

Quarterly Meeting Minutes

Tualatin Valley Fire Station #267

July 21, 2018

- The meeting was called to order at 10:00 a.m.
- Owners in attendance # 3, 11, 13, 14, 23, 25, 29, 34, 47, 49, 53

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.

Superior Management provided us with a draft of the 2019 budget and Reserve Study. It was suggested to add a line item for repairs to the building 9 sewer line due to the yearly blockages that occur in that building. The Board will discuss this item to determine whether it is a financially responsible change to make.

Approval of the final 2019 budget must occur before October 1.

Any owner that would like a copy of the budget or Reserve Study may request them from a board member. In the future, it was requested that the Board make draft budget and reserve studies proactively available to owners to provide financial transparency.

President's Report

Sharon resigned her presidency prior to the quarterly meeting.

In June the community undertook a parking striping project to refurbish the "Reserved" lettering and parking space numbers. It was suggested that the previous lettering be painted black so that the new lettering is more legible and everyone has agreed that this was a good idea and should be repeated in future striping projects.

Updated house rules have been posted to the Stephanie Terrace website and can be located at the following URL:

http://stephanieterrace.com/docs2/governing_docs/STC_House_Rules_2018.05.09.pdf

All units are required to keep a copy of the Stephanie Terrace governing documents. A request was made to provide printed copies for all units.

Bait stations continue to see activity. A resident saw a rat around their building and reported it to the Board. The pest control company responded, moving a less-active station to that building. Any residents who see rodents on the property are encouraged to report it to the Board so that we can place bait stations where they will be most effective. The Board would like to remind residents that they should not put out bird seed, cat food, or other food items that can attract rodents.

Stephanie Terrace
CONDOMINIUMS
Home Owner's Association

Maintenance

Building pressure washing will be scheduled for the upcoming months. Notices will be sent around prior to the pressure washing reminding all residents to keep their windows closed and to clear off their patios or balconies so all exterior surfaces of the buildings can be washed.

An owner pointed out that the building 9, 10 and 11 entryways are frequently overlooked during pressure washing. Because these buildings have the garages on their basement level, the entryways must be hand washed. Unfortunately this means that the concrete of the entries don't get washed. Several solutions were discussed including adding a line item to bids to hand wash the concrete or to invest in crevice sealing devices so that the concrete can be pressure washed. The Board will review these options for the upcoming project.

It was reported that the roots of the tree North of building 9 is lifting up the sidewalks and creating trip hazards. The Board will have these sidewalks serviced.

New Business

At the April meeting, Sharon volunteered to draw up a new community map with accurate parking. If any residents or owners would like a copy of this map please contact a Board member.

An owner requested a light be installed at the mailboxes so that residents retrieving mail at night can see better. The Board approved the purchase of a solar-powered, motion-activated light to be installed in this area.

An owner suggested adding language to the bylaws formally limiting the number of units that can be rented out in order to maintain the community's FHA approval status. There was little interest in pursuing this because we have never been over the limit and it may prove cost prohibitive. An owner volunteered to ask around to other condo complexes for example language if we decide to pursue this in the future.

It has been noted by many owners lately that there has been an increase in bulky items being thrown into the dumpsters (including mattresses, chairs, wheelie bins, large metal jugs, and more), filling them up so that other residents cannot throw out their household trash. The Board would like to remind all residents that it is not appropriate for bulky items to be thrown into the dumpsters as it requires the community to order additional garbage services that costs the Association money, increases dues, and inconveniences neighbors. If you are identified throwing such items into the dumpsters, you will be fined the cost of the additional garbage service to come to the property.

Additionally, several people from off-site have been seen using the dumpsters on the property to throw away their trash. Due to these circumstances, dumpster locks are being discussed by the Board in order to limit the use of the dumpsters to residents only and an owner has volunteered to look into wireless camera options so that those dumping bulky items can be identified and fined.

The Board is discussing the next step in rehabilitating the top soil on the property, especially along the back fence.

The meeting was adjourned at 11:35.