

Stephanie Terrace
CONDOMINIUM
Owners' Association

MEETING MINUTES

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

LOCATION: Zoom Meeting held at remote locations
DATE & TIME: 01/22/2026 at 6:00 PM
CALLED TO ORDER: 06:04 PM
QUORUM PRESENT: Yes

ATTENDEES:

Board Members:

Debbie Webster, Secretary
Geoff St. Clair, Director
Brittney Etzel, Director
Mike Franklin, Director
Absent - Chris Demke, Chair
Absent - Jeremy Ferris, Treasurer

Owners & Guests:

Jason Sampson	Sandy Cooper
Amanda Scales	Carol Claassen
Janice Chisum	Alex Kuhn
Richard Masten	

Management:

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

CALL TO ORDER:

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

CERTIFICATION OF PROXIES:

The returned 27 proxies totaled 50% of the ownership and met the required 50% minimum quorum to hold the Annual Meeting.

PROOF OF NOTIFICATION OF MEETING:

Notice of the Annual Meeting has been emailed to all owners, was posted on the front page of the Community website and was posted onsite at the mailbox banks.

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. **Trees:** An owner mentioned there were trees from neighboring property leaning over the association fence. Mark stated he would have the landscapers look into the situation and make recommendations.
2. **Dumpsters:** An owner mentioned the dumpster enclosure #1 had a sagging door that dragged the ground when opening and closing. Mark would have Maintenance crew assess and repair the door.
3. **Bark Dust:** An owner mentioned the bark dust was being blown away by the landscapers and it was a waste of money to apply it just to be blown away. Mark would mention this to the landscapers and ask them to be mindful of the bark dust.
4. **Main Drive into Community:** An owner stated the main drive needed patching. Mark stated patching & repairs were in the budget for 2026 and would need to wait for dry weather. The drive would be seal coated in 2027.
5. **FHA :** An owner asked if units behind on HOA dues would affect the FHA approval status. Mark said Yes, it certainly does.
6. **Animal Abuse:** An owner reported seeing a man kick a dog in the parking lot. They were advised to try and record such incidences and report to Washington County Animal Control or Beaverton Police non-emergency line.

APPROVAL OF MINUTES FROM PRECEDING MEETING:

1. **January 23, 2025, Annual Meeting Minutes:** A motion was made and seconded to approve the previous Annual Meeting Minutes from January 23, 2025 as written. There was no additional discussion, and the motion passed unanimously.

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 01/27/2026):

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 spread throughout community
 - b. Siding Repairs at back of Unit 8
 - c. Dryer vent repair at Unit 54
 - d. Curbs & speed bumps painted
 - e. Parking spot numbers painted
 - f. Landscaping updates performed
 - g. Water intrusion mitigation in attic #16
 - h. Foundation block & frost protectors installed
 - i. Mitigate water intrusion in crawlspace #27
 - j. Loose siding repaired above garage 7
 - k. New entry sign installed
 - l. Baiting rodent stations ongoing.
 - m. Monthly lighting maintenance is ongoing.
 - n. Monthly tree pruning is ongoing.
 - o. Cigarette receptacle cleaning is ongoing.

2. ADMINISTRATION:

- a. **Violations (since last meeting – for informational purpose):**
 - i. 1 Smoking Violation
- b. **Owner Correspondence & Administration (for Board information only):**
 - i. None
- c. **Owner Correspondence & Administration (Board Action requested):**
 - i. None

3. UNIT SALES DATA:

Sales in 2024 were as follows:

Unit: 42 **Sq. Ft.:** 1,002 **Sold:** \$270,000 **Sale date:** 11/25/24 **Days on market:** 106

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

Voting for Board Director Vacancy Positions:

1. **Nominations from the Board:** Chris Demke, Jason Duggan & Jeremy Ferris were all at the end of their current term. Jeremy expressed his willingness to continue serving on the board. Jason has resigned from the board. Chris' Unit is Pending sale and she has not requested to remain on the board.
2. **Nominations from the Floor:** Jason Sampson and Janice Chisum have both volunteered to serve on the board.
3. **Introduction of Candidates:** Jason and Janice Introduced themselves to the membership and both said they were looking forward to getting to know the community and doing what they could to serve the community.
4. **Nomination of Candidates:** A motion was made and seconded to accept "The Jays" Jeremy, Jason and Janice as Board Members. The motion was voted on and was carried unanimously. "The Jays" were congratulated and welcomed to the Board of Directors for a term of 2 years, ending in 2028. The Board members are as follows:

Mike Franklin	Term through 2027
Debbie Webster	Term through 2027
Brittney Etzel	Term through 2027
Geoff St. Clair	Term through 2027
Jeremy Ferris	Term through 2028
Jason Sampson	Term through 2028
Janice Chisum	Term through 2028
5. **Election of Officers of the Board of Directors:** Mike Franklin agreed to step into the position of President for the remainder of his term. Debbie Webster agreed to continue as secretary, and Jeremy Ferris agreed to continue as Treasurer. A motion was made and seconded to accept the Board Members in these officer positions. There was no additional discussion, and motion was voted on and was carried unanimously.

Board Officers are:

President: Mike Franklin

Secretary: Debbie Webster

Treasurer: Jeremy Ferris

All of the new officers were congratulated and thanked for their willingness to serve the Stephanie Terrace community.

OLD BUSINESS:

1. **Barbeque Grills:** 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. No deposits of any waste materials shall be allowed in the common areas.

Due to the vinyl siding on the buildings, BBQ & grills are considered fire hazards and their use will cause and increase in rates or cancellation of the liability insurance policy. It has been suggested a resolution specifically addressing this issue be drafted and discussed in a future meeting.

NEW BUSINESS:

1. **IRS Revenue Ruling 70.604:** The Board was reminded they should adopt IRS Revenue Ruling 70.604 annually. It was explained that Ruling 70.604 allowed the community to defer most HOA assessment income (excluding passive income) to another year thereby allowing the income to be tax free for the current year. A motion was made and seconded to adopt IRS Revenue Ruling 70.604 for 2026. The motion passed by unanimous vote without further discussion.

ADJOURNMENT:

Next Meeting Date:

Thursday, April 23, 2026 at 6:00 pm via Zoom

*It is the Board's intention to hold meetings quarterly on the 4th Wednesday of every third month. Mark your calendars! The meetings in 2026 are to be held on **04/23/2026** at 6:00 pm, **07/23/2026** at 6:00 pm, and **10/22/2026** at 6:00 pm (Budget Meeting) We hope you can attend.*

Meeting Adjourned:

7:08 PM

Minutes Prepared By:

FRESH START Real Estate, Inc. - Community Manager