

Stephanie Terrace
CONDOMINIUMS
Home Owner's Association

Annual Meeting Minutes

Tualatin Valley Fire Station #267

April 15, 2017

- The meeting was called to order at 10:05 a.m.
- Owners in attendance # 3, 13, 14, 23, 28, 29, 30, 32, 43, 49

Treasurer's Report:

Treasurer Jeri Hinkle presented the quarterly Financial Report which as of March 31, 2017, the Association had \$483,834.79 in various bank accounts, of which \$47,803.95 is in Operating Funds and \$436,030.79 in Reserve funds. December 2016 financial totals various funds \$472,452.51 of which \$50,527.75 is in Operating Funds and \$421,924.76 Reserve Funds.

President's Report

Greg Jackson, President, announced that he is selling his unit and will resign as President of the Stephanie Terrace Board of Directors effective at the end of this meeting. The Board would like to thank Greg for his time and service to the Stephanie Terrace community.

Maintenance Update

Mold or other organic material was reported on the front of Building 10 (Units 37-40). It will be reported to the management company so the cause can be investigated and the material cleaned off the siding.

Overflowing gutters were reported on the back of the Unit 1-4 garages. It will be reported to the management company so the cause can be investigated and the gutters cleaned.

The driveway conditions were reported to the board, both for cracking and for the striping wearing off. It will be reported to the management company so the conditions can be assessed. It was discussed that the seal coating and striping done in August 2015 doesn't appear to be holding up well and the Board may wish to choose a different vendor for that work when the next seal coating is scheduled.

The Owner of Unit 23 reported that his dryer vent cover keeps being blown off when the landscapers come through with their blowers. It will be reported to the management company so that it can be securely fastened to the building so this doesn't happen anymore.

A flood light was reported as being burnt out on building 7 (Units 25-28).

Mulching was requested around Building 7 (Units 25-28) due to apparent soil erosion and the exposure of roots. The Board will get estimates from the landscapers for this work.

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Unit numbers that had been peeling or missing have been replaced.

If a resident notices a maintenance issue on the property, please report it through the Stephanie Terrace website (www.stephanieterrace.com) via the Contact tab.

Other Business

The deck boards project, consisting of replacing rotted boards in unit balconies, was completed. An owner in attendance reported that the company that did the work was respectful, clean and did a very good job. The Board has used this contractor in the past and would like to pass our thanks on to them for their good work.

Board Member Steve was scheduled to do a deck-repair walkthrough before this meeting to review the other deck repair items identified in a past report but it needed to be rescheduled. The Board expects that the walkthrough will be completed by the next Quarterly Meeting and that Steve will share his findings then.

In the January Meeting, Steve and Sandy were selected to order water testing kits from Tualatin Valley Water District to test the lead content in our water due to the use of lead solder on our pipes when the units were built. TVWD noted that lead levels higher than 15 parts per billion constitute a “known hazard”; Steve’s testing for the Phase 1 units (units 1-28) revealed lead levels of 6.7 parts per billion which is considered to be a safe level. The Board will report the findings for the Phase 2 units (Units 29-54) when that testing is completed.

A smoking survey was sent around to all residents in February in order to gauge how the community would feel about implementing a smoking policy on the Stephanie Terrace property. The results were as follows: Total number of responses from current owners: 27. Total number of responses in favor of implementing some sort of policy: 13 (49% of respondents). Total number of responses opposed to implementing a smoking policy: 9 (33%). Total number of inconclusive responses (marked either yes and no, or neither yes nor no): 5 (18%). The Board voted to consult a lawyers on this issue in order to explore the HOA’s liability of both taking action on this issue (implementing a smoking policy) and taking no action (continuing with no formal policy on this issue).

New Business

The Excess Income Resolution, or *Association Resolution for Revenue Ruling 70-604 Election – Excess Income Applied to the Following Year’s Assessments* was read out to those in attendance and has been adopted into the Stephanie Terrace governing documents.

There was a discussion about changing the voting rules on minor items such as approval of community notices, invoice approvals or maintenance items of low cost. The current rules require three board members’ approval and it was suggested that on such minor items that a single vote by the President or two votes by other board members may be sufficient. No resolution came from this discussion as it was decided to consult with our management company on language and a cost limit to such a rule change.

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Telecom installs were discussed, as well as other types of mechanical or electrical installations that involve mounting items onto or otherwise drilling through the vinyl siding on the buildings (including, but not limited to, air conditioners and cable/internet hookups). The Board noted that there is current language in the Bylaws disallowing residents from altering or otherwise damaging the vinyl siding (Bylaws Article 10 Section 2(f)). Be aware that any damage to the siding caused by the unit owner, tenant or others authorized by the unit owner shall be repaired at the unit owner's expense. It was determined that the Board will consult with the management company regarding options for the installation of new air conditioners and cable/internet hookups that don't require penetrating the vinyl siding, will consider expanding the current language in the Bylaws to the effect that any damage to the building enclosure (including, but not limited to, the vapor barrier, plywood sheathing, insulation or other enclosure element) in service of a specific unit is the responsibility of that unit owner regardless of whether that work was done prior to the purchase of their unit, and highly recommends that any exterior mechanical or electrical installations utilize existing junction boxes or other mounted boxes, and crawlspaces to the greatest extent possible. Any unit that doesn't have access to a crawlspace is responsible for conducting their installations in such a way as to be in compliance with the Stephanie Terrace governing documents. As with all projects undertaken by owners, if there is to be any modification to the common elements, such as vinyl siding, an ARC form must be submitted to the management company and approved by the Board before any work is begun. It was suggested that the Board should discuss how to communicate our governing documents to rental management companies as it has been noted by an owner that renters may not comply with our community's Bylaws, Rules and Regulations, House Rules and other governing documents. It was noted specifically that Stephanie Terrace has rules regarding pet size (Bylaws Article 10 Section 3(c)) that one unit appears to not be in compliance with. The Board will discuss this issue and it will be added to the next meeting's agenda.

Sharon Niemczyk was nominated and approved to take Andrea's term on the Board.

Sharon Niemczyk

Unit 28

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One board position remains open and voting on the position of President will take place at the next meeting. If you are interested in joining the Stephanie Terrace HOA Board please contact the HOA through the website (www.stephanieterrace.com)

July 15, 2017 was selected as the date for the next Quarterly Board Meeting.

The meeting was adjourned at 11:25 a.m.