

CedarGlen January 29, 2013 Meeting Minutes and Dues Increase Vote Results

Meeting called to order at 7 P.M.

- Board present: Oleg Semenov, Amber Stene, Pam Quale. Officer present: Greg Stene.
- Homeowners present: Diane George, Tara Siegman, Ethel Birnbach, Hope Burns, Nancy McGann, Lori Stephens, Jo Anne Walter.
- Others present: Lisa Molina from Appleton Properties.

Discussed: need for dues increase based on current budget needs.

1. Previous budget did not account for repeating costs such as: gutter cleaning, drain cleaning, pest control (rats), or for large increases in water (6-12%).
2. Current larger unexpected repairs are:
 - a. Bioswell (building 4725) \$2500.
 - b. Stabilization piers (building 4621) \$3400.
 - c. Moss Removal (all buildings) \$6900.
3. Fee increase would allow payment of current ongoing costs, plus add to Reserves to pay for future capital improvements.
 - a. May 31, 2011 HOA minutes shows approval to build a 10% Reserves fund.
 - b. Delinquent accounts have been paid-in-full, attorney's fees have been recovered, and funds were placed into the Reserves.
4. 2011-12 Revenues and expenses:
 - a. \$6050 per month (\$275 x 22 units)
 - b. 2011-12 Budgeted expenses: \$5444 / actual expenses: \$6094 per month
 - c. 2011-12 Budget: allocation for Reserves = 0
5. 2013 Proposed revenues and budgeted expenses:
 - a. Revenues: \$7040 per month (\$320 x 22 units)
 - b. 2013 Budgeted expenses: \$7020
 - c. Includes repeating maintenance expenses not previously in budget
 - d. Includes allocation for Reserves = \$400 per month
6. Last increase was January 2010 (3 years ago).

Dryer vent cleaning was proposed as a fire-preventive measure.

1. Fire issues:
 - a. Fire Department notes dryer vents as a top cause of house fires.
 - b. Fire Department recommends cleaning dryer vents every 2 years.
2. Mold issue concerns:
 - a. Building 4725 vents currently use water traps. Board/Appleton to get quote on reattaching vents to a more proper destination and bringing vents to code.
 - b. Similar concern of vents in building 4755, Board/Appleton to look into venting issues and advise.
3. Cleaning vents are to be a homeowner expense: previously estimated at \$55 per unit if up to 5 units can be cleaned at one time, \$65 if not.
4. Cost of bringing vents to code will be determined upon individual inspection.

Dues increase vote:

1. The vote took place and was tallied by Lisa Molini of Appleton Properties.
2. Votes of those present and all proxy votes were counted.

3. The motion was passed in favor of the dues increase: 12 yes votes, 2 no votes.
 - a. Needed to pass: 2/3 yes votes of all ballots tallied at the January 29, 2013 meeting.
4. It was agreed that the Cedarglen HOA dues will be \$320.00 beginning with the April 2013 payment.

Meeting was adjourned.

Cedarglen April 8, 2013 Meeting Minutes

1. Meeting called to order at 6:34 P.M.
 - a. Board present: Oleg Semenov, Amber Stene, Pam Quale. Officer present: Greg Stene.
 - b. Homeowners present: Jo Anne Walter, Hope Burns, Diane George.
 - c. Others present: Lisa Molini from Appleton Properties.
2. A motion was made and approved that the minutes from last meeting would be revised to contain only Motions and Actions and to be read at the next meeting.
3. A motion was made and approved to secure an estimate from A Roof Above for moss removal/treatment of roofs only. Board will then vote to award the job referring to quotes from All Surface (originally estimated \$6,911), and A Roof Above (bid to come).
4. A motion was made and approved that the 4725-F French Drain/Bio-swell Water Diversion Project from Chris of C.R. Collins Construction, LLC (originally estimated at \$2,426) is to proceed.
5. A motion was made and approved that the decks on building 4621 are to be shimmed for now by Chris Collins (originally estimated at \$220). The pier stabilization (originally estimated at \$3,150) will be done in 2 to 3 years (Spring 2015-16).
6. Hope Burns, building 4725-A, reported that her kitchen cupboard is separating from the ceiling, possible evidence that support under house has shifted. Discussed: Chris Collins to inspect.
7. A motion was made and approved that the bat concern on building 4621-A will be repaired by Evergreen (originally estimated at \$236), before the bats return. Evergreen to inspect the wasp nest in the entrance of 4621-B, and remove if unable to be done effectively by homeowners.
8. A motion was made and approved to repair the dry rot on the top rail of the bottom deck of 4621-B. Work to be done by Chris Collins when he shims the decks of same building.
9. It was discussed that Hope Burns, 4725-A, will continue to pay the electricity of the sump pump for the three units it serves, as there is no way to separate the cost, and the cost is minimal.
10. It was agreed to repair the leaking roof on Oleg's unit, 4621-D. Oleg reported loose metal strip on the exterior side wall near the roof peak (facing mailboxes) needs to be repaired.
11. Downspout on unit 4621-A is to be reattached.
12. Lisa will have Chris Collins inspect the possible rotting issue on 4621-C where the roof B meets the vertical wall of C in the back half of the unit.
13. Discussed: grate near 4755-D needs continuous cleaning to drain. Jo Ann Walter to clean first.
14. Diane George requested that the landscape company not prune the three flowering shrubs along the parking area next to unit 4621-A. She will prune them.
15. Discussed: dryer vent cleaning is to be paid by individual homeowners. The Dryer vent cleaning company (Ductz) to assess each unit for needed repairs to bring the vents up to code, and will clean those that are to code. The board will determine how to proceed with vent repairs once the inspection has been done and repair costs are known. Homeowners on the sign-up sheet will be first to be contacted, pending review of bylaws.
16. Meeting adjourned. Time approximately 8:40 P.M.

Cedarglen Minutes for Annual Meeting, 20 June 2013

1. Meeting called to order at 7:10 P.M.
 - a. Board present: Oleg Semenov, Amber Stene, Pam Quale.
Officer present: Greg Stene.
 - b. Homeowners present: Oleg Semenov, Amber & Greg Stene, Pam Quale, Diane George, Tara Siegman, Ethel Birnbach, Farida Derhalli, Hope Burns, Nancy McGann, Jo Anne Walter, Hector Ignacio, Jean & Bob Beaderstadt.
 - c. Others present: Lisa Molini from Appleton Properties.
2. The 29 January 2013 Special Meeting minutes were approved without reading, as they had been previously mailed to all owners.
3. The 8 April 2013 minutes were read and approved.
 - a. Item 9 from minutes regarding sump pump electricity expense for multiple units paid by only one unit owner was discussed further.
 - i. Owner to be involved in research to show if increase warrants HOA action.
4. Treasure's Report as of end of May 2013:
 - a. Long Term Savings account: \$10,340
 - b. Operating checking account: \$792
5. **Old Business:**
 - a. Dryer vents cleaned at owner's expense/or inspected to be brought up to code:
 - i. 4621-A-B-C-D, 4755-D, 4801-D were cleaned May 4, no revisions needed
 - ii. 4725-F, 4755-B, 4703-D, cleaned May 4 /needs revisions:
 1. Ductz estimated \$445 per unit to repair with vent hose exposed.
 - iii. 4725-A not cleaned / was inspected, needs revision
 - iv. Remaining units to be cleaned at owners expense / inspection needed to assess if up to code. Hector Ignacio to research method of inspecting if vents are deemed clean, to share findings with board.
 - v. It was agreed that all dryer vents need to be cleaned and up to code by December 15th, 2013.
 1. Board to send out announcement on mandatory policy on dryer vent cleaning/bringing dryer vents to code.
 - b. 4725-A: needs engineer inspection to assess support beam in underground basement. Rough quote \$500-700 may not include all expenses, a fully itemized quote is needed before proceeding. Engineer fee does not include repair work.
 - c. 4725-F: flooding and drainage concerns
 - i. Board approved \$200 for WSB to scope prior to repairing drain issue.
 - d. 4621- C: dry rot on finwall
 - i. Board approved \$1200 for Funderbunk to repair finwall.
 - e. 4621-D: tree leaning near unit back appears to be leaning more, is potential hazard
 - i. Lisa to contact city due to protected status of tree on Jones property.

- f. Revisit FHA HUD rental cap guidelines to increase property value & salability
 - i. Diane George, Amber Stene, and Greg Stene to research FHA FUD approval and rental cap amendment process and expenses.
- 6. **Ongoing Maintenance:**
 - a. Moss removal & treatment, gutter & downspout cleaning
 - i. Board approved \$4600 for Chris Collins to treat and remove moss first year, treat moss second year, and clean gutters & downspouts (2 cleanings/2 years)
 - b. Roof repair
 - i. Board approved \$908 for Funderburk to repair 13 items on 5/2/13 proposal.
- 7. **New Business:**
 - a. Lisa to contact Glennbrooke regarding fallen tree behind 4801-C&D.
- 8. **Ongoing Owner Details:**
 - a. Amber Stene to send out email to all owners to update current contact info on owners & renters. Those who do not respond to email will receive hard copies.
 - i. Update to include approval/denial to share email address with others.
 - b. Emergency Preparedness: invitation to join this effort from Glennbrooke Ridge committee has been extended, info to come.
 - c. Upkeep reminder on individual units – please tidy up spaces that are publicly visible
 - i. Reminder to continue to pick up pet waste – besides good neighborly practice, unclaimed waste attracts mice and other rodents, per our pest control company.
- 9. **New Board Member** needed to replace Oleg.
 - a. Discussed: rotating service is needed as we have a small community
 - i. each owner is encouraged to share in the responsibility to serve
- 10. Meeting adjourned at 8:38 P.M.

Cedarglen HOA

16 October 2013 HOA Meeting Minutes

Meeting called to order: 7PM

Attending: Hope, Diane, Pam, Amber, Hector, Greg

Agenda:

1. Call to order, introduce new board member: Hector
2. Minutes Approved for last meeting: Annual Meeting 20 June 2013
3. HOA meeting schedule based on 2nd Wed of each month except June:
 - a. December 11, 2013;
 - b. February 12,
 - c. April 9,
 - d. June 4, 2014.(Dates and times to be confirmed via email prior to each meeting)
4. Treasure Report
5. **Old Business:**
 - a. Dryer ducts – cleaning & inspection, and amendments as needed to meet “to code” status: Proof of action due by March 31 to Appleton
Letter to follow.
 - b. 4725 F flooding and drainage solution, approved, in process.
 - c. 4725 A basement support beam – requires engineer inspection – pending package bids.
 - d. Revisit FHA HUD rental cap guidelines – to increase property value & salability.
Diane and Amber – committee review – November
 - e. Moss removal & treatment/gutter & downspout cleaning – phase 1 completed.
 - f. Landscaping, Trees
 - i. 4621-D –leaning tree behind building.
 - ii. 4801-C&D – fallen tree, not to be removed, per Glennbrooke owners.
 - iii. Dead tree near mailbox and 4621-D to be removed by Glennbrooke - pending.
 - iv. Branches needing to be trimmed where touching - all buildings – get arborist bids.
 - i. Invasive ivy to be removed from buildings sides - All owners urged to be proactive.
6. **New Business:**
 - a. Letter to cat owners stating regulation to keep cats inside units to be sent – second letter. Fines to follow.
 - b. Dish antennas in regards to CC&Rs (no antennas allowed) and FCC rights
Issues: Holes in roofs, aesthetics, need to comply with FCC. FCC regs state that for condos, dishes should be mounted in personal spaces, like patios and decks.
Need clear line of sight (south facing), no trees, patios between dish and satellite.
DirecTV charges \$49.95 to move a dish. Call 1-800-DIRECTV to have the unused dish removed for free.

*(Info for owners: "Under the OTARD rules, an owner or a tenant has the right to install an antenna (that meets size limitations) on property that he owns or over which he has exclusive use or control. This includes single family homes, condominiums, cooperatives, townhomes and manufactured homes. **In the case of condominiums**, cooperatives and rental properties, **the rules apply to "exclusive use" areas**, like terraces, balconies or patios. "Exclusive use" refers to an area of the property that only the renter and people allowed by the renter may enter and use. If the area is shared with others or accessible without the renter's permission, it is not considered to be an exclusive use area.*

*OTARD rules **do not** apply to common areas that are owned by a landlord, a community association or jointly by condominium owners. These common areas may include the roof or exterior walls of a multiple dwelling unit.")*

- c. Hope stated that she unplugged the sump pump connected to her electricity.
 - d. Glennbrooke Ridge Preparedness committee requests Cedarglen to join their effort.
 - e. Explore ways to save on HOA expenses. Ideas anyone?
 - f. Thanks to those who made possible 45th Caldew Street and caution crossing signs.
7. **Ongoing:** update current contact info on owners & renters.

Meeting adjourned 9:03 PM

Cedarglen HOA / 11 December 2013 HOA Meeting, Meeting Minutes (final/approved)

Attending: Hector, Amber, Greg, Pam

Begin: 7:00 PM

Agenda:

1. Meeting called to order 7:00PM / Minutes from 16 October 2013 approved by board
2. Announce HOA meeting schedule based on 2nd Wed of every other month.
 - a. February 12, April 2, and June 4, 2014.
 - b. Dates and times to be confirmed via email prior to each meeting.
3. **Treasurer's Report:**
 - a. **Operating expenses: \$1768** (holding acct. to pay monthly budgeted expenses – changes continuously)
 - b. **Contingency Savings \$6635** (holding acct to fund both budgeted and unbudgeted expenses – changes continuously)
 - c. **Long-term Savings \$3480** Accrued since April 2013. Money for planned future expenses, such as roof replacement
4. **Old Business:**
 - a. Dryer vents – cleaning & inspection needed for each home in Cedar Glenn by March 31, 2014. (owners responsible to send copy of receipt to Appleton for proof of cleaning, fines will accrue monthly)
Scheduled for 1/11/2014 (each owner who hasn't done so previously, needs to call to confirm apt.)
 - i. 4725-A: inspected, needs revision
 - ii. Need cleaning: 4703-A, B, C / 4755-A, C, D / 4725-A, B, C, D, E / 4801-A, B, C
 - b. 4725-A – Basement support beam – blueprints – board to get from city
 - c. 4725-A – Approve pump elec. Reimburse/year – revisit 1/2016
 - d. Revisit FHA HUD rental cap guidelines. Committee: to review work done previously
 - e. 4725 west side drainage project complete.
5. **Ongoing Maintenance:**
 - a. Moss treatment – 2-year plan in progress. Review of roofs and gutters during scheduled treatment revealed needed repairs – estimate \$560.
Landscaping, Trees
 - b. Glenn Brooke's dead tree near 4621-D is tagged for removal on 1/16/2014.
 - c. 4755 – All residents urged to remove ivy on siding – ongoing.
 - d. Trees and branches needing trim: Lisa to bid arborist in Spring 2014.
6. **New Business:**
 - a. Discussed: letter to cat owners stating regulations.
 - b. Glenn Brooke Ridge Preparedness committee requests Cedar Glen to join their effort. Will attend meeting in January. CG Board to present Preparedness planning to owners at next annual meeting.
7. **Ongoing:** update current contact info on owners & renters.
8. Meeting adjourned 8:42