

GLENWOOD PLACE BOARD MEETING MINUTES

May 8, 2026 – 10:00 a.m.

Summerplace Clubhouse, Klickitat Room

OPENING:

Chair Judy Evans opened the meeting. She welcomed those in attendance, and roll was called.

ROLL CALL:

Board members in attendance were Judy Evans (Chair), Ashleigh Norment (Treasurer), and Diane Larson (Secretary). Kitz Anderson (Maintenance) was absent due to illness.

RESIDENTS IN ATTENDANCE:

Attending residents were Marcia Andri, Sarah Balliet, Kathy Caricchio, Bob Dragoon, Nancy Earl, Sharon Fraley, Carol Hunt, Carol Manzano, Kelsie Marea, Ingeborg Mussche, Tama October, Kathy Okay, Lori Pesavento, Cathy Rodgers, Sue Schneider, Beth Sendre, Sunni Walton, and Jan Woodcock.

MINUTES:

The minutes for the Glenwood Place HOA Board Meeting dated April 10, 2026, were adopted as presented. Ashleigh made the motion. Diane seconded it. The motion passed by a unanimous vote.

BOARD REPORTS:

Chair: Judy Evans presented her report.

- Judy asked the attendees to silence their phones. She reminded everyone that the meeting would be conducted in a civil manner with the intention of resolving issues within the community. It was announced that questions and comments were to be discussed at the close of the meeting.
- The Board received Kathy Caricchio's resignation as a Board Member following the April Board Meeting. She will continue as a member of the Landscaping Committee, and be involved in pest control, chimney repairs, and waste management. In addition, she will supervise Bill Cave in his non-stop quest to keep our lights lit and in other duties he is assigned. The Board is working to fill Kathy's vacancy, which will be decided by a majority vote of the remaining directors.
- Per our Bylaws, Board terms are for three years and filled on a rotating schedule. This year we will be voting to fill two Board positions, which will begin in 2027. In selecting a Board Member, the Board considers what a resident can offer the community by serving on the board of directors. It is important to remember that maintaining our own board allows us to remain independent of a management company.

- The Board has enlisted the assistance of Jan Woodcock to coordinate the organized building of committees to serve our community. Jan is currently building an AVR Process Committee. This committee has been tasked with filtering Avoid Verbal Requests (AVRs) from suggestions for future projects to work orders. This process will allow the Board to be able to focus on completing the goals that were set for 2026. Feel free to reach out to Jan by email at jan.woodcock@gmail.com with ideas or if you wish to join the cause to better our community.
- During the Unfinished Business segment of our meeting we will have our second and final reading of the Board Meeting Code of Conduct resolution and the Harassment and Intimidation Policy resolution with minor changes.
- During the next budget year, the Board will consider amending the Bylaws and updating the Declaration.
- Reminder: The Sergeant-at-Arms, Tama October, tracks the time used by speakers so that issues can be recorded properly, and to keep the meetings running in an efficient and respectful manner.
- Legal Billing for April: The total was \$811.00.

Treasurer: Ashleigh Norment presented her written report.

We received all payments for April.

BANK BALANCES:

- Operating Income:

○ OnPoint Operating Account	\$ 42,512.01
○ OnPoint Savings Account	<u>100.43</u>
TOTAL	<u>\$ 42,612.44</u>
- Reserves:

○ Northwest Bank Savings Account	\$ 35,752.42
○ Riverview Bank 6-month Cert. of Deposit (CD)	170,398.49
○ Northwest Bank 12-month CD	<u>119,330.51</u>
TOTAL	<u>\$ 325,481.42</u>

Budget and Financial Projection

We have paid 100% for the two completed roofs and paid 50% for the two roofs to be completed at the end of summer. We've amassed in our Reserve Savings account the final payment for the third roof, which leaves about \$35,000 more to amass and we will be done with roofing costs for the year. Other expenditures in April included the Dryer Vent Cleaning and some Drainage projects. This will clear the way for us to not only continue other important maintenance and landscape planned projects, but to focus on building our Reserves for the targeted net increase of \$56,298 in the year 2026.

Special Assessment Status

The \$300 special assessment was for the purpose of producing \$43,200 in funds to help complete the four replacements this year. We have received 75% of that amount and have the next two months to collect the remainder.

Units Sold and For Sale

- Unit 62 is pending and awaiting loan approval.
- Unit 142 is active and on the market.
- We know of three or four other units that should be on the market soon.

We have targeted \$24,000 in transfer fees as income for our Reserves in 2026. We have received \$10,000 of that amount.

Loan companies are demanding much more from us before lending to prospective homeowners. They examine our budget in detail and our Reserve contributions for the year. They ask for inspection reports on our infrastructure and specific details regarding our capital improvements. We have had to provide them with statements from our vendors regarding structural concerns and mitigation. All of this is to say that it is in our best interest to be able to sell condos, so we must follow best practices and be diligent in being able to show we are doing required maintenance with reputable vendors and actively meeting safety requirements of insurance companies.

COMMITTEE REPORTS:

AVR: Sharon Fraley reported the following:

- Avoid Verbal Requests (AVRs) carried over from 2025 are seven in number.
- 2026 AVRs current and outstanding are 24 in number.

Quite a few of the outstanding AVRs regard doorbells that need to be repaired. We are researching a reasonably priced solution. Many of the others involve cosmetic repairs that must be prioritized as the budget dictates.

Welcome: Sharon Fraley offered thanks to Marcia Andri for connecting with Summerplace regarding the status of new Glenwood owners and procuring Resident Contact Information form details. Also, Sharon's health is much improved, and she is ready to resume her full committee duties.

Committees and Project Development: Jan Woodcock has offered to be the organizer of new committees that are proposed. Her Committee on Committees can take input from the Board or from the residents as to suggestions for committees and individuals who would like to be involved. The Project Development Committee helps residents form a group of interested individuals with a cohesive development plan for their proposed project. Forms are being created to help solidify plans and the means to accomplish goals.

Disaster Preparedness: Lori Pesavento and Kelsie Marea (kelsie_marea@yahoo.com) are co-leading this committee and offered thanks to all those had been helping them with their efforts to prepare our community for the next crisis. They reminded everyone that their next meeting is Wednesday, June 10th, at 10:00 a.m. in the Clubhouse Meeting Rooms. They passed out a weekly preparedness list which can be used to create your personal emergency kit. Summerplace will host International ShakeOut Day on October 15th at 10:15 a.m. local time. Details will follow. Future goals include:

- Creating list of residents who might need additional help in case of an emergency. Please advise Lori or Kelsie of anyone you might suggest.
- Storing non-food emergency items in the community shed.
- Contacting the water and gas companies for emergency community shut-off information.
- Holding a bake sale and hot dog sale to raise money for supplies.

Gardeners: Kathy Caricchio reported that water meters had been placed on the hoses being used in the Glenwood community garden plot to monitor the amount of water used in maintaining the vegetables and flowers. This will provide useful information in determining how much to charge gardeners for their seasonal water use.

Glenwood Garbage Grabbers: As more volunteers have been able to help with pick-up parties, the area being de-littered has grown. We even have a garbage grabber travelling in Scotland who helped clean up the European side of the planet!

Landscaping: Kathy Caricchio reported on completed projects. They include:

- Bug Zapper Pest Control removed the bees that were nesting in and around the chimney holes at Building 18. They also sprayed around the garages where wasp issues had been reported.

Unfinished business was reported as follows:

- Sierra Northwest Landscaping Co. is scheduled to review with Kathy the sprinkler system and some AVR comments regarding landscaping. This meeting was originally scheduled for an earlier date, but Sierra NW experienced some emergencies which needed attention.
- SaveATree is still waiting for city approval of permit requests to remove trees at Buildings 7 and 11.
- Garage lights in need of replacement were replaced by a helpful resident.

Kathy offered a special thank you to Sara for her help with landscaping as needed.

New Residents: Marcia Andri has visited two new residents in Unit 62 and an additional resident daughter in Unit 16. Her committee has adhered 141 vehicle parking stickers. Two cars belonging to off-and-on residents remain without stickers.

Recycling: Judy Evans presented important recycling information in Jan Clark's absence.

- When disposing of a bag of recyclables, empty the bag so that the resorting of material can progress unimpeded.
- Remember: Shredded paper is no longer accepted as a recyclable item. It must still be contained in a paper bag and stapled shut but must be dumped in with the regular garbage.
- Large cardboard items must be flattened and put in the largest recycling bin. Otherwise, the smaller bins get filled to overflowing, which is not allowed.

Water Efficiency: Bob Dragoon, in concert with the Portland Water Bureau, has been recording water flow tests on each building in the Glenwood complex and performing water efficiency tests in each unit. Buildings 1, 10, and 11 were checked most recently. Their reports indicated no leaking faucets, nine high volume toilets, eight high volume shower heads, and one water heater that needed replacing. The final group of buildings to be visited is buildings 19, 20 and 21, which will occur on Thursday, June 4th. The reports from buildings 7 through 11 show no underground leaks. Bob also brought a sample of toilet tank bags that can be used to reduce the amount of water flushed for each toilet use.

UNFINISHED BUSINESS:

- The 2027 Reserve Study will be a Level II – Full Study. The cost is projected to be \$2,750. The date will be determined.
- Required building inspections of plumbing and electrical systems are planned for 2027. The cost is to be determined.
- Two resolutions came before the Board. 1) Board Meeting Code of Conduct, and 2) Harassment and Intimidation Policy. They were presented with minor changes to the original in verbiage. Ashleigh made the motion to approve. Diane seconded. The resolutions passed unanimously. Each resident will receive an introductory letter along with each of the resolutions and an updated Index of Resolutions.
- Deck and patio inspections will be scheduled for later in the year. The procedure will include documentation for the residents and follow-up approvals.
- Response to the 2026 ABI Insurance Inspection on 2/17/26 includes:
 - Hazardous trees near to buildings 7 and 11- Removal permits are pending.
 - The absence of exit signs at each building's exit door – Research for reasonable cost is ongoing.
- Roof replacements for buildings 12 and 13 are planned for August of this year.

NEW BUSINESS:

- Committees in Progress: The following committees need residents to participate in their creation and their successful problem-solving:
 - AVR Process
 - Fine Schedule Review
 - Code Enforcement

ADDITIONAL INFORMATION FOR RESIDENTS:

- Information distribution: We will continue to move to digital information sharing via the web page – glenwoodplacehoa.com – in e-Blasts and in the Summerplace Library files. Residents may request hard copies through an AVR.
- Previous meeting minutes are located at glenwoodplacehoa.com and in the Summerplace Library.
- The next Disaster Preparedness Meeting is Wednesday, June 10th, at 10:00 a.m. in the Clubhouse Meeting Rooms.

- The next monthly HOA meeting is Friday, June 12th, at 10:00 a.m. in the Klickitat Room.
- The next Building Representatives Meeting is Saturday, July 11th, at 10:00 a.m. in the Klickitat Room.
- The next General Association Meeting is Thursday, July 23rd, at 7:00 p.m. in the Summerplace Ballroom.
- The Annual Budget Meeting is Thursday, October 1st, at 6:00 p.m. in the Klickitat Room.
- The Annual Association Meeting is Thursday, November 19th, at 7:00 p.m. in the Summerplace Ballroom.
- Remember to use the Summerplace Neighborhood Alert.
- Check smoke and carbon monoxide (CO) detectors regularly. Radon testing is best done in the fall or spring for accurate readings. Keep patio and deck lights on all night.
- Volunteers are always welcome.

QUESTIONS AND ANSWERS:

- A clarification was made that a Temporary Parking Pass is not needed if the parking stay is three days or less.
- Lori mentioned that www.publicalerts.com provides information for any disaster in Oregon and all the rest of the West Coast.
- A discussion was conducted about using wood chips in the garden.
 - If tilled or dug into the garden, soil bacteria will use the surrounding soil's nitrogen to digest the high-carbon wood chips. This causes temporary nitrogen deficiency for your plants.
 - When applied to the top of the soil, wood chips act as a protective layer. As they very slowly decompose, the nitrogen tie-up only occurs in a microscopic layer right at the surface, which will not affect your deeper plant roots.
- Concern was voiced about various cars parked on Sacramento Street. It seems that bus riders park their cars there, as do employees of house owners on 148th Street.

The meeting adjourned at 11:10 a.m.

Respectfully submitted,

Diane Larson, Secretary