GLENWOOD PLACE HOA BOARD MINUTES

September 11, 2026 – 10:01 a.m.

Summerplace Clubhouse, Klickitat Room

OPENING:

Chair Judy Evans opened the meeting. The group observed a moment of silence to remember the victims of the September 11, 2001, terrorist attacks on the New York Twin Towers 25 years ago.

Judy 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 Kathy Caricchio, Nancy Earl, Sharon Fraley, Melissa Hayden, Carol Hunt, Alan Levy, Joy Levy, Bernadette Lockmanese, Carol Manzaro, Kelsie Marea, Clarissa McDearmon, Tama October, Kathy Okay, Lori Pesavento, Cathy Rodgers, Beth Sendre, Sunni Walton, and Michelle Wulfe.

MINUTES:

The minutes for the Glenwood Place Board Meeting dated August 14, 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 usually discussed at the end of the meeting were to be temporarily suspended.
- 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 requested the help of Jan Woodcock to continue to build our committees. 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.
- To better reach the community, the Board will continue to hold its meeting on the second Friday of the month, but will change the time to 1:00 p.m.
- The Board will *temporarily* postpone the "Question and Answer" session at the end of the meeting for a review of the process due to a number of concerns brought forward by residents.
- Legal Billing for August: The total was $0.00.

Maintenance: Kitz presented her written report.

- Rose City's maintenance work on garage lights, streetlights, etc. will come to $6,742.00.
- Fall gutter cleaning is scheduled for Monday, November 9th through Friday, November 20th. Please rearrange your decks and patios so that your outdoor plants and furniture will be protected from falling debris.
- Deck inspections are completed, and reports will be delivered to those who need to follow up. Most of the decks and railings need to be cleaned. A suggested cleaner is "30 Seconds Outdoor Cleaner." It is available at Amazon, Lowes, Home Depot, and Parkrose. Owners who have used it are very happy with the results.
- As repairs are scheduled, the dates will be announced.
- The Maintenance position on the Board will be open in 2027. Interested residents are invited to apply.

Treasurer: Asleigh presented her written report.

Monthly HOA Fees

- There were two missing payments for August. We don't know the name of the company that owns a long-time vacant unit, and we have requested that it be turned over to Collections. The other delinquent homeowner has received an invoice with the late fee.

BANK BALANCES

- Operating Income
    - OnPoint Operating Account $ 32,689.93
    - OnPoint Savings Account 100.47
    - **TOTAL** **$ 32,790.40**
- Reserves
    - Northwest Bank Savings Account $ 82,522.17
    - Riverview Bank 6-Month Certificate of Deposit (CD) 173,020.85
    - Northwest Bank 12-Month CD 120,505.90
    - **TOTAL** **$ 376,048.92**

Budget and Financial Projection

- After making our final roofing payment out of our Reserves account, we moved $50,000 from Operating into Reserves during the month of August. This follows our combined strategy of completing planned projects for 2026 while reaching our targeted net increase to reserves of $56,298.

- We have begun the budgeting process for 2027. As always, we are trying to hold multiple values in the planning:
    - Steadily increasing our Reserves
    - Performing high priority building and grounds maintenance projects
    - Minimizing financial impact on homeowners, while also facing cost increases.

Open Treasurer Position

- In August we included in an email blast an invitation for someone to either volunteer to take the Treasurer role on the Board or to work with the Treasurer in learning the various functions of this role with the larger aim of that person eventually becoming Treasurer. In response, our valued homeowner of seven years, Clarissa McDearmon, has volunteered to begin learning the various Treasurer duties. Clarissa has previous experience with QuickBooks, loves numbers, has worked in the world of not-for-profits, and of course is full of integrity. We so appreciate her willingness to take on these important areas. The Board position is still open for anyone who is interested in becoming the Treasurer now.

Units Sold and for Sale

- Units #49, #51, #136 and #142 are on the market. Three of the units are one bedroom, which tend to be more difficult to sell.

Project Development and Landscaping: Bob presented his written report.

Projects

- Kitz made a motion and Ashleigh seconded the motion to approve Macedonia Lopez's bid of $22,800 for garage painting and dry rot repair. The board also approved a $2,000 contingency fund to cover unexpected discoveries along the way.
- To reduce expenses for the remainder of 2026, the project to paint fascias on building gables and garage gables has been postponed until 2027.
- One estimate has been received to complete the plumbing offset repair under Building #8. Another bid will be sought.
- We require job estimates to locate all sewer lines and inspect them for root intrusion or pending blockages. There will be a vendor on site September 8th to do just that, with an estimate expected in two weeks.
- A 2027 budget request will be submitted in the amount of $15,500 to install 37 lighted exit signs in building entryways.

Landscape

- Phase 1 of tree trimming in 2026 has been moved to Monday April 12, 2027.
- Phase 2 estimate of tree trimming is scheduled for September 14th by arborist from Oregon Tree Care. Plans are for 22 trees to be assessed and estimated.
- Four estimates have been received for placing bark mulch in front of our buildings.
    - $6,987: LandCare at 1 in. depth, 11 units
    - $11,638: LandCare at 2 in. depth, 11 units
    - $33,031: Landscape East & West: at 1 in. depth with bed edge preparation, 50 units
    - $5,275: Sierra Northwest Landscape Co. at 1in. to 1.5 in. depth, 11 units

  Sierra NW has been selected for this 2027 project.

- Bob proposed an inspection and cleaning of eight large catch basins, plus eight small catch basins on the property according to the ones having the greatest need. The cost will be $285 for each large catch basin and $150 for each small one, plus a $500 mobilization fee. Ashleigh made a motion to approve $3,980 for the project,

and Kitz seconded the motion with unanimous approval. Work will be performed by Reynolds Sewers Inc. (CCB #210923).

- The first application of root removal herbicide at the site of the tree removal in front of Building #7 is scheduled for Monday, September 21st. Orange cones will be placed surrounding the area to remind owners to keep pets away from the site. A second application may be needed in the spring. A licensed arborist and plant health specialist from Goode Arbor is performing the work.
- Irrigating on Sundays has been halted for the rest of the season behind buildings 1, 2, 10, 11, 12, 13, 14, and 18. Our goal is to seek a balance between water conservation, poor drainage, and green grass.
- We are interviewing three vendors for the 2027 landscape contract. They are:
    - Sierra Northwest Landscape Co.
    - Blessing Landscapes
    - LandCare
- A list of vendor-agnostic requirements has been created for the 2027 annual landscape contract.
- We are ready to contact SaveATree to schedule the planting of two new trees at Building #7 and #11 per City of Portland permit #25-022838 UF. The replacement tree must reach a mature height of 16 feet or taller and cannot be a nuisance species. Kitz commented that an alternate plan would be to plant the new trees in another location on our property while planting shrubs in the area of the original trees.

COMMITTEE REPORTS:

AVR Committee: Sharon Fraley reported the following:

- Avoid Verbal Requests (AVRs) carried over from 2025 are four in number.
- 2026 AVRs current and outstanding are 44 in number.

Disaster Preparedness: Lori Pesavento reported the following:

- 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.
- Summerplace is interested in using our model for their own disaster preparations.
- Thank you to everyone who has donated to the cause. We are about halfway to our goal, and we have enough funds to buy some of the equipment we need.

- There are flyers available with suggestions of the supplies you should stockpile. The most critical item is water. Plan on having one gallon of water per day per person.

Glenwood Garbage Grabbers: Tama October reported the following:

- Because of our location at the crossroads of two well-traveled thoroughfares, we have a lot of litter to keep track of. Tama gets phone calls all the time regarding garbage in the surrounding area. With this in mind, new members to our committee are always welcome.
- Our residents can help by reminding contractors and remodelers we hire to remove their trash to their own receptacles.

Recycling: Carol Hunt spoke for the committee.

- Plastic food containers with black bottoms go to garbage.
- Clear, clean clam shell containers can be taken to the depository outside of Jan Clark's unit (Building #9, Unit #65).
- Paper bags must be emptied before putting them in the recycle bins.
- Shredded paper goes to garbage.
- Pickup days are Wednesday for recyclables, and Friday for garbage.

Waste Management: Kathy Caricchio cautioned about the following:

- Break down and flatten your large cardboard boxes and put them in the large recycle bins by the shed. Otherwise, they take up too much space in the smaller receptacles.

Sunshine Over Glenwood: Nancy Earl reported the following:

- We had a successful August Happy Hour in the courtyard where we met new neighbors and reconnected with old friends.
- There will be a Christmas Decorating Contest in December.
- The committee delivered nine birthday cards and two sympathy cards.

UNFINISHED BUSINESS:

- 2027 Open Board Positions: The open Board positions are those of Treasurer and Maintenance. Please refer to the Treasurer's report for her comments regarding the status of this upcoming vacancy.
- 2027 Reserve Study: The project will be a Level II – Full Study and is expected to cost $2,750.

- 2027 On-site Visual Building Inspections: This Envelope Study will cost $3,900.
- Glenwood Board Contact: We are researching a dedicated phone line or answering service with voice mail.

NEW BUSINESS:

- Budget Preparation: The Treasurer has guided the Board through a rigorous review of our financial condition now and what we can expect in 2027 in preparation for our Budget Meeting on October 1st. Our guidelines and goals can be reviewed in the Treasurer's Report on Page 3.
- Upcoming Items with Financial Impact: The following items and their estimated cost are also mentioned in more detail in the Landscaping report.
    - Repairs of the drainpipe in Building #8 $3,000 - $5,000
    - Illuminated exit signs in entryways $15,550
    - Tree trimming:
        - Phase 1 $6,130
        - Phase 2 To be determined
    - Exterior change applications (approved):
        - Unit #101
        - Unit #78
    - Fire hydrant inspection by Metro Safety & Fire, Inc. scheduled for October 14th (budgeted)
- Committees Needed: We are looking for residents who would be interested in serving on the following committees.
    - Code Enforcement, which would include tracking of:
        - Animals
        - Bylaws
        - Resolutions
    - Safety/Security/Parking, which would include the following duties:
        - Developing a security plan for the community
        - Administering parking stickers
        - Monitoring temporary parking
        - Towing illegally parked vehicles
- Proposals for Board Meeting Changes:
    - A designated speaker to present the topics submitted by residents.
    - A predetermined time allowance for each topic.

    - A controlled and businesslike “question and answer” process.
- Resolution Approvals: The following resolutions are being processed.
    - Access to Vacant Units
    - Revised Schedule of Fines
- Safe Block Program: We will be meeting with a representative electronically to discuss the details of their program, followed by an in-person visit.
- Property Management Companies: We have targeted several companies to learn about the programs they have to offer.
- HOA Board Meeting Changes: These changes will take effect as of the October 9, 2026, Board Meeting.
    - The time and place of the meetings will be 1:00 p.m. in the Klickitat Room.
    - The “Question and Answer” session will be suspended temporarily.

ADDITIONAL INFORMATION FOR RESIDENTS:

- Information Distribution: We will continue to move 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.
- The next Building Representatives Meeting is Saturday, September 11th, 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.
- The next monthly HOA Meeting is Friday, October 9th, at 1:00 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 reading.
- Please keep patio and deck lights on all night for safety reasons.
- Volunteers are always welcome.

The meeting adjourned at 10:58 a.m.

Respectfully submitted,

Diane Larson, Secretary