

GLENWOOD PLACE HOA BOARD MEETING MINUTES

June 12, 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), Diane Larson (Secretary), Kitz Anderson (Maintenance), and Bob Dragoon (Project Development).

RESIDENTS IN ATTENDANCE:

Attending residents were Marcia Andri, Bill Byrne, Kathy Caricchio, Jan Clark, Diane Dempsey, Nancy Earl, Sharon Fraley, Loretta Gooding, Melissa Hayden, Carol Hunt, Roy Hyer, Alan Levy, Lori Lochelt, Kelsie Marea, Tama October, Sarah Balliet, Kathy Okay, Lori Pesavento, Bobbi Pincetich, Cathy Rodgers, Beth Sendre, Karin Sawyer, Nancy Van Rooy, Sunni Walton, Janet Winfield, Steve Winfield, and Jan Woodcock.

MINUTES:

The minutes for the Glenwood Place HOA Board Meeting dated May 8, 2026, were adopted as presented. Ashleigh made the motion. Kitz seconded it. The motion passed by a unanimous vote.

WELCOME:

Bob Dragoon was welcomed as a newly appointed Board Member. His specialty will be project development. In view of his previous meritorious performance on Glenwood Place committees, we look forward to his term on the Board.

BOARD REPORTS:

Chair: Judy Evans presented her written 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.
- 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 continue to build committees to serve our community. She is currently working with Maintenance to build committees for the numerous tasks assigned to that position. Feel free to reach out to Jan by email at janwoodcock@gmail.com with ideas, or if you wish to join the cause to better our community.
- During the next budget year, we will consider amending the Bylaws and updating the Declaration.
- Reminder: The Sergeant-at-Arms, Tama October, tracks the time used by speakers. This way, issues can be recorded properly, and meetings can be run in an efficient and respectful manner.
- Legal Billing for May: The total was \$0.00.

Maintenance: Kitz Anderson presented her written report.

Completed Projects:

- Replacing the sidewalk near Building #7 was completed. We continue to use the most economic white finish for the slab work.
- The recently damaged garage doors, numbers 2, 6, and 7, have been secured and scheduled for replacement on June 18th and 19th. This morning garage doors number 74 and 91 were also damaged. We have located a handyman who will secure those doors right away and schedule repairs.
- Dryer vent cleaning was scheduled to be completed by now. However, several condos have not been cleaned because residents were not available. The cleaning is an insurance requirement. The cleaners charge extra for each cleaning trip, and this cost will be passed on to the delinquent residents.

Open Projects:

- The new roof for Building #12 is scheduled for July 21st. The new roof for Building #13 is scheduled for July 29th. While the replacement work is being done, sidewalks and nearby parking spots will be closed.
- Deck and patio inspections are on hold.
- We have two cost estimates for doorbell repairs, with another estimate due today. The problem appears to be the transformers in the washer/dryer area, and the repair will call for replacement of the door button, as well.
- Estimates for installation of illuminated building exit signs are the next step in that project.
- Repairing water shut-off valves is an open project.
- The project involving Pressure Reducing Valves in 11 buildings needs a committee to spearhead the activity.
- Project “Christmas Tree Lights at the Entrances” has made progress. Spotlights are working. Other electrical functions at the Glenwood entrances are being researched.

Treasurer: Ashleigh Norment presented her written report.

Monthly HOA Fees:

- One payment for the May HOA fee is missing, and the owner has received an invoice with the late fee included.

Special Assessment Status:

- Invoices were distributed for the remaining \$6,000+ yet to be collected for the special assessment, and we expect to collect that before the end of June.

BANK BALANCES:

- Operating Income:

○ OnPoint Operating Account	\$ 35,382.10
○ OnPoint Savings Account	<u>100.44</u>
TOTAL	\$ 35,482.54
- Reserves:

○ Northwest Bank Savings Account	\$ 78,748.18
○ Riverview Bank 6-month Cert. of Deposit (CD)	173,020.85
○ Northwest Bank 12-month CD	<u>120,505.90</u>
TOTAL	\$ 372,274.93

Budget and Financial Projection:

- There are several budget items that are planned for the remainder of this year in the areas of electrical and plumbing work, exterior painting, tree work, and our regular monthly expenses. We will have two more water invoices to pay this year for \$35,000+. One of them will be due in early July. We are working now on midyear corrections to our 2026 budget to guide us through the rest of the year, including achieving our target for 2026 to increase the Reserves by a net \$56,280.

Units Sold and for Sale:

- Units 49 and 142 are on the market.
- Units 127 and 106 are pending.
- Unit 92 has closed and has a new owner.

Project Development: Bob Dragoon presented his report.

- Bob's current project involves a new form that will be used for Avoid Verbal Requests (AVRs) that are more complicated than the usual request. After the form is submitted by the resident(s) it will be forwarded to the AVR Team for review. When the proposal includes all necessary information, it will be forwarded to the Board for inspection. Further information will be shared at the July General Association Meeting.

COMMITTEE REPORTS:

AVR: Sharon Fraley reported the following:

- AVRs carried over from 2025 are five in number.
- 2026 AVRs current and outstanding are 23 in number, and mostly longer-term projects like doorbell repair, as well as small painting jobs.

Landscaping: Kathy Caricchio shared her written report.

Thank You!

- Kathy was happy to report that the flowers at the front and back entrances were planted by Sierra Northwest Landscaping Co. at no cost to us. They look great! Thank you, Sierra.
- Kathy thanked everyone who sent in AVRs regarding lights that were not working on the property. They are very helpful for our quest to keep the lights working.

Finished Business:

- The trees near to Buildings 7 and 11 have been removed.
- Sierra will do some clean up near Building 7 where the tree was removed.
- Sprinklers have been turned off around the front of Building 11.
- All sprinklers were checked yesterday and adjusted as needed. This included turning off sprinklers where they were not needed.

Unfinished and Ongoing Business:

- AVRs to remove bushes and branches will be responded to as needed.
- Replacement trees will be planted near Buildings 7 and 11 in the fall. Plants will be planted around Building 11, as well.
- Sierra will monitor the sprinkler system during the summer and adjust as needed.
- While checking the sprinklers around Building 7 after the sidewalk repair, a broken pipe was found by the garages. It will be repaired as soon as possible.
- Projects that remain include trees that need trimming and dead branches to be removed. Kathy walked the property with SaveATree and they will submit a proposal by the beginning of next week.
- Reminder: The sprinkler system is off on Wednesdays since Sierra mows on Thursdays.

Other Issues:

- The HOA will be monitoring the water used in the gardens this season. This should give us an accurate way to determine the water being used. Water meters have been installed on the garden hoses, and the meter that was removed has been replaced. After collecting the data about water usage and the cost of compost pickup each gardening season, the HOA will present a revised garden fee schedule. Charging fairly for garden plot expense, along with maintaining efficient water usage in our units can make a noticeable difference in the complex's water bill.

Committee Development: Jan Woodcock presented her report.

- Jan reminded us that her ultimate goals are to facilitate process improvement when committees are being created. Useful committees provide effective accountability and community involvement.
- The teams we are looking to create now are: 1) Electricity, 2) Plumbing, and 3) Security.

- Each team should be represented by 1) a leader, 2) a team person, and 3) a can-do person.

Disaster Preparedness: Lori Pesavento presented her report.

- The committee meeting scheduled for last week was not held because of overbooking. Therefore, the next meeting will be held on Wednesday, June 17th at 10:00 a.m. in the Klickitat Room.
- There will also be a presentation at the Building Reps meeting on Saturday, July 11th, in the Klickitat Room. Information will be gathered regarding residents who may need extra assistance during a disaster, and which residents have special skills or training in the medical field.

Glenwood Garbage Grabbers: Tama October made her report.

- Tama reminded everyone that her committee could always use additional help. There is never a lack of litter to pick up. At the last team get together 148th Street was cleaned from Sacramento Street to Sandy Boulevard. You don't have to participate every time – just when you can.

New Resident: Marcia Andri offered her report.

- Marcia visited three new residents and added identifying stickers to their cars.
- Unit 127 is scheduled to close on the 16th, and Unit 106 on June 23rd.

Maintenance: Marcia Andri presented her report.

- Marcia requested approval for \$1,250 for brick repairs to Building 8 and the highway wall near the back entrance to Glenwood. Kitz made the motion, and Ashleigh seconded it. The motion passed by a unanimous vote.
- Marcia will contact The Fireplace Guys, LLC, to clean fireplaces this summer.

Recycling: Jan Clark reported her most important hints for recycling bins, as we are charged an additional fee for incorrect recycling.

- Large cardboard boxes must be broken down and flattened.
- Bags full of recyclables must be emptied into the bin.
- Plastic film, animal waste, Styrofoam and bags full of garbage are not recyclable.
- Green Century Recycling at 2950 NW 29th #200, accepts Styrofoam. Their phone number is (503) 764-9963.
- Take bottle caps and clean clam shells to Jan for recycling.
- Clean black plastic plant transfer pots are recyclable.

Sunshine Over Glenwood: Nancy Earl gave her report.

- Thank you to Sierra NW for the beautiful flowers they donated and planted at the Glenwood entrance and exit!

- The committee is planning a Happy Hour Meet and Greet to be held this August.
- Be sure to let Nancy know when your birthday is, or if one of us is sick, or about anything monumental in your life or your neighbor's. You'll love the cards she sends!

Water Efficiency: Bob Dragoon presented his report.

- On July 4th Kitz Anderson and Rick McWhorter accompanied Bob on the final water usage visits to Buildings 19, 20, and 21. Of the 16 units scheduled to be visited, 13 were available.
- Three toilets were eligible to be replaced due to excessive tank size.
- Two shower heads were eligible to be replaced due to an excessive flow rate.
- Two units were linked by a possible toilet leak. The lower unit had ceiling damage. Rick is scheduled to make a return visit on June 5th.
- For the total 21 buildings in Glenwood, the items needing replacement are as follows:
 - 49 toilets
 - Six water heaters
 - 17 shower heads
- During the last quarter Glenwood experienced a 20% reduction in water usage compared to a year ago.

UNFINISHED BUSINESS:

- Deck and patio inspections will be scheduled for later in the year. The procedure will include documentation for the residents and follow-up approvals.
- The ABI Insurance Inspection dated June 17, 2026, includes a requirement for illuminated exit signs at each building's exit door. Research into an effective solution at a reasonable cost is ongoing.
- Roof replacements for Buildings 12 and 13 are planned for June.
- Glenwood is planning to implement an answering service with voice mail which should be completed in the coming year.
- 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 yet to be determined.

NEW BUSINESS:

- The following committees need residents to participate in their creation and their successful problem-solving:
 - Fine Schedule/Code Enforcement Committee
 - Safety/Security/Parking Committee
- Preparation for General Association Meeting in July
 - We are considering inviting speakers to address the meeting.
 - Notices are to go out on June 12th.
 - Diane will prepare the Summerplace Clubhouse for the meeting.

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 Building Representatives Meeting is Saturday, July 11th, at 10:00 a.m. in the Klickitat Room.
- The General Association Meeting is Thursday, July 23rd, at 7:00 p.m. in the Summerplace Ballroom.
- The next monthly HOA Meeting is Friday, August 14th, at 10:00 a.m. in the Klickitat Room.
- The Annual Budget Meeting is Thursday, October 1st, at 6:00 p.m. in the Klickitat Room.
- International ShakeOut Day (Disaster Preparedness) is Thursday, October 15th, at 10:15 a.m.
- 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:

- Kitz reminded the Maintenance Committee that requests for both trimming and maintenance require three estimates to get final approval. The trick is making sure the estimates are for the same amount of work.
- If anyone notices fire on I-84 call 911. Call 311 to report a potential fire hazard, such as the bush near the garden.
- If you are having trouble with your doorbell, we do not need a new AVR. The problem is being researched.
- Possible responses from the Proposal Review Team to a submission include:
 - Need more information.
 - Proposal is out of scope of the committee.
 - Will forward to the Board.
- Alan Levy had questions about the garden water usage monitors. He was advised to submit an AVR with a full explanation of his findings and his questions.

The meeting adjourned at 11:18 a.m.

Respectfully submitted,

Diane Larson, Secretary