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:	**04/23/2026 at 6:00 PM**
CALLED TO ORDER:	**06:03 PM**
QUORUM PRESENT:	**Yes**

ATTENDEES:

Board Members:
Mike Franklin, Chair
Debbie Webster, Secretary
Jeremy Ferris, Treasurer
Geoff St. Clair, Director
Brittney Etzel, Director
Jason Sampson, Director
Janice Chisum, Director

Owners & Guests:
Karen Van Raden
Sandy Cooper
Richard Masten
Carol Claassen

Management:
Mark Vandervest – FSRE
Cindy Vandervest – FSRE
Sunny Arruda - FSRE

CALL TO ORDER:

President Mike Franklin, called the meeting to order and thanked all of the Board Members and guests for attending. Mike 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. **Dumpsters:** An owner asked if the extra dumpster would cause an increase in the HOA dues. Mark answered that the additional dumpster would not change the dues as they are set for the year. At the next Budget Meeting the extra dumpster will be figured into the costs for the trash expenses and management will try to find other areas to reduce the costs to make up for the additional dumpster.

APPROVAL OF MINUTES FROM PRECEDING MEETING:

1. **October 30, 2025, Quarterly Meeting Minutes:** A motion was made and seconded to approve the previous Quarterly Meeting Minutes from October 30, 2025 as written. There was no additional discussion and the motion passed unanimously.
2. **January 22, 2026, Annual Meeting Minutes:** The Annual Meeting Minutes from January 26, 2025 were presented for review only and will be approved at the next Annual Meeting.

FINANCIAL REPORT(S):

1. Due to concerns regarding financial fraud, the Treasurer's Report will be read out loud 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.

   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.

MANAGER'S REPORT (as of 04/23/2026):

1. **REPAIRS, MAINTENANCE & UPDATES:** The following maintenance updates are for informational purposes only and do not require Board action at this time:
   a. Bark Mulch delivered and to be spread throughout community
   b. Siding Repairs at back of Unit 35 (woodpecker damage)
   c. Curb painted red in front of mailbox bank
   d. Attic issues mitigated in Unit 30 (venting & fire protection)
   e. Mitigate exterior water intrusion around dryer vent at Unit 19
   f. Baiting rodent stations ongoing.
   g. Monthly lighting maintenance is ongoing.
   h. Monthly tree pruning is ongoing.
   i. Cigarette receptacle cleaning is ongoing.
   j. Tree pruning 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 Data year-to-date in **2026** is as follows:

   Sold listing(s) year-to-date:
   None

   Current active listing(s):

   Unit: **3 0** **Sq. Ft.:** 1,002 **List Price:** 255,000 **Days on market:** 190

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

OLD BUSINESS:

1. **Barbeque Grills Resolution:** A resolution was presented to the board regarding the prohibited use of Barbeque grills within the community. The use of BBQs and Grills in the community is prohibited under the community Bylaws under Article X Sec 2-i "Without prior written consent of the Board, nothing shall be done or kept in any unit or in the common elements that will increase the rate of insurance on the buildings or contents beyond that customarily applicable for residential use. No unit owner shall permit anything to be done or kept in his unit or in the common elements that will result in the cancellation of insurance on any building or contents, or which would be in violation of any law or regulation of any government authority". Due to the vinyl siding on the buildings, BBQs & grills are considered fire hazards and their use will cause an increase in rates or cancellation of the liability insurance policy. The formal adoption of a resolution spelling out the rules is needed to provide clarity for all. A motion was made and seconded to accept the resolution as written. The motion was approved unanimously with no further discussion. Management will broadcast the new resolution to all owners after it is signed by the board secretary, Debbie.

NEW BUSINESS:

1. **Community Signage:** The new entry sign has been done. It was decided by board discussion to order 3 Visitor Parking signs with the word "ONLY" added to them, 2 signs saying Visitor parking with an arrow pointing the direction. This signage was approved at a previous meeting and is already in the budget.
2. **Pavement Repairs & Replacement:** Two proposals have been received so far: K&L Industries proposes a 3 inch single compaction pavement. Pavement Maintenance proposes a 4" double compaction pavement. The drive path will be cut up, removed and replaced in the late July or August time frame. It will be seal coated in 2027 after it has settled completely. A motion was made and seconded to accept the bid from Pavement Maintenance. The motion passed unanimously without further discussion.
3. **Board Member Participation:** President Mike requested each Board member to commit to responding faster to emails and texts, so that things do not build up and needed actions can be taken in a timely manner.
4. **Landscaping Needs:** The landscapers will be asked to mitigate the moss that has appeared where grass should be. They also need to deal with old plants that have begun to grow back through the bark dust and to replant the areas where dead plants were removed previously.
5. **Subcommittees for Grounds, Community Engagement, Bylaws Review:**
    a. **Community Engagement:** Geoff will head up this committee and see which type of events the community would be interested in. Planning for these events will also be a committee duty.
    b. **Grounds Committee:** Board members Geoff & Debbie will meet with landscapers to go over planting needs and create future plans.
    c. **Bylaws Review:** Geoff & Mike will go over the Bylaws to make them more concise and updated. Refer to Community Historian, Sandy if needed.

ADJOURNMENT:

Next Meeting Date:	**Thursday, July 23, 2026 at 6:00 pm at:** **Murrayhill Woods Clubhouse** **9450 SW 146th Terrace, Beaverton, Oregon 97007** *It is the Board's intention to hold meetings quarterly on the 4th Wednesday of every third month. Mark your calendars! The remaining meetings in 2026 are to be held on **07/23/2026** at 6:00 pm, and **10/22/2026** at 6:00 pm (Budget Meeting) We hope you can attend.*
Meeting Adjourned:	**7:35 PM**
Minutes Prepared By:	**FRESH START Real Estate, Inc. -** Community Manager