GLENWOOD PLACE HOA BOARD MEETING MINUTES

August 14, 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 and Landscaping).

RESIDENTS IN ATTENDANCE:

Attending residents were Debbie Adamson, Marcia Andri, Sarah Balliet, Kathy Caricchio, Jan Clark, Sharon Fraley, Gary Hall, Carol Hunt, Alan Levy, Joy Levy, Carol Manzaro, Lu Mills, Ingeborg Mussche, Lori Pesavento, Bobbi Pincetich, Cathy Rodgers, Karin Sawyer, Beth Sendre, Nancy Van Rooy, Sunni Walton, Jan Woodcock, and Michelle Wulfe.

MINUTES:

The minutes for the Glenwood Place HOA Board Meeting dated June 12, 2026, and the Glenwood Place General HOA Meeting dated July 23, 2026, were adopted unanimously as presented.

BOARD REPORTS:

Chair: Judy presented her written report:

- Judy requested 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 a managing 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.

- The following committees have been proposed, and we are looking for volunteers to serve on them:
    - Safety/Security/Parking Committee
    - Code Enforcement Committee

  Contact Jan or Judy if you would like more information.
- The Board will begin the process of researching property management companies that could represent Glenwood.
- During the next budget year, we will consider amending the Bylaws and updating the Declaration.
- Jan Woodcock was selected to serve as Sergeant at Arms for this meeting. She will track and limit the time used by each speaker. This way, issues can be recorded properly, and the meeting can be run in an efficient and respectful manner.
- Legal Billing for July: The total was $0.00.

Maintenance: Kitz presented her written report.

- Approval for Doorbell Repairs – The cost of work performed so far is $4,658.69. Additional work to complete repairs will cost $4,330.86, for a total of $8,989.55. This includes extensive work in the attic of Building #15. In many units the transformers were not the issue, but chimes were the problem. Expense was approved.
- Approval for Hydro Jetting – The drain outside Building #10 is clogged and floods toward the garages. Cost will be $600.00 for hydro jetting. Expense was approved.
- Roofing Project – The new roofing on Buildings #12 and #13 should be completed shortly.
- Approval for Exterior Change – Residents of Unit #139 and Unit #63 wish to make changes to the exterior of their units. Changes were approved.

Treasurer: Ashleigh presented her written report.

Monthly HOA Fees

- There was one missing payment for July for Unit #142. We don't have contact information yet for the company that owns Unit #142 so we will need to collect all fees, late fees and accrued interest when the unit sells.

BANK BALANCES

- Operating Income
    - Onpoint Operating Account $ 72,556.72
    - Onpoint Savings Account 100.45
    - **TOTAL** **$ 72,657.17**
- Reserves
    - Northwest Bank Savings Account $102,356.24
    - Riverview Bank 6-Month Certificate of Deposit (CD) 173,020.85
    - Northwest Bank 12-Month CD 120,505.90
    - **TOTAL** **$395,882.99**

Budget and Financial Projection

- With the completion of our four roofs for this year, and completing payments for those, our attention will be focused on finishing landscape and maintenance projects for the year and achieving our targeted net increase to the Reserves.

Units Sold and for Sale

- Units #49, #136 and #142 are on the market.
- Unit #106 closed in July.

Project Development and Landscaping: Bob presented his written report.

Finished Business

- The pipe by the garage for Building #7 that was damaged during tree removal has been repaired.
- The outdoor water pipe behind Buildings #2 and #3 has a new shutoff valve.
- The squirrel in the microwave vent at Building #6 was removed and venting replaced as needed. The job was done by SafeNest Wildlife which came to us highly recommended and will become the new Critter Control vendor.
- Lights around the property and hallways have been replaced as needed. Others are under review.

Unfinished Business

- Sprinkler maintenance is an ongoing process.
- We are requesting estimates for garage painting and dry rot repair. Also, separate bids are being requested for garages vs. gable fascias and backwards man doors.
- We are also requesting estimates to remove tree roots at Building #7. Currently the roots from stump grinding prevent lawn planting.

Reminder

- Yard waste bins have been relocated to the shed area near the recycling dumpsters.

COMMITTEE REPORTS:

AVR and Welcome Committee: Sharon Fraley reported the following:

- Avoid Verbal Requests (AVRs) carried over from 2025, are five in number.
- 2026 AVRs current and outstanding are 48 in number. Six AVRs are duplicate comments.

Sunshine Over Glenwood: Sharon Fraley spoke for the group.

- Reminder: Glenwood's Happy Hour Meet and Greet will be held on Wednesday, August 19th, from 4:00-6:00 p.m. in the courtyard. You are welcome to bring drinks and treats. We hope to see
everyone there! However, please be sure to leave your pets at home!

Committee Development: Jan Woodcock reported the following:

- Jan explained to us the notion of a healthy organization which has people who offer to serve and help do committee work.
- Some ideas are new and untried and are considered a project. They are best presented on a Project Proposal Form which can be found on the Glenwood website. For a successful project you need 1) a good idea, 2) a group of committee members who care about the issue, 3) a committed leader.

Disaster Preparedness: Lori Pesavento presented her report.

- Important dates: The next committee meeting is on September 23rd from 10:00-11:00 a.m. The Great ShakeOut is worldwide on October 15th at 10:15 a.m. local time.
- Thank you to all who made donations for the shed.
- Future plans: 1) A Disaster Manual is planned. 2) A list of residents who can volunteer for a medical triage unit is needed.
- Building Representatives have been asked to identify residents who might need extra assistance in a disaster situation.

Glenwood Garbage Grabbers: Diane Larson spoke for the group.

- The GGGs had two collection meetings since the last report to the Board. They expand the litter gathering coverage beyond the limits of 148th Street when time and conditions permit.
- Our neighboring complexes, Metro's RID Patrol and the Portland Bureau of Transportation (PBOT) provide us with support and assistance.

Recycling: Jan Clark presented her report.

- Batteries and Electronics – Target no longer takes used batteries or used electronics for recycling. Alternatively, the batteries only are accepted at Batteries Plus. Styrofoam and Plastic - Green Century Recycling takes only CLEAN Styrofoam, as well as bubble wrap and clean, clear plastic items with numbers 1 through 7. Deposit dirty Styrofoam in the receptacle by the man door for Building #9, Unit #65.
- Electronics - Goodwill Industries accepts functioning TVs, monitors, computers, mice, and keyboards that are not broken.
- Do not try to recycle the following – Food scraps, used paper towels, unflattened cardboard boxes, and Amazon packages (even if they claim to be recyclable.)

UNFINISHED BUSINESS:

- 2026 Deck and Patio Inspections: Kitz confirmed the current, planned schedule.
    - Inspections on the east side will begin at 9:00 a.m. on Monday, August 31st.

- Inspections on the west side will begin at 9:00 a.m. on Wednesday, September 2nd. It is estimated that the process will take two or three days to complete.

- Method to Contact Glenwood Board: Judy has enlisted Claudia's assistance in determining what possibilities there might be in creating a way to contact the Glenwood Board. Suggestions include a phone line or an answering service.
- 2027 Reserve Study: The project will be a Level II – Full Study and will cost $2,750.
- 2027 Building Envelope Study: This type of project includes an on-site visual inspection of the exteriors of our buildings. The cost will be $3,900.
- 2027 Open Board Positions: The open positions are that of treasurer and maintenance. Application forms are available.

NEW BUSINESS:

- New Committees: Proposals have been put forth to create two new committees. They are 1) Code Enforcement, which would monitor adherence to the Bylaws and Rules and 2) Safety, Security and Parking, which would provide additional protection for our residents.
- Expenditure Approvals:
  - Request was made by Bob to approve a $15,500 bid to install 37 lighted exit signs, one at each building exit. Bid was received from Witherell Design & Consult LLC (CCB #245289). Approval was put on hold.
    - Competing bid of $16,462 was made by Adrian at Safe Electric LLC. Timely communication is a risk.
    - Competing bid of $16,000 was made by Lance at Home Services LLC. Terms & Conditions have broad exclusions.
  - Request was made by Bob to approve a $6,130 bid to conduct a "Phase I" trim and prune of 18 trees across Glenwood property as a response to insurance requirements. They are identified by orange tape. "Phase 2" would include treatment of trees in poor health or with some other defect. They are identified with green tape. The bid was received from Oregon Tree Care (CCB #176382). Approval was granted for "Phase 2." "Phase I" was put on hold.
    - A competing bid of $6,800 was made by Eduardo's Tree Service. It was a less professional work estimate.
    - Another competing bid of $6,380 was made by SaveATree – Tree Service & Lawn Care. It was a less professional work estimate, as well.
  - Request made by Kitz for Board approval in response to requests for window replacements. Approvals were granted to Sendre in Building #20, Unit #139, and McDearmon in Building #9, Unit #63.

- Resolution Approvals:
    - Vacant Units Resolution was approved, with the caveat that the unit owner is responsible for costs involved in compliance. Kitz made the motion. Ashleigh seconded it.
    - The updated Fine Schedule was reviewed and ultimately tabled for further editing.
- Complaints: Residents are reminded that complaints will be handled according to the procedure set out in the Bylaws.
- Safe Blocks Program:
    - The Office of Violence Prevention's Safe Blocks program has offered to perform an onsite evaluation of Glenwood Place at a mutually agreed-upon date.
- Property Management Companies: The Board is researching various property management companies for input on what they have to offer.

ADDITIONAL INFORMATION FOR RESIDENTS:

- Information Distribution: We will continue to move to digital information sharing via the web page – glenwoodplacehoa.com – in eblasts and in the Summerplace Library files. Residents may request hard copies through an AVR.
- Glenwood "Meet and Greet" will be held on Wednesday, August 19th, at 4:00 p.m. in the Main Courtyard. No pets, please.
- The next monthly HOA Meeting is Friday, September 11th, at 10:00 a.m. in the Klickitat Room.
- The next Building Representatives Meeting is Saturday, September 12th, 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.
- Please keep patio and deck lights on all night for safety reasons.
- Volunteers are always welcome.

QUESTIONS AND ANSWERS:

Speaker	Comment or question	Response	Action Items
Sunni Walton	What is an Envelope Study?	It is a 3rd-party inspection of the exterior surfaces of each building, looking for compromised or damaged materials.	
Kathy Caricchio	Can the HOA consider capping the number of residents living in a condo?	This was proposed in prior years although no action was taken.	This could become a new proposal if a community member volunteers to author it.
Gary Hall	Where do I send a donation for the Disaster Preparedness team?	Write the check to Glenwood HOA with memo, "Disaster Preparedness" and send it to the treasurer.	
Ingeborg Mussche	1. Does the $15,500 cost for lighted exit signs include cost of the signs? 2. Does the HOA have a list of HOA management companies being considered for the role? 3. Is Sierra NW a certified irrigation company?	1. Yes, the exit signs are included. 2. Companies to interview have not been identified. 3. Sierra NW irrigation credentials are TBD.	Ingeborg agreed to research HOA management companies for possible interviews.
Alan Levy	1. Someone will need to verify that adjusted sprinklers from last Tuesday are working as needed. 2. There are three maple trees dying from overwatering. 3. Increase in condo fee was largely wasted water, and water	1. Please begin inspecting areas previously overwatered. Submit new AVR's if the work seems incomplete and include specific locations. 2. AVR's 181, 191, 196, 198 have been submitted for arborists to review tree health.	Alan is placing green flags on trees to be inspected by a professional arborist. This is Phase 2 of tree management. It will be considered for cost and budgeting in 2027.

Speaker	Comment or question	Response	Action Items
	waste is unacceptable.	3. The increase in HOA fee for 2026 was related to overall expenses, not water waste.	
Carol Manzaro	1. How should we dispose of cat litter waste? 2. How would someone defend themselves against a harassment claim? What is the definition of harassment?	1. Discard cat litter waste in garbage bins. 2. Please review the Harassment & Intimidation policy available on the HOA website.	
Carol Hunt	1. If a management company is selected to augment the HOA Board, then how does the community agree to it? 2. What will be done to remove dirt that is encroaching onto foundations? 3. The Schedule of Fines is starting to feel like a police state. Is this really what we want?	1. The entire community would need to vote on an HOA management option. 2. The Envelope Study will form the basis of mitigating compromised materials. 3. We live in a community where not everyone has the same values. A minimum set of rules and fines is one way to keep everyone comfortable and safe.	
Michelle Wulfe	1. Some light bulbs are designed with day/night sensors that can toggle without human intervention. 2. The City of Portland may have steeper discounts for water saving programs, but knowing the account		1. Michelle agreed to help locate vendors to complete the Reserve Study and Envelope Study. 2. The treasurer agreed to research the account number(s) at the

Speaker	Comment or question	Response	Action Items
	numbers is important.		water bureau that are currently receiving discounts.
Lori Pesavento	Our board meetings can be more effective if we agree to focus on issues rather than blame.		

The meeting adjourned at 11:42 a.m.

Respectfully submitted,

Diane Larson, Secretary