GLENWOOD PLACE HOA BOARD MINUTES

October 9, 2026 – 1:00 p.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 Management and Landscaping).

RESIDENTS IN ATTENDANCE:

Attending residents were Marcia Andri, Sarah Balliet, Karen Ballweg, Nancy Earl, Sharon Fraley, Loretta Gooding, Roy Hyer, Carol Hunt, Claudia Lashley, Lori Lochelt, Bernadette Lockmanese, Carol Manzaro, Clarissa McDearmon, Ingeborg Mussche, Tama October, Bobbi Pincetich, Cathy Rodgers, Karin Sawyer, Beth Sendre, Sunni Walton, and Jan Woodcock.

MINUTES:

- A motion was made by Ashleigh and seconded by Kitz to approve the minutes for the Glenwood Place Board Meeting dated September 11, 2026. Minutes were approved as presented.
- A motion was made by Ashleigh and seconded by Bob to approve the minutes for the Glenwood Place Budget Meeting dated October 1, 2026. Minutes were approved 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 intention of resolving issues within the community.
- Deck and Patio Inspections:
    - Article V, Section 2(a) of our Bylaws states that "*the Board is responsible for the operation, care, upkeep, maintenance, repair and supervision of the general common elements and the limited common elements, except to the extent this obligation is imposed on the unit owner in these bylaws.*"
    - Last month the Board attempted to perform this duty by sending a board member and a volunteer to inspect each deck and patio in the Glenwood

complex. (This process has been a regular occurrence for three years, as these common limited elements are now nearly 40 years old and have not regularly received inspections over the years.)
    - Even though the community was informed that this inspection is a crucial part of maintaining our common limited elements, and received written notice a week prior to the inspection, there were a number of residents who refused to allow the inspection or suggested impractical means of completing the inspection, such as inspecting by ladder or by hiring an outside company to complete the work – which would be an unnecessary additional cost to the entire community.
    - **Reminder**: Last year the community had to pay for a deck that needed a new membrane and replacement of rotted flooring. Soon, **we will all** pay for a deck that is in desperate need of repair. Additionally, the HOA community will do repairs and/or painting on five decks. The inspection of our common limited elements is the method by which we were able, as a community, to identify issues before they worsen and cost us even more.
- Question-and-Answer Period at Board Meetings:
    - After the August Homeowners' Meeting, the Board received numerous negative comments and concerns about the way in which the Question-and-Answer period was derailed. The Board *temporarily* postponed the Q & A period to review the process. The Board reviewed a proposal with possible ways to fine tune the process and has approved going ahead to pilot the new process. Judy invited Karin Sawyer and Lori Lochelt to lead us through a discussion of how the Q & A sessions will be handled, going forward.
- Monthly Legal Billing: The total was $54.00.

Maintenance: Kitz presented her written report.

- Rose City, Inc. has completed most of the electrical work that was ordered. They are returning on Monday, October 12th, to work on the entrance lighting and any remaining tasks.
- The list of garages that have been vandalized is as follows: #43, #77, #81, #122, and #135.
- The vandalized man-doors are #75, #77, #80, and #81.
- Unit #58 has received mold remediation and vent treatment.
- Gutter cleaning is planned for November. Dates and details to follow.
- J2 Building Consultants, Inc. has completed its report with six decks needing work.

Treasurer: Ashleigh presented her written report.

Monthly HOA Fees

- There were three missing payments for September. We have not been informed of the name of the company that owns a long-vacant unit, and we have requested it be

turned over to Collections. The other two homeowners with late payments have received an invoice with the late fee.

BANK BALANCES

- Operating Income
  - OnPoint Operating Account $ 22,778.67
  - OnPoint Savings Account 100.48
  - **TOTAL** **$ 22,879.15**
- Reserves
  - Northwest Bank Savings Account $ 82,689.87
  - Riverview Bank 6-month Certificate of Deposit (CD) 173,020.85
  - Northwest Bank 12-month CD 121,733.08
  - **TOTAL** **$377,443.80**

Associate Treasurer

- Clarissa McDearmon has been acting as Associate Treasurer this past month and has taken on a huge amount of work. Clarissa now does all of Accounts Receivable, meaning she collects, deposits and enters into QuickBooks all monthly and other types of fees. She is also now doing all of Accounts Payable, which means all invoices should go to Clarissa for payment. And best of all, Clarissa is now doing Bank Account Reconciliation, which is the most vexing task of all. Thank you, Clarissa!

Budget and Financial Projection

- We looked at our 2026 budget balances and found $36,000 we could use to complete critical projects in 2026. This breakthrough will not only let us get the projects done earlier but has taken some pressure off the 2027 budget. The projects chosen were:
  - Building Envelope Inspection $ 3,900
  - Phase 1 Tree Trimming $ 6,130
  - Vandalized Garages Repair $ 4,000
  - Garage Repair and Paint $11,300
  - Unit #58 Mold Mitigation $ 2,200
  - Safety/Security $ 8,000
- At our Annual Budget Meeting we did a final review of our 2027 Budget Proposal and unanimously approved it. After slimming down categories as much as we felt was responsible, we ended up with total expenses for the year 2027 at $795,330.00. Since condo fees are our source of income, we divided the total by 144 units to arrive at a monthly HOA fee for 2027 of $460. This is a $25 condo fee increase. More detail and a historical perspective will be presented at this year's November Annual Meeting on November 19th at 7:00 p.m. in the Summerplace Ballroom.

Donations

- This past year multiple homeowners have requested to make donations, both to the Reserves and to specific projects like Emergency Preparedness, the website and Safety/Security. We are an economically diverse community and very much appreciate the generosity from those who have embraced this community and who have the ability and motivation to do extra. Jan Woodcock is working to help develop this whole avenue of income as an option for helping us finance critical projects while continuing to improve the level of our Reserves.

Water Invoices

- The water rates increased by 5.1% in July, so dollar amounts are reflected in our Quarter 3 water invoices, which are the last water invoices of the year. Our overall water usage went down by 26% from the same billing period last year. So, even though prices went up 5.1% this year, our overall Quarter 3 bill went down by $4,000 from the total cost for Quarter 3 last year.
- A great deal of work has gone into this effort. The campaign to evaluate water use devices in units made quite an impact. And the focus and efforts involving irrigation are starting to make an impact by lessening water usage.
- So, congratulations to everyone because we know various folks have been involved. But special thanks to Bob Dragoon for being the water usage honcho this past year and dogging this at a very detailed level. Not an easy task at all.

Units Sold and For Sale

- Units #41, #49, #83, #136 and #142 are on the market.
- Unit #51 is Pending Sale and should be closed by the time of the meeting.

Landscape: Ashleigh's written report was presented.

- Sprinklers have been turned off for the season. All rain will be welcome in these coming days.
- On Monday, October 12th, Reynolds Sewers, Inc. will be here to clean our catch basins – eight small ones and eight large ones of our choosing. We will get a site map together for him on Monday and identify the 16 that have been designated for cleaning.
- We are working to get a date for Phase 1 Tree Trimming before the end of the year. The contractor is out of town, but we should be able to confirm the plan in the coming week or so.
- Three vendors have submitted bids for the landscaping contract or are in the process of doing so. Landcare will call on Monday, and we will get their references and make an appointment to walk the property and interview him. Blessing Landscapes is in the process of getting us a bid.

- We have two bids for entryway cleaning. Cathy has interviewed Bill Cave about exactly what he's testing with smoke and fire alarms to make sure we're following city requirements, whichever vendor we pick. This way we can compare apples to apples when interviewing the second bidder.

Projects: Bob's report is as follows:

Plumbing

- Repairing the offset sewer pipe under Unit #54 is scheduled for Monday, October 12th. Homeowners in Building #8 will be without water between 10:00 a.m. and 8:00 p.m. Owners will be notified when water can be used. Work will be performed by Reynolds Sewers CCB # 210923.
- Pro Drain & Rooter Service, Inc. completed video inspections of sewer lines on September 22nd for 16 of our 21 buildings. Two of the 16 lines need to be cleaned. Buildings #3 and #9 are approved for sewer cleanouts in 2027, although the exact date is not yet known.
- The remaining five buildings are approved for video inspection in 2027. These are Buildings #2, #6, #17, #20 and #21 which will need courtesy visits inside the home of an approving homeowner. Cost is $1,575 for inspecting these lines by Pro Drain. Stay tuned for more updates when the time comes.

Garage Door Frames

- Dry rot repair and painting of garage door frames was started on September 15th. As of yesterday, the work is 50% complete. Total cost is $20,800 with a $2,000 contingency fund for unexpected discoveries. All repairs should be completed by late October, weather permitting. Thank you to homeowners for allowing garage access on short notice and helping us move forward. Many thanks to Macedonia Lopez for his excellent craftsmanship and willingness to assist with special requests.

Repairing Backwards Man-Doors

- There are ten man-doors installed incorrectly with hinge pins facing out. This presents an easy mark for vandals. Repairing each door will cost approximately $750 for materials and labor. Priority of doors will be established in 2027. However, scheduling the work will be based on financial feasibility.

Lighted Exit Signs in Entryways

- Labor and materials budget of $15,500 for 37 entryways has been approved for 2027. Timing is unknown and depends on financial priorities.

Painting Gable Fascias

- There are 24 gable fascias to be scraped, primed, and painted. Estimate for labor and materials is $7,200 by Macedonio Lopez. Half of them will be completed in 2027 based on highest need first. The remainder will be completed in 2028.

Secretary: Diane added the following:

- The assembly was reminded that the Summerplace Office plans to delete all Clubhouse room reservations for next year to provide a clean slate for 2027. You may not submit your new requests until November 1st.

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 24 in number.
- Please use these guidelines when preparing an AVR:
    - The AVR must be signed by the preparer, or it will be returned for the proper signature.
    - Please use the most recent AVR form. (It has a designated space for the author's email address.)
    - Use a separate AVR form for each issue being presented, as each issue may not be handled by the same person.

Committee Development: Jan Woodcock reported the following:

- The goal of this committee is to create a structure of committees that will complement the board's duties and be able to react in a positive manner to changing circumstances in the Glenwood community. Jan's mission is to assess what has been successfully organized and, conversely, what cannot be successfully completed as currently organized. Utilizing this information, she will then help recruit individuals who are knowledgeable of the particular area, and willing to work together for the common good.

Glenwood Garbage Grabbers: Tama October reported the following:

- You don't have to commit to hours of hard labor to join the GGGs. Every bag of garbage is appreciated. One time per month is okay. Rejoining the troops is okay. We make a difference every time we go out. That's what counts.

New Resident & Parking Sticker Committee: Marcia Andri continues as our greeter to new residents and parking sticker adherer.

Recycling Committee: Jan Clark reported the following:

- Jan welcomed the new members to the committee – Carol Hunt, Toni Omura and Nancy VanRooy.
- She may have found a new place that takes shredded paper. Stay tuned.
- Small scraps of paper are not recyclable.
- Black plastic is not recyclable, except for small plant carriers.
- Contact Jan with your flexible film, clean and clear clamshells, and clean Styrofoam.
- Batteries Plus will take batteries, or Jan will take them in for you.

UNFINISHED BUSINESS:

- **2027 Open Board Positions:** Applications for the two open positions are no longer being accepted. We received two applications – Clarissa McDearmon and Ashleigh Norment. Their applications were read aloud and revealed that Ashleigh would like to extend her term as Treasurer and Clarissa would like to be the Associate Treasurer until she feels comfortable with the transition to the Treasurer role. Of course, officially all of this will be voted on by the homeowners at the Annual Meeting, and the roles will be determined by the Board after the completion of the Annual Meeting.
- **2027 Schwindt & Co. Reserve Study:** The project will be a Level II – Full Study with exact date to be determined.
- **2027 J2 Building Envelope Inspection:** The project will be an on-site visual inspection.
- **Glenwood Board Contact:** We are researching a dedicated phone line or answering service with voice mail.

NEW BUSINESS:

- **Resolution Approvals:** The following documents will be added to the website and delivered to residents for their files.
    - Access to Vacant Units – Approved
    - Revised Schedule of Fines – Approved
    - Updated Index – To be typed
- **Safe Block Program:** Glenwood property was evaluated on-site and a report is forthcoming.
- **New Committees:**
    - Violations Review Committee:
        - Duties - 1) Accept AVRs. 2) Review violations. 3) Determine next step.
        - Members - Claudia Lashley, Karin Ballweg and Beth Sendre
    - Security/Safety Committee:
        - Status – Still in research phase.
        - Issues – Vandalism as of last month = $12,619.

        - Goal – Create safety and security plan.
        - Sarah Balliet is taking suggestions from residents.
        - Jan Woodcock is identifying residents who are willing to help.
        - Judy Evans is working with Safe Lock to get an evaluation of the security needs of the community.
        - Police reports are invaluable. Help is needed to complete them.
- **Proposals**:
    - Revised Question & Answer Format:
        - Karin Sawyer and Lori Lochelt made the presentation.
        - Q&A forms will be made available for submission of questions regarding items on the meeting agenda. General comments are not acceptable. Maximum is 20 words.
        - The questions will be read by a designated speaker.
        - A question may be pre-submitted at least seven days prior to the Board Meeting.
    - The time allowance for each topic is three minutes.

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.
- The next Building Representatives Meeting is Saturday, November 7th, at 10:00 a.m. in the Klickitat Room.
- The Annual Association Meeting is Thursday, November 19th, at 7:00 p.m. in the Summerplace Ballroom.
- The next monthly HOA Meeting is Friday, December 11th, at 1:00 p.m. in the Klickitat Room.
- 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 2:07 p.m.

Respectfully submitted,

Diane Larson, Secretary