

Board Meeting

Cedarglen Unit Owners' Association

When: Wednesday, 01/25/2023 @ 6:30 PM

Where: Zoom Teleconference

Call to Order: 6:38 PM

Attendees

Board & Management	Owners & Residents
Austin DeSimone, <i>board chair</i> Rebecca Nasedkin, <i>board treasurer</i> Eric Earl, <i>board secretary</i> Ashley Waldron, <i>board member</i>	Diane George

Approval of Minutes

MOTION: Austin moved to approve the 12/14/2022 meeting minutes. Seconded by Eric.
Approved unanimously.

Management Report

Administrative

Committee Reports

INFO: The landscaping scheduled dates will be posted to the website soon.

INFO: On parking, anyone can report an infraction of the policies anytime to AMS.

Homeowner Correspondence

INFO: Glennbrooke Ridge will replace the lights in the light posts which are not working correctly right now.

Expanded Deck Remediation/Covenant

MOTION: Rebecca moved to ask AMS to send out a compliance notification letter that all owners of expanded decks must file their permit applications with the City of Portland and supply AMS with their permit application number, by March 1st, 2023. If they have not done so, fines will begin being issued in accordance with our Rules Enforcement and Fine Structure policy, Article 7, "Fine Notice." Austin seconded. Unanimously approved.

Financial

INFO: Rebecca has not had an opportunity to look over the balance sheet. She is specifically looking for last year's overages.

2023 Special Assessment: Tree Removal

MOTION: Austin moves that we should give notice to AMS to authorize a special assessment for the tree maintenance discussed last month in a one time payment for AMS to put the notice out at their earliest convenience. Rebecca seconded. Unanimously approved.

Maintenance & Repairs

Maintenance - Pending, Scheduled, & Completed

ACTION: Landscaping committee will choose location for new trees from Evergreen Tree Services.

4755-B Roof Repairs

MOTION: Austin moves to ratify we give payment to West Coast Roofing. Seconded by Rebecca. Unanimously approved.

Attic Ventilation Project

INFO: The board is in agreement that we should proceed as planned with the ventilation and mold remediation project. We will await West Coast Roofing's proposal for the rest of the ventilation work, and schedule Certified to follow up after that with the mold remediation.

Old Business

Community Standards: Unit Exterior Maintenance

INFO: Letter will go out about exterior maintenance and upkeep of the common area.
Austin will ask AMS for a sample letter, then draft a version to be reviewed by the board.

New Business

INFO: Eric is planning to not “renew” his board membership at the end of his term later this year.

INFO: On neighborhood crime prevention, the police advised Rebecca that the best prevention for car vandalism was to park in the garage.

ACTION: On neighborhood security, Eric will do some online research on common crime prevention for closed off communities.

ACTION: Joint Cedarglen/Glenbrooke Ridge committee to discuss security options since it impacts both communities.

Adjournment: 7:53 PM

Prepared by Eric Earl, *board secretary*.

Board Meeting

Cedarglen Unit Owners' Association

When: Wednesday, 03/01/2023 @ 6:30 PM

Where: Zoom Teleconference

Call to Order: 6:35 PM

Attendees

Board & Management	Owners & Residents
Austin DeSimone, <i>board chair</i> Rebecca Nasedkin, <i>board treasurer</i> Eric Earl, <i>board secretary</i> Ashley Waldron, <i>board member</i>	JoAnn Radicchi Diane George Oleg Semenov

Approval of Minutes

MOTION: Austin moved to approve the 01/25/2023 meeting minutes. Seconded by Eric. Approved unanimously.

Management Report

Administrative

Homeowner Correspondence

MOTION: Eric moves to approve the parking policy exception request for 4621-D based on the General Parking Policy Rule 3 until such time as the number of cars in their household changes. Seconded by Austin. Approved unanimously.

INFO: Planning to add about \$1,000 to the 2024 budget for replacement of the water shutoff "gate" valve above building 4703.

RATIFICATION: 4725-C's request for a temporary 30-day parking exception from February 5th, 2023, to March 7th, 2023, in order to park both of their vehicles in the general common element while selling their home was approved by board emails from Austin, Eric, and Ashley.

New Business

INFO: There's a beaver (or maybe a nutria) in the neighborhood marking trees. Tiana has the info and is following up with local animal experts now about an appropriate course of action.

Adjournment: 7:24 PM

Prepared by Eric Earl, *board secretary*.

Board Meeting

Cedarglen Unit Owners' Association

When: Wednesday, 03/22/2023 @ 6:30 PM

Where: Zoom Teleconference

Call to Order: 6:38 PM

Attendees

Board & Management	Owners & Residents
Austin DeSimone, <i>board chair</i> Eric Earl, <i>board secretary</i> Ashley Waldron, <i>board member</i>	Diane George

Approval of Minutes

MOTION: Austin moved to conditionally approve the 03/01/2023 meeting minutes on the CONDITION below. Seconded by Ashley. Approved unanimously.

CONDITION: The first motion in the MARCH 1st minutes needs a revision to add: "*Austin seconded. Approved unanimously.*"

Management Report

Administrative

Committee Reports

Landscape Committee

INFO: Landscapers start coming twice a month in April

INFO: New draft landscape policy needs another meeting/discussion

INFO: *Landscape committee needs a new member since Pam sold*

Joint Glennbrooke Ridge/Cedarglen Committee

INFO: Committee back to quarterly meetings

INFO: Street lights not yet fixed, but Glennbrooke Ridge is on it

INFO: Talked about neighborhood security and planning to get bids on security companies to do a walk-through/review

INFO: Cedarglen will try to get the storm drain folks out to check their work on the storm drain that backed up

Homeowner Correspondence

INFO: Residents can report noise violations between 10:00 p.m. and 7:00 a.m. to the Office of Community and Civic Life (503-823-7350 or noise@portlandoregon.gov) or the Non-Emergency Portland Police line (503-823-3333)

MOTION: Austin moves to ask AMS to draft an appropriate letter for this owner's situation and present that to the board at a future meeting for further discussion. Ashley seconded. Approved unanimously.

New Business

INFO: *The board still needs one additional member now and will need another board secretary in June to replace the outgoing board secretary.*

Adjournment: 7:43 PM

Prepared by Eric Earl, *board secretary*.

Board Meeting

Cedarglen Unit Owners' Association

When: Wednesday, 04/26/2023 @ 6:30 PM

Where: Zoom Teleconference

Call to Order: 6:33 PM

Attendees

Board & Management	Owners & Residents
Austin DeSimone, <i>board chair</i> Rebecca Nasedkin, <i>board treasurer</i> Eric Earl, <i>board secretary</i> Ashley Waldron, <i>board member</i>	Gabriella Whitehead Lisa Bianchi Tim Schnitter

Approval of Minutes

MOTION: Austin moved to approve the 03/22/2023 meeting minutes. Seconded by Rebecca. Approved unanimously.

Management Report

Administrative

Homeowner Correspondence

INFO: Gutter cleaning missed 4621-C

RATIFICATION: Austin moved to ratify a parking accommodation request for 4725-C to have two cars outside due to renovations. Rebecca seconded. Unanimously approved.

MOTION: Eric moves to send the AMS-drafted letter to the owner of 4755-C after one week from today to allow for board revisions to the current draft. The board is to add language

about an expected timeline to hear from the owner as well “in the next two weeks upon receipt”. Austin seconded. Unanimously approved.

MOTION: Austin moved to add Gabriella Whitehead to the board of directors as our 5th member. Rebecca seconded. Unanimously approved.

Maintenance & Repairs

Maintenance - Pending, Scheduled, & Completed

INFO: Requesting storm drain by Rec Center get cleaned up by Glennbrooke Ridge as it is on their property.

MOTION: Austin moved, with regards to the mold remediation, to ask legal counsel to send a letter to Titan Roofing regarding their warranty issues in need of inspection and repair. This motion is also to move forward with Charter Construction doing their previously agreed upon work in venting in the attics of our buildings. Next steps will be determined after Charter Construction does their work. We are also agreeing now that if no additional roofing issues are reported from Charter Construction’s work, then Certified Indoor Environmental’s work is to move forward. Ashley seconds. Unanimously approved.

INFO: Terra Firma has two tasks from us: 1) To confirm all pump locations, and 2) To investigate the sump pump(s) under 4725-F still making noise.

Adjournment: 7:48 PM

Prepared by Eric Earl, *board secretary*.

Board Meeting

Cedarglen Unit Owners' Association

When: Wednesday, 05/24/2023 @ 6:30 PM

Where: Zoom Teleconference

Call to Order: 6:37 PM

Attendees

Board & Management	Owners & Residents
Austin DeSimone, <i>board chair</i> Eric Earl, <i>board secretary</i> Gabriella Whitehead, <i>board member</i>	Mark Cruz Diane George JoAnn Radicchi Tim Schnitter Tara Siegman

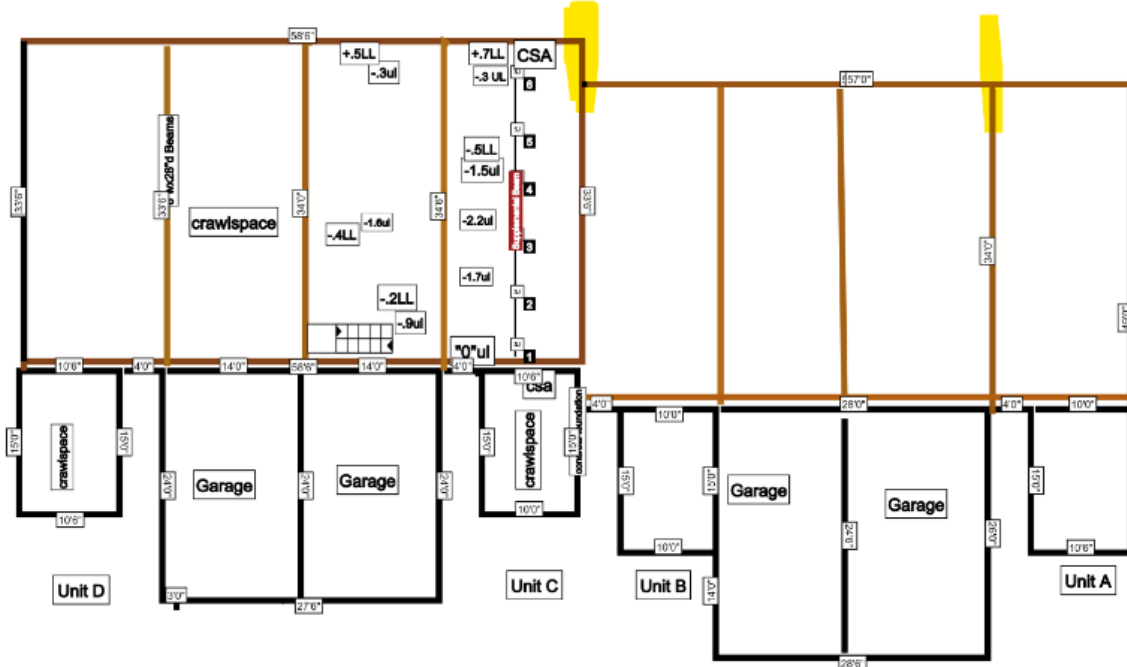
Approval of Minutes

MOTION: Austin moved to approve the 04/26/2023 meeting minutes. Seconded by Eric.
Approved unanimously.

Maintenance & Repairs

4621 Foundation Inspection

INFO: Mark Cruz came as a guest to explain what's going on with framing and foundation



INFO: Mark's company, Locale Architects, has put together a proposal to do the initial work TerraFirma said would need to happen anyway from a licensed engineer.

1. Create as-built architectural drawings of 4621 SW Caldew
2. Review existing wood frame design for compliance and deficiencies
3. Coordination of third party consultation of exposed foundation

ACTION: The board will consider this proposal and decide no later than 1 week from this meeting over email after all related documents have been reviewed.

Adjournment: 7:39 PM

Prepared by Eric Earl, *board secretary*.

Board Meeting

Cedarglen Unit Owners' Association

When: Wednesday, 08/03/2023 @ 6:30 PM

Where: Zoom Teleconference

Call to Order: 6:35PM

Attendees

Board & Management	Owners & Residents
Austin DeSimone, <i>board chair</i> Gabriella Whitehead, <i>secretary</i> Kristen Earl, <i>board treasurer</i> Rebecca Nasedkin, <i>board member</i>	Tim Schnitter Diane George JoAnn Radicchi Tara Siegman

Approval of Minutes

MOTION: Austin moved to approve the 05/24/2023 meeting minutes. Seconded by Rebecca. Approved unanimously.

ADMINISTRATIVE

Committee Reports

Landscape Committee

INFO: New member on landscaping committee needed since Pam left community.

INFO: Landscapers dug trench to improve mud from sump pump, behind 4725.

Communications Committee

INFO: New updates on website.

INFO: New member on communications committee needed.

Homeowner Correspondence

INFO: Resident concerned about pipes under home that came up in recent home inspection.

MOTION: Austin moved to request a quote from AMS for physical inspection of plumbing in all buildings. Seconded by Kristen.

INFO: Request by owner of 4755-C to cease sending notices of policy violations to owner because owner is taking action with tenant to resolve issues.

ACTION: More information is needed from AMS.

Expanded Deck Remediation/Covenant

INFO: Tiana, AMS has offered to come and help owners notarize permits.

ACTION: Austin to follow up with Tiana regarding notarizing and recording of permits.

Community Signage

INFO: Board Member moves to add signage for slower speed around community. Signs can be requested by residents for free through PBOT.

ACTION: Austin will confirm with AMS that this is the appropriate step.

MAINTENANCE & REPAIRS

Maintenance – Pending, Scheduled, & Completed

Community Lighting: Electrical Repairs

INFO: Tice Electric gave an estimate for repairing street lights that are not functioning.

ACTION: Austin will request a quote from Vanguard Electric for this project.

4801-C: Dryer Vent Cleaning

INFO: 4801-C can smell dryer from 4801-D and would like information on last dryer vent cleaning.

ACTION: Rebecca will look into a potential ongoing contract with dryer vent cleaning company.

4725-D: Requested Siding Repair

INFO: Need clarification on why siding was not repaired as part of the deck project.

4703-C: Requested Tree Removal

ACTION: Austin will communicate with the owner to show us the tree in question.

4621: Foundation Inspection/Structural Evaluation

INFO: Work has started by Mark's company, Locale Architects.

MOTION: Austin moves to rectify board decision to approve moving along with Structural Evaluation. Gabriella seconds. Unanimously approved.

OLD BUSINESS

1. Request to cease policy violation notices: 4755-C

Adjournment: 7:51 PM

Prepared by Gabriella Whitehead, board secretary

Board Meeting

Cedarglen Unit Owners' Association

When: Wednesday, 10/03/2023 @ 6:30 PM

Where: Zoom Teleconference

Call to Order: 7:12 PM

Attendees

Board & Management	Owners & Residents
Gabriella Kihn, <i>secretary</i> Austin DeSimone, <i>board chair</i> Ashley Waldron, <i>board member</i> Rebecca Nasedkin, <i>board member</i>	Diane George

Approval of Minutes

MOTION: Rebecca moved to approve the 08/03/2023 meeting minutes. Seconded by Gabriella. Approved unanimously.

ADMINISTRATIVE

Committee Reports

Landscape Committee

INFO: Landscapers are coming twice a month to keep up with autumn landscaping needs.

INFO: Still working on guidelines for community landscaping.

Homeowner Correspondence:

INFO: 4801-C Dryer Vent, no problems came up in inspection, ask Tiana to communicate with owners that it is now their responsibility to hire someone if they feel there is still a problem in their unit.

MOTION: Austin moved to not accept bid from HOA services for in-unit dryer vent cleaning. Gabriella seconded. Unanimously approved.

MAINTENANCE & REPAIRS

Maintenance – Pending, Scheduled, & Completed

4703-D: Tree Damage

MOTION: Rebecca moves to approve repair by Kennedy Restoration. Austin seconds. Unanimously approved.

4801-D: Tree Pruning

ACTION: Request for Tiana to communicate with owner that all trees have been inspected and trees that pose a risk have been removed.

Beaver Nuisance

MOTION: Austin moves to approve proposed solution to Beaver, pending estimate from Anna vs. Wildlife. Rebecca seconds. Unanimously approved.

Community Lighting: Electrical Repairs

MOTION: Austin moves to ratify decision to allow Tice Electric to do repairs. Rebecca seconds. Unanimously approved.

Annual Sump Pump Inspection

MOTION: Austin moves to approve annual inspection by TerraFirma. Gabriella seconds. Unanimously approved.

4621-A Railing Repair

MOTION: Austin moves to approve proposal from Red Diamond for deck railing repair, to be replaced with standard aluminum railing. Ashley seconds. Unanimously approved.

Adjournment: 8:23 PM

Prepared by Gabriella Kihn, board secretary

Budget Meeting

Cedarglen Unit Owners' Association

When: Thursday, 10/25/2023@ 6:30 PM

Where: Zoom Teleconference

Call to Order: 6:35 PM

Attendees

Board & Management	Owners & Residents
Austin DeSimone, <i>board chair</i> Rebecca Nasedkin, <i>board member</i> Kristen Earl, <i>board treasurer</i> Gabriella Kihn, <i>board secretary</i> Tiana Nishimura, <i>AMS Manager</i> Sydney Brown, <i>AMS employee</i>	JoAnn Radicchi, <i>owner</i>

Motion made by Austin to approve meeting minutes from 10-03-2023. Seconded by Rebecca. Unanimously approved.

2023 Budget Discussion

1. Grounds and Maintnance
 - Pest Control went up bvecause we switched out provider to Raticon. We are getting a lot more for the cost of this service than we were getting with the previous company.
2. Building Maintnance and Repair
 - Plumbing has gone up significantly due to pipes being older. The increase is also due to anticipating needing a new water shut off valve for some buildings.

- Building Maintenance budget line has gone up from \$4,500 to \$10,000 due to various expected repairs and due to the actual YTD spending for the last two years being around \$10,000.
- 3. Utilities
 - Increase in cost of electricity due to additional sump pumps running.
 - All other increases for utilities (trash removal, water & sewer) are due to the actual cost of those utilities increasing
- 4. Operating Expenses:
 - The fees for management have increased due to AMS increasing their fees and due to being overbudget on this line item in the past 2 years.
 - The line item for reserve budget has increased by 26%. This is primarily due to the board continuing to trying to build the reserve funding. Our current funding of \$46,020 is well below the baseline funding of \$54,066 and the full funding of \$58,058 right now.

MOTION: Austin moved to approve budget to present to the community with a monthly due increase of \$675. Rebecca seconded. Unanimously approved.

Adjournment: 7:52 PM

Prepared by Gabriella Kihn, *board secretary*.

Board Meeting

Cedarglen Unit Owners' Association

When: Wednesday, 11/29/2023 @ 6:30 PM

Where: Zoom Teleconference

Call to Order: 7:00 PM

Attendees

Board & Management	Owners & Residents
Gabriella Kihn, <i>secretary</i> Austin DeSimone, <i>board chair</i> Ashley Waldron, <i>board member</i> Rebecca Nasedkin, <i>board member</i>	Diane George

Approval of Minutes

MOTION: Rebecca moved to approve the 10/03/2023 and 10/25/2023 meeting minutes.

Seconded by Rebecca. Approved unanimously.

ADMINISTRATIVE

Committee Reports

Landscape Committee

INFO: Landscapers are continuing to come regularly. In spring we will work on creating guidelines for community appearance and spring cleaning.

Communication Committee

INFO: nothing to report currently, Austin needs more members to join him.

Joint CBR + CG

INFO: No recent meeting was had.

Social Welcoming Committee

INFO: Gabriella working on getting something started.

2. Homeowner Correspondence

4755-C Trailer Request

INFO: The residence of 4755C request for temporary approval of trailer to be parked in front of their unit.

MOTION: Austin moved to approve. Kristen moved to second. Unanimously approved.

3. Vacant Board Position

INFO: The board is in need of an additional member. This member would serve until June 2025.

MAINTENANCE & REPAIRS

Maintenance – Pending, Scheduled, & Completed

a. 4621-C: Lower Deck Repair

Austin moved to approve proposal from Red Diamond for deck repairs. Kristen seconded. Unanimously approved.

b. Beaver Nuisance

INFO: Anna vs. Wildlife placed traps on 10/19 and will inspect on 11/29.

MOTION: Austin moves to ratify approval of work done by Anna vs Wildlife. Kristen seconded.

c. 4703-C & 4801-D: Arbor Work

MOTION: Austin moved to ratify to approve work done by Evergreen Tree Services. Kristen seconded. Unanimously approved.

d. 4621: Foundation Inspection/Structural Evaluation

INFO: Mark with Lacale Architects requested to remove small portion of flooring in order to complete evaluation.

ACTION: Austin proposed requesting for a formal proposal from Mark.

e. 4755-D/4801-A: Attic Ventilation/Roof Repairs

f. Community Lighting: Electrical Repairs

INFO: Work was approved by board, waiting on work to be completed by Tice Electric.

Adjournment: 7:34 PM

Prepared by Gabriella Kihn, board secretary