

GLENWOOD PLACE GENERAL HOA MEETING MINUTES

July 23, 2026 – 7:00 p.m.

Summerplace Clubhouse, Ballroom

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 and Landscaping).

RESIDENTS IN ATTENDANCE:

Attending residents were: Deb Adamson-White, Marcia Andri, Sarah Balliet, Janice Black, Sue Blair, Kathy Caricchio, Ellen Collins, Nancy Earl, Janice Forsline, Philip Forsline, Karen Fisher, Sharon Fraley, Donna Gifford, Paul Griffiths, Gary Hall, Kathy Hall, Melissa Hayden, Carol Hunt, Roy Hyer, Allen Jensen, Cheryl Jensen, Claudia Lashley, Michael Leary, Alan Levy, Lori Lochelt, Bernadette Lockmanese, Kelsie Marea, Lu Mills, Irma Molina, Gail Moses, Ingeborg Mussche, Tama October, Kathy Okay, Bobbi Pincetich, Randy Polivka, Gwyn Pringle, Paula Schmidt, Sue Schneider, Beth Sendre, Sue Slingerland, Bob Spiers, Amy Stephens, Alan Vargo, Mark Vaughan, Sunni Walton, Jan Woodcock, and Michelle Wulfe.

MEETING NOTICES:

- Notice of the meeting was delivered on the website and with an eblast to residents on June 12, 2026.
- Notices of the meeting were placed on the bulletin boards in each building on July 12, 2026.

ACKNOWLEDGEMENTS:

- New residents in 2026:
 - Steve and Janet Winfield
 - Patricia McDearmon
 - Alan Vargo
 - Caressa Jefferson
 - Kathryn Ryan
 - Lu Madigan Mills
 - Marnie Allen
 - Lori Whittaker
 - Joshua Oliver

- Volunteer Committees:
 - AVRs and Welcome – Sharon Fraley
 - Building Representatives – Irma Molina
 - Committee Development – Jan Woodcock
 - Disaster Preparedness – Lori Pesavento and Kelsie Marea
 - Garbage Grabbers – Tama October
 - Landscaping – Kathy Caricchio
 - Maintenance – Marcia Andri
 - New Resident Welcome – Marcia Andri
 - Recycling – Jan Clark
 - Sunshine Over Glenwood – Nancy Earl
 - Website – Sunni Walton, Claudia Lashley, Tama October and Ashleigh Norment
 - Volunteers: There are many other residents who assist in committees and in keeping our community beautiful. On behalf of all the Board, we thank you.

BOARD REPORTS:

Maintenance: Kitz Anderson discussed her report.

- It has been noted that the homeless people in the area are using the water available for our garden plot to serve themselves. Suggestions to stop this activity are requested.
- We will continue to provide information regarding recycling and waste disposal. It is important for residents to read and follow the guidelines that are provided.
- As our buildings age, plumbing issues will continue to be of concern. One way to keep your pipes clean and working efficiently is to use ZEP. It is an enzyme-based product that is advised for removing years of build-up in your water pipes, and it is available at local hardware stores.
- We are considering increasing the size of the bulletin boards in our building foyers to help non-internet users keep up to date.
- Sprinklers are vital to keeping our community grasses and foliage green. It is also vital to monitor them for efficient usage. We are discussing the best way to do this.

Project Development and Landscaping: Bob Dragoon shared his report.

Landscaping:

- Avoid Verbal Requests (AVRs) related to Landscaping as of July 23rd:
 - There are four open AVRs related to tree trimming. The nine buildings involved are numbers 2, 3, 5, 6, 7, 11, 16, 17 and 18. The work estimates for these projects are being reviewed.
 - There is one AVR related to seven sprinkler heads. They will be inspected by Sierra Northwest Landscaping Co. this month.
- In April Sierra NW disabled 10 sprinkler heads due to unnecessary use.
- Trees were removed in front of Buildings 7 and 11 due to insurance requirements. New trees will be planted this fall.
- Meters were placed on the hoses used for community gardening to determine the actual amount of water usage.

Project Development:

- A procedure has been developed for submitting new projects to the Board. The newly created forms are available for review at Glenwood's website (glenwoodplacehoa.com) under Documents & Forms.
- Best practice for irrigation is a project under consideration currently. PDX Water Bureau provides an audit checklist, and we are in contact with their Water Efficiency Engineer, Kevin Murray.

Treasurer: Ashleigh Norment presented her written report.

Financial Progress at Mid-Year 2026

- All 2026 Special Assessments for Roofing were collected.
- Eight Units have been sold and Transfer Fees deposited.
- To date, 71% of Roofing costs have been paid, and the remaining 28% is in place to be paid as the last two roofs are completed.
- This year's Reserve Study shows a 20% Funding Percentage as compared with the previous year's funding percentage of 13%. Our strategy will be to continue increasing that funding percentage until we are in the acceptable range between 30 and 70%.
- We are on track to achieve a Net Increase to Reserves of our Targeted Amount \$56,280 during 2026. In addition, we hope to surpass that goal.
- This year we met the requirements of a Freddie Mac buyers' loan, which expands the borrowing choices for buyer financing. All finance and insurance companies have

been requiring stricter adherence to maintenance and financial standards before approving home loans.

- Glenwood's cost of water is 22% of our 2026 Budget. We have achieved reductions in water usage compared to last year in all three quarters so far. Despite this excellent reduction in water usage in 2026, the Board is working on a strategy to manage rate increases in 2027.

Good Information for Homeowners to Understand About Our Finances

- Monthly Homeowners' Association (HOA) Fees are our sole source of Operating Income. We are not subsidized in any way. We have the same budget line items as other surrounding homeowners' associations, so you can expect our monthly fees to be in a similar range.
- Our budget line items through the years have been determined by what is required by our Bylaws. The Board must properly maintain our buildings and our grounds. We must have adequate insurance and legal representation and provide utilities in keeping with the design of our community.
- We, as a community, are subject to the same cost increases that we, as individuals, experience. Every year costs increase.
- When we work on the budget, we use the following process:
 1. Look at the previous year's expenses, and provide the amount needed for expenses in the coming year under each expense category.
 2. Look at the total of all expenses.
 3. Set a target for the net increase to Reserves in the coming year.
 4. Look at the net income if monthly HOA fees remain the same. If the total income is not adequate, look at what increase would be necessary to cover the expenses already mentioned.
 5. Consider whether any of the expense categories could be reduced, while still upholding our responsibility to maintain the property and to achieve a healthy Reserve balance.
- When we prepare the budget for the coming year, we are always holding in balance these priorities:
 - Are we performing our due diligence in maintaining our buildings and grounds?
 - Are we performing inspections as needed?
 - Are we increasing our Reserve funding percentage?
 - Are we protecting every homeowner's investment?
 - How can we cause the least financial impact to homeowners while holding the above values?

NEW BUSINESS:

- The Board is taking applications for two Board positions. Right now, the positions are held by our Treasurer and our Maintenance person, whose terms will expire on December 31, 2026. There are applications on a table near the entrance to the Ballroom. Please take the time to talk to a Board member if you are interested. Should we not be able to fill the open Board positions, it will be necessary for us to begin interviewing Property Management companies to take over the management duties. As we have shared with our Glenwood residents, there will be an additional expense which will be added to the HOA fees.
- The elections will be held prior to the November 19th Annual Meeting. The Annual Meeting notice and proxy forms will be delivered to each unit owner. A notice will also be posted on the building bulletin boards, and available on our website later in the year.
- The Board has been receiving AVRs regarding repairs which residents feel are the HOA's responsibility. We want to remind you that Glenwood Place Condominiums is not run like an apartment complex, and units are owned by the residents. With that being said, the Board is adhering to our legal Bylaws regarding maintenance and repair. Please refer to Article IX, Section 1(a) Maintenance and Repair, which follows:
 - “. . . the resident is responsible for performing all cleaning, maintenance, and repair work within their unit, which if omitted would affect the common elements of the condominium or part thereof belonging to the other owners, and shall be responsible for the damages and liabilities that their failure to do so may cause.”
- Deck and patio inspections are coming up in August. Deck membranes are extremely expensive, and we remind you that this falls under Article IX, Section 1(a).
- New Resolutions and forms are available online at glenwoodplacehoa.com., including:
 - Board Meeting Code of Conduct
 - Harassment and Intimidation Policy
 - Updated Temporary Visitor Vehicle Registration Form and Permit
 - Glenwood Place HOA Community Proposal Form
- Recycling: Waste Management, Inc., charges us a fine each time there is contamination in the recycling bins. Please follow the list of accepted items for the bins. If you have questions, you may contact Jan Clark after this meeting or call her at 303-903-9577. Also, there is additional recycling information on our website at glenwoodplacehoa.com.

- It's summertime and as we all want to enjoy the outdoors, please be mindful and respectful of personal space within the common areas.

OLD BUSINESS:

- The Water Efficiency project has been completed. The increase in water usage was mostly attributed to old and inefficient bathroom fixtures, and quite a few corrections and improvements were made. The Quarter 1, 2026, water invoices showed a 20% decrease in water usage compared to Quarter 1, 2025, and the Quarter 2, 2026, water invoices showed an 8% decrease in water usage compared to Quarter 2, 2025. Thank you to those of you who made changes which helped the community. Not only did you add value to your home, but you saved money in our budget – it's a "Win-Win."

ANNOUNCEMENTS:

- Condo Yard Sale – August 1st, 9:00 a.m. to 5:00 p.m. It will be held in the parking lot across from Windsor I. If you would like to participate, you can sign up by calling Connie at 425-260-4752 or email her at cellsbu@gmail.com. You can also go over to Windsor I and enter your name on the sign-up sheet.
- Fireplace cleaning, once again, is being offered to Glenwood residents at a discount rate. To qualify for the discount, there must be at least eight units requesting the service. The summer discount rate is \$129.00 (regular rate \$199.00). Available dates are August 13th, 14th, and 15th. If you are interested, please [email pdxfireplaceguy@gmail.com](mailto:pdxfireplaceguy@gmail.com). When you call include your last name, building number, unit number and date preference.
- Sunshine Over Glenwood Committee is holding its Annual Meet and Greet in the main courtyard behind buildings 4, 5, 6, and 7. It is on August 19th, starting at 4:00 p.m. Bring your chair, drink, and appetizer to pass around. No pets, *please*.
- It's easy to keep up to date on "What's Happening" in Glenwood. Just go online to our glenwoodplacehoa.com website, and you'll find the posts are saved just for you!

ADDITIONAL INFORMATION FOR RESIDENTS:

- Previous meeting minutes are in a binder in the Clubhouse Library.
- Meeting minutes are also located on our website under Documents and Forms, sub-menu Meeting Minutes.
- If you have concerns, report them on an AVR Form and place it Glenwood's drop box by the mailboxes.
- Patio and deck lights should be left on at night.

- The next monthly HOA Board meeting will be on Friday, August 14th at 10:00 a.m. in the Klickitat Room.
- The Annual Budget meeting is Thursday, October 1st from 6:00 to 8:00 p.m. in the Klickitat Room.
- The Annual HOA Board meeting is Thursday, November 19th at 7:00 p.m. in the Ballroom.

QUESTIONS AND ANSWERS:

The following subjects were discussed:

- Management: Several residents complimented the Board on their skills at managing our complex.
- Plumbing: Be thoughtful of what you flush. Just because an item is advertised as flushable does not mean it is necessarily advisable to do so.
- Removing Trees: When removing trees, it is to be expected that root systems may have to be removed as well as the tree structure that is above ground.
- Sprinkler Coordination: Questions remain regarding sprinkler timing and coverage throughout the complex.
- Recycling: Success with recycling and garbage issues will not be one answer and then it's done! It will be a constant process of educating and reminding our residents.

The meeting adjourned at 8:13 p.m.

Respectfully submitted,

Diane Larson, Secretary