# Board Meeting

Cedarglen Unit Owners' Association

When: Thursday, 01/27/2022 @ 6:00 PM

Where: Zoom Teleconference

## Call to Order: 6:07 PM

### Attendees

| Board & Management | Owners and Others |
|---|---|
| Austin DeSimone, *board chair*<br>Rebecca Nasedkin, *board treasurer*<br>Eric Earl, *board secretary*<br>Ashley Waldron, *board member*<br>Emma Malmquist, *board member* | Larry Thompson<br>Susan Lasken<br>Diane George<br>Lisa Bianchi |

## Guest Speaker

Larry Thompson from American Family Insurance came to review for us the Association's Master Insurance Policy.  We recorded Larry's presentation and the questions and answers at the end of it, available here:
**https://drive.google.com/file/d/1QjOgSDogeS0xgHMWPzgo3TLSpJ5XEnmn/view?usp=sharing**

There are also a few documents Larry provided which Austin emailed around.

## Approval of Minutes

Approved 12/02/2021 board meeting minutes by unanimous consent.

## Homeowner Input

**ACTION**: Austin to send deck document packet to Susan.

**ACTION**: Austin to talk to AMS about a faster approval process for meeting minutes.  Eric has ideas on this.

**INFO**: Lisa suggested we keep an eye out about the security of our mailboxes due to other nearby neighborhood news.

# Management Report

## Administrative

### Committee Reports

Landscape

**INFO**: Committee working on updating landscaping rules/policies.  GBR landscapers seem great.

**ACTION**: Austin to send out the landscape maintenance schedule.

Communication

**INFO**: Committee appointed an extra committee-person, Eric Earl.

### Homeowner Correspondence

**INFO**: 4621-B building exterior openings near the foundation need closed, a work order is out to Charter Construction and AMS will provide an update once received.

**INFO**: 4801-D loose vent flashing was repaired by Bliss Roofing.

### Board of Directors Appointment

**MOTION**: Rebecca moves to appoint Emma Malmquist as our new board member.  Austin seconded.  Unanimously approved.

### Rental Cap Amendment

**INFO**: Draft amendment (including a rental cap of 20% [4 units] and an initial lease period of 1-year) was provided to legal counsel for approval prior to a vote of the ownership.

### Parking

**INFO**: Parking committee is going over their documents and they will put together an informational release to answer some common questions.  First it will go out to email and the website.  Second there will be an open forum for discussion.

### Property Survey

**INFO**: Talked with survey company about surveying between the church and Cedarglen.

**MOTION**: Austin moves to approve $400 expenditure pending receipt of a bid for the boundary survey. Eric seconded. Unanimously approved.

### Extended Deck Remediation/Covenants

**INFO**: Owners of decks that require immediate attention or repairs will be asked to first submit drawings to the architectural review committee for dimensions and specified materials review and then apply to the city for a permit no later than May 1, 2022.

All owners of extended decks will be asked to obtain adequate property and liability insurance coverage by March 1, 2022, and to submit a copy of their insurance sheet to AMS. A list of vendors and other resources to help with this process will be supplied to owners.

**ACTION**: The deck committee will review the engineering reports to triage between decks that require immediate attention (life and safety issues), decks that require repair, and decks that can wait as no life and safety issues or repairs have been identified.

**ACTION**: Austin to draft a message about the extended decks to get out to everyone by the end of the month.

**MOTION**: Austin moves to set those two dates (March 1, 2022, and May 1, 2022). Eric seconded. Unanimously approved.

### Modification to the Common Element - Permit Process

**INFO**: Upon legal counsel approval, a permit process will be used for all unit modifications that affect the common element.

## Financial

### Balance Sheet/Budget Comparison Report

### Delinquency Report

**ACTION**: Rebecca to make sure AMS gets the year-end financials to the board.

### 2021 Special Assessment Accounting

## Maintenance & Repairs

Maintenance - Pending, Scheduled, & Completed

## 4755: Water Main Repair

**INFO**: Anytime Plumbing replaced the ball valve and installed new valve boxes on January 4, 2022.

## 4725: Sump Pump Repair

**INFO**: A sump pump was making “loud thumping noises”. After replacement, it was reported again. TerraFirma is scheduled to inspect the sump pumps again on January 21, 2022.

## 4801-D: Rodent Issues/Building Exterior Closure

**INFO**: All rodent stations are scheduled to be removed January 20, 2022, and the exterior access points are scheduled to be closed on January 31, 2022. AMS to provide an update once received.

## 4703-B: Fin Wall Repairs

**INFO**: AMS is awaiting a scheduled date for the project. Notice will be sent to all residents in the building prior to the start of the project. AMS to provide an update once received.

## Sump Pump/Electrical Project

**ACTION**: Austin waiting for a bid from Vanguard for building 4755 and then he and Rebecca will see what is actually available from reserve funds for the sump pump. There may be a reclassification of reserve funds for this project.

## Attic Remediation Project

**INFO**: AMS requested a proposal for the attic visual review and ventilation recommendations from West Coast Forensics as suggested by Certified Indoor Environmental. AMS to provide an update once received.

## Winter Gutter Cleaning

**INFO**: An additional gutter cleaning for all buildings has been scheduled with KJ Maintenance for January 25, 2022.

## 4725: Roof Shingle Repair

**INFO**: Repairs to the roof shingles surrounding the HVAC vent were completed on December 10, 2022.

### 4621-B: Gutter/Downspout Leak

**INFO**: KJ Maintenance assessed the gutter and completed all necessary repairs on December 6, 2022.

### Crack Seal, Seal Coat, Asphalt Repairs

**INFO**: We have four bids for asphalt work.  It is not recommended to do anything more than a seal in the coming years.  However, some other projects take priority such as: mold abatement for all buildings, repair to roof exhaust venting, electrical work for the sump pumps, and two deck repairs.

**MOTION**: Rebecca moves to re-allocate the funds for asphalt repair and seal toward pending health and safety projects and revisit the needs for the asphalt in 2027. Unanimously approved.

## Old Business

### 4703-D: Screen Replacement

**ACTION**: Austin to communicate to AMS to go ahead with screen replacement.

### 4621-D: Tree Assessment

**INFO**: Upon inspection by TerraFirma, it was determined that building 4621 does not need any sump pumps installed at this time. The foundation of the building was inspected and did not show any damage from tree roots.

## New Business

### House Bill 2534

**INFO**: Discussion about this house bill was tabled until the February board meeting.  In short, we need to find about $2,000 in the budget to pay for legal counsel to review our governing documents and remove any discriminatory language or certify the nonexistence of such language on or before December 31, 2022.

## Adjournment: 7:57 PM

**MOTION**: Motion to adjourn by Eric.  Seconded by Austin.  Approved unanimously.

Prepared by Eric Earl, *board secretary*.

# Board Meeting

Cedarglen Unit Owners' Association

When: Thursday, 02/24/2022 @ 6:30 PM

Where: Zoom Teleconference

## Call to Order: 6:34 PM

### Attendees

| Board & Management | Attendees |
|---|---|
| Austin DeSimone, *board chair*<br>Eric Earl, *board secretary*<br>Emma Malmquist, *board member* | Diane George<br>Mike Hargrove<br>Pam Quale |

## Approval of Minutes

Approved 01/27/2022 board meeting minutes by unanimous consent.

## Homeowner Input

**INFO**: Diane said a plumber made a mess of the landscape outside by 4755-A

**ACTION**: Austin to ask AMS again to get them to take care of the landscape mess by 4755-A

**INFO**: Diane said she is the Terminix Cedarglen contact and they contact her frequently

**ACTION**: Austin will ask AMS to talk to the Terminix contract person about so much contact

**ACTION**: Diane will email Austin about her deck still needing painted from the punch list

**INFO**: Pam said she is concerned about cars without license plates

**INFO**: Austin said AMS is already in the process of responding to these concerns

## Management Report

### Administrative

## Committee Reports

Landscape

**INFO**: Still having monthly visits from GBR Landscaping, next visit is Monday, February 28, 2022, around noon.

Architectural

**INFO**: No committee members present.

Communication

**INFO**: Austin to send Eric Tiana's insurance PDFs for the website.

Joint GBR-CG

**INFO**: Nothing to report since Mark at Glennbrooke Ridge is overwhelmed. Parking discussions are happening at some later date.

## Homeowner Correspondence: 4703-B

**INFO**: Management sent a Work Order to Metro Overhead Door to assess the door and submit a proposal for replacement. Management will provide an update once received.

## Rental Cap Amendment

**ACTION**: Board to share via email any last minute edits or questions for the Rental Cap Amendment before we ask for a vote of the ownership. The board MUST agree by majority vote whether or not we will send the Rental Cap amendment out for a vote of the ownership at the March 24, 2022, meeting.

## Property Survey

**INFO**: AMS will update us after the surveyor comes.

## Expanded Deck Remediation/Covenant

**INFO**: June 1st deadline will be likely. Notice email coming soon.

## Insurance Tracking

**INFO**: Only 2 homes are recorded as having sent in their declarations page.

## Modification to the Common Element: Permit Process

**ACTION**: The board MUST discuss the modification to the common element permit process at the March 24, 2022, meeting.

### Board Meeting Minutes: Approval Process/Community Communication

**DISCUSSION**: What level of detail should the meeting minutes convey versus sending out community updates from the communications committee?

**ACTION**: Communications committee to talk about the level of meeting minutes detail versus newsletter content at the next communications meeting.

### Management Fees: Extra Management Fees

**ACTION**: Austin to reach out to AMS about where fees are coming from and AMS quantifying where the extra hours are being spent.

**DISCUSSION**: How should the 2023 budget handle management time differently?

## Financial

### Balance Sheet/Budget Comparison Report

### Delinquency Report

### Special Assessment Accounting

### Board Indemnification: Hal Flake Enterprises

**MOTION**: Austin moves to approve the board indemnification of Hal Flake enterprises. Emma seconded. Unanimously approved.

**ACTION**: Austin to print out Hal Flake board indemnification signature sheet and get Eric and Emma's signatures.

### Fenton/Lenz Financial Group: 2022-2023 CPI-U Adjustment

**INFO**: There will be extra costs from April 2022 to April 2023.

## Maintenance & Repairs

Maintenance - Pending, Scheduled, & Completed

### 4621-B: Pest Control/Building Exterior Closure

Charter Construction will fix the open vent.

### 4703-B: Fin Wall

Charter Construction has begun work to repair this wall and adjacent damage.

### 4703-D: Screen Door Replacement

**ACTION**: Austin to remind AMS the 4703-D screen door replacement should happen.

### 4725: Sump Pump

**INFO**: Sump pump is in good working condition after the second visit.

### Sump Pump/Electrical Project

### Attic Ventilation Project

**INFO**: Contractor analyst will advise.  AMS will provide updates once received.

## Old Business

### 4621-D: Tree Assessment

**INFO**: TerraFirma needs to provide a written record that no sump pumps are needed in 4621 based on their inspection.

### 4801-D: Rodent Issue/Building Exterior Closure

**INFO**: This issue has been resolved.

## New Business

### House Bill 2534

**ACTION**: Austin to ask AMS to estimate the time frame necessary for this project (weeks? months?).  In other words, when does this project need to start in order to finish by the end of the year?

### 2022 Board Education Series

**ACTION**: Board members to let other board members know if they are attending any of the board member education series meetings or if they are watching the recordings.

## Adjournment: 7:55 PM

**MOTION**: Adjourn by Eric, Seconded by Austin, approved unanimously.

Prepared by Eric Earl, *board secretary*.

# Board Meeting

Cedarglen Unit Owners' Association

When: Thursday, 03/24/2022 @ 6:30 PM

Where: Zoom Teleconference

## Call to Order: 6:36 PM

### Attendees

| Board | Owners |
|---|---|
| Austin DeSimone, *board chair*<br>Eric Earl, *board secretary*<br>Ashley Waldron, *board member*<br>Emma Malmquist, *board member* | Susan Lasken<br>Pam Quale |

## Approval of Minutes

Approved 02/24/2022 board meeting minutes by unanimous consent.

## Management Report

### Administrative

**MOTION**: Austin moved to join Glennbrooke Ridge on their drain cleaning bid so all work gets completed for both communities at the same time. Eric seconded. Unanimously approved.

#### Parking Rules & Regulations

**MOTION**: Austin moved to approve the Cedarglen Parking Board Policies. Eric seconded for a vote. One in favor, three opposed. The motion did not pass.

#### Rental Cap Amendment

**MOTION**: Austin moved to approve the current document with revision of a hardship exception of up to 30% (6 units).

### Modification to the Common Element: Permit Process

**MOTION**: Ashley moved to approve the document in the management report, Austin seconded, unanimously approved.

## Adjournment: 7:52 PM

Motion to adjourn by Austin, Seconded by Eric, approved unanimously.

Prepared by Eric Earl, *board secretary*.

# Board Meeting

Cedarglen Unit Owners' Association

When: Thursday, 04/28/2022 @ 6:30 PM

Where: Zoom Teleconference

## Call to Order: 6:33 PM

### Attendees

| Board & Management | Owners |
|---|---|
| Austin DeSimone, *board chair*<br>Rebecca Nasedkin, *board treasurer*<br>Eric Earl, *board secretary*<br>Ashley Waldron, *board member*<br>Emma Malmquist, *board member* | JoAnn Radicchi<br>Pam Quale<br>Oleg Semenov |

## Approval of Minutes

Approved 03/24/2022 board meeting minutes by unanimous consent.

## Management Report

### Financials

**MOTION**: Austin proposes to pay for the Reserve Study Group's Loyalty Program for locking in the price for the next three years.  Rebecca seconds motion.  Unanimously approved.

### Maintenance & Repairs

**MOTION**: Eric proposes to hire West Coast Forensics for their consulting work which will likely cost between $800 and $1,000 so Certified Indoor Environmental can do their ventilation and mold abatement work afterward.  Austin seconded.  Unanimously approved.

## Old Business

**MOTION**: Rebecca moves to ask Angie for doing our House Bill 2534 legal work on the CC&Rs later at the end of the 3rd or start of the 4th quarter of the year.  Austin seconded. Unanimously approved.

## Adjournment: 7:42 PM

**MOTION**: Austin proposes we adjourn.  Seconded by Eric.  Unanimously approved.

Prepared by Eric Earl, *board secretary*.

# Board Meeting

Cedarglen Unit Owners' Association

When: Thursday, 05/26/2022 @ 6:30 PM

Where: Zoom Teleconference

## Call to Order: 6:33 PM

### Attendees

| Board & Management | Owners |
| --- | --- |
| Austin DeSimone, *board chair*<br>Rebecca Nasedkin, *board treasurer*<br>Eric Earl, *board secretary*<br>Ashley Waldron, *board member*<br>Emma Malmquist, *board member* | Vicki Hopkins<br>Diane George |

## Approval of Minutes

Approved 04/28/2022 board meeting minutes by unanimous consent (with 1 edit from Rebecca, which was typed in).

## Management Report

### Administrative/Committees

#### Parking Committee

**MOTION:** Eric moved to approve the language in the parking document as presented for legal counsel review.  Austin seconded.  All in favor.

### Maintenance & Repairs

#### Original Decks Repair

**MOTION:** Austin moved to obtain bids to repair decks on 4621-C, 4703-B, and 4703-D. Rebecca seconded.  All in favor.

### Moss Removal

Insurance recommends HOA be responsible for moss removal on common elements.

**MOTION:** Per insurance recommendations, Eric moved to accept the bid from GBR Landscaping for moss removal from the roadways, curbs, and main walkways in front of each door to be added to the maintenance calendar. Board to revisit next year for any other recommended surfaces (i.e. patios). Austin seconded. All in favor.

### Garage Door 4703-B

The garage door on 4703-B needs to be replaced.

**MOTION:** Rebecca moved to accept the Metro Overhead Door, Inc bid for garage door replacement for 4703-B. Ashley seconded. All in favor.

## Adjournment: 7:51 PM

Motion to adjourn by Austin, Seconded by Eric, approved unanimously.

Prepared by Rebecca Nasedkin, *board treasurer*.

# Annual Meeting

Cedarglen Unit Owners' Association

When: Thursday, 06/23/2022 @ 6:30 PM
Where: Zoom Teleconference

## Call to Order: 6:36 PM

### Zoom Attendees

| Board & Management | Owners & Tenants |
|---|---|
| Austin DeSimone, *board chair*<br>Rebecca Nasedkin, *board treasurer*<br>Eric Earl, *board secretary*<br>Ashley Waldron, *board member*<br>Tiana Nishimura, *AMS administrator* | Lisa Bianchi<br>JoAnn Radicchi<br>Oleg Semenov<br>Lauren Tichy-Cruz<br>Austin Kihn |

16 owners either present or represented by proxy.  Quorum established.

## Approval of Minutes

Approved 06/23/2021 board meeting minutes by unanimous consent.

## Election of Directors

- 2 board members' 2 year terms are up: Rebecca and Emma
- Both are willing to serve another 2 years
- All are in favor (and none opposed) to re-elect Rebecca and Emma to the board

## Mid-Year Report

1. [Austin] Sump pump electrical service project - Completing final phase (in building 4755), but nearly complete
2. [Austin] Deck projects
    - Of the 13 extended decks that were inspected, 12 identified as having life/safety issues, of those 12, only 3 owners have not yet applied for permits

- 3 original decks are in need of repair this year, and we are in the process of obtaining estimates and bids on the work

3. [Austin] Rental cap amendment
    - Vote passed at 17 in favor, 3 against, 2 abstained
4. [Austin] Communications committee - monthly newsletters are going out
5. [Austin] Considering a building committee to manage maintenance of buildings and timing of projects
6. [Austin] Reserve fund update/plan: Working with reserve fund analyst on a new 3 year plan. We will be adjusting the existing plan to meet emerging maintenance needs.
7. [Rebecca] Treasurer mid-year report
    - Month-end financials are available, but we are not at end of fiscal year now
    - In a good position to be close to our budget for the end of the year
    - Waiting on updated reserve study for budget for next year
8. [Austin] Chair's Perspective from 2 years on the board: we've grown over the last 2 years building on the success of past boards, but we can always do better
    - Growing reserve fund, upgrading buildings, and maintaining buildings
    - Improving tone and communications among the community
    - Personal biases are still present at times, as are perceived personal slights and long-nursed resentments, all which impede real progress
    - We must communicate better and with constructive dialogue. The board is trying to do this through improved sharing of information with the community, and asks all residents to attend meetings and take advantage of resources like our website, newsletters, and meeting minutes to stay informed

## Open Forum

- Declaration Amendment RE: Parking
    - [Eric] Parking committee presentation available here: Presentable Preliminary Cedarglen Parking Survey Results
- [Lisa] Trees leaning down on back lawn behind building 4801, possibly due to the hard rain last week
    - Rebecca will follow-up with Glennbrooke Ridge on cleaning that up since it's their property
- [Lauren] Thanks for collaborating with the church on trees between property lines
    - Tiana to follow-up with the church on tree still with ivy on it

## Adjournment: 7:39 PM

Prepared by Eric Earl, *board secretary*.

# Board Meeting

Cedarglen Unit Owners' Association

When: Thursday, 07/28/2022 @ 6:30 PM

Where: Zoom Teleconference

## Call to Order: 6:33 PM

### Attendees

| Board & Management | Residents |
|---|---|
| Austin DeSimone, *board chair*<br>Rebecca Nasedkin, *board treasurer*<br>Eric Earl, *board secretary*<br>Ashley Waldron, *board member*<br>Emma Malmquist, *board member* | Bruce Miles<br>Diane George |

## Approval of Minutes

**MOTION**: Austin moved to approve the 05/26/2022 board meeting minutes. Eric seconded. Approved unanimously.

## Management Report

### Financial

**MOTION**: Rebecca moved to classify the expenses for the mailboxes as a reserve expense because it's on the reserve study component list. Seconded by Austin. Unanimously approved.

## New Business

**MOTION**: Rebecca moves to give permission to AMS to always copy the renters on any enforcement policy correspondence sent to the owners. Austin seconded. Unanimously approved.

## Adjournment: 7:54 PM

**MOTION**: Move to adjourn by Eric. Seconded by Emma. Approved unanimously.

Prepared by Eric Earl, *board secretary*.

# Board Meeting

Cedarglen Unit Owners' Association

When: Thursday, 08/25/2022 @ 6:32 PM

Where: Zoom Teleconference

## Call to Order: 6:32 PM

### Attendees

| Board & Management | Owners & Residents |
|---|---|
| Austin DeSimone, *board chair*<br>Rebecca Nasedkin, *board treasurer*<br>Emma Malmquist, *board member* | Jo-Ann Radicchi<br>Lisa Bianchi (for Jo Ann Walter) |

## Approval of Minutes

**MOTION**: Rebecca moved to approve the 07/28/2022 board meeting minutes. Seconded by Austin. Approved unanimously.

Rebecca moved to include a brief summary of committee reports in the Board Meeting minutes, seconded by Austin, approved unanimously.

## Management Report

### Administrative

#### Committee Reports

**Landscape:** waiting to set up meeting to finalize set of rules & guidelines when all members well and back from vacation

**Architectural:** no updates

**Communication:** no updates

**Joint GBR-CG:** no updates; at next meeting discussions will resume re: opening gate access to Maplewood schools/ safety exit

**Parking:** CG Parking Rules proposal will be finalized at next committee meeting and will be presented at next board meeting

### Miscellaneous

**St. John Fisher Tree Review:** Austin moved that Board authorizes AMS to forward tree removal bid to St. John Fisher, Emma seconded, unanimously approved

## Financial:

Rebecca and Austin will review YTD budget and set up time to meet with reserve study specialists

**Insurance Coverage**: Workers Compensation sample policy received today; to be reviewed at a future board meeting

## Maintenance - Pending, Scheduled, & Completed

a. **Attic Ventilation Project:** Austin moved to forward West Coast Forensic report to Certified Environmental to prepare bid for attic health/ventilation project, Emma seconded, unanimously approved

b. **Community Pest Control:** Rebecca moved to terminate the contract with the current pest control vendor due to poor service and review bids from other vendors; Emma seconded, unanimously approved. AMS will notify the Board when an updated bid from Purecor is received.

c. **CG Tree Assessment, Buildings 4621, 4725**: Emma moved to ratify removal of trees by Evergreen Tree Service, Rebecca seconded, unanimously approved

# Old Business

Building Committee Charter: Pushed to review at next Board Meeting

# No New Business

# Adjournment: 7:34 PM

**MOTION**: Austin moved to adjourn. Seconded by Emma. Approved unanimously.
Prepared by Rebecca, *acting board secretary*.

# Board Meeting

Cedarglen Unit Owners' Association

When: Thursday, 09/22/2022@ 6:30 PM

Where: Zoom Teleconference

## Call to Order: 6:31 PM

### Attendees

| Board & Management | Owners & Residents |
|---|---|
| Austin DeSimone, *board chair*<br>Rebecca Nasedkin, *board treasurer*<br>Ashley Waldron, *board member*<br>Emma Malmquist, *board member* | None |

## Approval of Minutes

**MOTION**: Ashley moved to approve the 08/25/2022 board meeting minutes. Seconded by Austin. Approved unanimously.

## Management Report

### Administrative

#### Committee Reports

Landscape

**INFO**: Draft of Landscape Charter and CG Landscape Policy and Rules almost ready for presentation to Board

Joint GBR-CG

**INFO**: Working on forming a volunteer work crew to clear the passage to Maplewood.

## Administrative

### Community Standards

**MOTION**: Owners are leaving personal items in common areas. Owner areas are untidy. Rebecca moves to follow up with AMS regarding next steps to address this issue; Ashley seconded. Approved unanimously.

### Bylaws/CC&R's 'Unit' Definition

**MOTION**: Rebecca moved to adopt a clarifying resolution on the definition of a unit vs common elements (based on our CCRs and legal opinion) in 2023. A clarifying resolution is to help clarify where the boundaries of a 'unit' begin (the owner's personal domain, or in our case 'walls → in') vs where the common elements begin (in our case everything on the exterior, including the grounds). Austin seconded. Unanimously approved.

### Draft Parking Policy

**INFO**: Declaration Amendment has been approved by the Association.

**MOTION**: Austin moved to adopt policy with language to be determined as related to "no oil/fluid changes onsite". Emma seconded. Approved unanimously.

**MOTION**: Austin moved to approve the parking map as it is drawn. Ashley seconded. Approved unanimously.

### Expanded Deck Remediation/Covenant

**INFO**: Expanded deck owners were required to submit their application for a city permit no later than June 1, 2022. Management has confirmed with the City of Portland that Building Permits are required for commercial structures when a structural element is being removed (repaired or replaced). To date, all Owners have submitted ARC Requests and there are three (3) owners who have not provided a City of Portland IVR number, but they are in communication with Management.

### Insurance Tracking

**INFO**: Management to complete insurance tracking monthly to ensure a current copy of the Certificate of Insurance is on file for each unit. To date, there are three (3) owners who do not have a current Certificate of Insurance on file.

## Financial

**INFO**: Started review of proposed 2023 budget, Rebecca moved to continue budget discussions at a continuation meeting, Austin approved. Continuation meeting scheduled for Thursday, October 6th, at 6:30 PM.

## Old Business

All other agenda items pushed to the next scheduled board meeting.

## Adjournment: 8:34 PM

Prepared by Rebecca Nasedkin, *board treasurer/acting board secretary*.

# Budget Meeting

Cedarglen Unit Owners' Association

When: Thursday, 10/6/2022@ 6:30 PM

Where: Zoom Teleconference

## Call to Order: 6:40 PM

### Attendees

| Board & Management | Owners & Residents |
|---|---|
| Austin DeSimone, *board chair*<br>Rebecca Nasedkin, *board treasurer*<br>Eric Earl, *board secretary*<br>Ashley Waldron, *board member*<br>Emma Malmquist, *board member*<br>Tiana Nishimura, *AMS Manager* | None |

## 2023 Budget Discussion

1. Grounds maintenance & repair
    - On Trees & Shrubs: There will likely be a "small" special assessment to take care of more than two trees in 2023.
    - Pest control costs went up because we no longer use Terminix who performed badly and others cost more.
2. Utilities
    - The electricity budget is going up by $500 to see if that's enough to cover the new Sump Pumps cost.
3. Operating Expenses
    - A lot of discussion was had about the need to try and get our reserve funding closer to baseline. Our current funding of $29,285 is well below the baseline funding of $52,491 and the full funding of $56,367 right now. The board agreed to raise the reserve funding in the direction of full funding, but not all the way there to ease into a higher cost for monthly unit dues.

**MOTION**: Austin moved to approve this draft budget to get it to a vote with owners. Eric seconded. Unanimously approved.

## Adjournment:  7:52 PM

Prepared by Eric Earl, *board secretary*.

# Budget Ratification Meeting

Cedarglen Unit Owners' Association

When: Thursday, 10/27/2022 @ 6:30 PM

Where: Zoom Teleconference

## Call to Order: 6:35 PM

### Attendees

| Board & Management | Owners & Residents |
|---|---|
| Austin DeSimone, *board chair*<br>Rebecca Nasedkin, *board treasurer*<br>Eric Earl, *board secretary*<br>Emma Malmquist, *board member*<br>Tiana Nishimura, *AMS manager* | Diane George<br>JoAnn Radicchi<br>Tara Siegman<br>Gabriella Whitehead<br>Susan Lasken<br>Lisa Bianchi |

## Zoom poll to approve the budget


## Poll result

12 in favor, 1 opposed (after accounting for proxies)

## Adjournment: 7:01 PM

Prepared by Eric Earl, *board secretary*.

# Board Meeting

Cedarglen Unit Owners' Association

When: Wednesday, 11/16/2022 @ 6:30 PM

Where: Zoom Teleconference

## Call to Order: 6:34 PM

### Attendees

| Board & Management | Owners & Residents |
| --- | --- |
| Austin DeSimone, *board chair*<br>Eric Earl, *board secretary*<br>Ashley Waldron, *board member*<br>Emma Malmquist, *board member* | JoAnn Radicchi<br>Tara Siegman |

## Approval of Minutes

**MOTION**: Eric moved to approve the 9/22/2022, 10/6/2022, and 10/27/2022 meeting minutes. Seconded by Emma. Approved unanimously.

## Management Report

### Administrative

**INFO**: Updated parking by-law: The draft by-law amendment was passed with 17 votes in favor from homeowners.

**MOTION**: Eric moved to approve the new board parking policy. Emma seconded. Unanimously approved.

### Maintenance & Repairs

Maintenance - Pending, Scheduled, & Completed

**MOTION**: Austin moved to repair the 4725-A garage door. Eric seconded. Unanimously approved.

**MOTION**: Austin moved to approve the first two non-extended deck repair estimates for 4621-C and 4703-B. Eric seconded. Unanimously approved.

**MOTION**: On Pest Control, Austin moved to announce and ratify the previous decision via past emails that Eradicon is our new pest management vendor. Eric seconded. Unanimously approved.

**INFO**: On the garage door for 4703-B, management will follow up with Metro Overhead Door.

**INFO**: Vanguard electric confirmed PGE was supposed to turn on electricity on November 10th.

**INFO**: Inspection of sump pumps in crawl spaces by TerraFirma planned for November 16th.

## Old Business

**INFO**: Definition of what is a “unit” will be discussed more in 2023.

## New Business

**INFO**: Emma Kenna announced her resignation from her position on the board.

## Adjournment: 7:24 PM

Prepared by Ashley Waldron, *board member*, Emma Kenna, *board member*, and Eric Earl, *board secretary*.

# Board Meeting

Cedarglen Unit Owners' Association

When: Wednesday, 12/14/2022 @ 6:30 PM

Where: Zoom Teleconference

## Call to Order: 6:32 PM

### Attendees

| Board & Management | Owners & Residents |
|---|---|
| Austin DeSimone, *board chair*<br>Rebecca Nasedkin, *board treasurer*<br>Eric Earl, *board secretary*<br>Ashley Waldron, *board member* | Oleg Semenov |

## Approval of Minutes

**MOTION**: Austin moved to approve the 11/16/2022 meeting minutes.  Seconded by Eric. Approved unanimously.

## Management Report

### Administrative

#### Committee Reports

Parking

**INFO**: AMS will send out the new policy and people will have 30 days to comply. Since the committee is ad-hoc it will be disbanded for now.

#### Homeowner Correspondence

**INFO**: On 4755-B, mold in their living room ceiling was caused by a leak in the roof due to an improperly sealed roof nail and a leak from the smart/eyebrow vent. West Coast Roofing assessed it and placed a tarp over the damage while the interior is being repaired.

**INFO**: On House Bill 2534, the review is done and Austin and Eric will sign the document before a notary.

## Financial

**INFO**: Hoping overages in operating budget will be less than in past years. They were around $2,600 as of this October.

## Maintenance & Repairs

### Maintenance - Pending, Scheduled, & Completed

**MOTION**: Based on the Evergreen Tree Services arborist's recommendations, Austin moved to get a special assessment in early 2023 of $550 for priority 4 and 5 trees to be taken care of including the tree by 4621-D that is threatening more concrete and possible siding repairs. Ashley seconded. Unanimously approved.

**MOTION**: Rebecca moved to accept Red Diamond's 4703-D Lower Deck repair bid. Austin seconded. Unanimously approved.

# Adjournment: 7:51 PM

Prepared by Eric Earl, *board secretary*.