to this project.
- Requesting bark dusting of all buildings, not just entry ways or visible areas.
- Pointing out sprinklers not being turned on or overwatering/underwatering.
- Wanting more information on potential changes.
- More information on project details was requested before opinions could be formed.

The following areas were most consistently identified by respondents as areas that they would like to see addressed:



The board thanks the respondents for participating. We will identify next steps and keep residents informed about future projects.