

NSTCA Board Meeting
March 2, 2008

**North Shore Terrace Condominium Association
Board of Directors Meeting
Sunday March 2, 2008**

Location: 96F NW33rd Place, Newport, Oregon (recorded via cassette).

Directors Present: Andrew Cordone (Co-Director), Deborah Cordone (Co-Director via phone), Madi Steffens (Treasurer), Theresa Frederickson, Rafael Miranda (Chair), Joanna Rose, Clay Richman (via phone).

Others Present: Lee Hardy (Yaquina Bay Property Management)

I. Call to Order

Meeting called to order approximately 1405 hrs. with a quorum established by six board members: A. Cordone, Frederickson, Miranda, Rose, Richman, and Steffens.

Note: Richman was present via phone until 1500 hrs.

II. Recording of Meeting Minutes: Non-Agenda Item

Rafael began the meeting asking not to tape record the board meeting, though it had been decided last meeting on 01-20-08 (no formal vote taken) to tape record meeting minutes for the sake of accuracy. Andrew noted the published recommendations, the Chair previously provided to the Board, state a board member can insist meetings be tape recorded to accurately create the minutes. Andrew and Deborah asked board meetings be recorded. Andrew moved that the Board of Directors record meetings via cassette. Rafael expressed his concern about the tapes needing to be later erased because of liability. Andrew amended his motion to state that the Board record meetings via cassette and the tapes be erased after the minutes are approved by the Board. Theresa seconded the motion. Motion passed with five votes in favor and one against.

III. Agenda Review

Two new items added to agenda: 1) Review of letter written to HOA attorney, Collard, regarding decks and balconies; 2) Concerns about Deck Committee following purposes previously outlined and voted on by the Board. Both issues placed under Deck Committee.

IV. HOA Board: Lori Dayton's Replacement Nomination.

Rafael made a motion for Ruben Johnson to become an interim Board Director. Andrew and Deborah expressed concern about past conflicts involving the nominee. Rafael acknowledged the concerns and assured he would address them as needed. Rafael again moved to add Ruben as an interim Director. Theresa seconded the motion and it passed with four votes in favor, one against, and one abstention.

Non-Agenda Item - Rafael stated to set time limits for discussing remaining agenda items to finish the meeting by 2:30 PM. Andrew expressed concern this might not allow adequate time for

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discussion and the agenda should be adjusted to fit the discussion time needed. Rafael agreed Agenda items requiring more discussion be tabled for another meeting.

V. Minutes of January 20, 2008 Board Meeting

Non-Agenda Item- Rafael started the discussion by proposing meeting minutes, in general, be approved by the Board prior to HOA distribution. Madi seconded the motion, and it passed with five in favor and one against.

Non-Agenda Item- Rafael commented the January 20th board meeting minutes were professionally done, but should be kept to a minimum because of liability and purposes of legal discovery. He suggests short summaries of outstanding points and discussions thereof, just a quick or no mention of dissenting discussions, and excluding passionate or personalized discussions. Deborah disagreed with Rafael's opinion.

Theresa motioned to approve the January 20, 2008 Board Meeting Minutes. Madi seconded the motion and it passed unanimously. No specific changes were suggested or made.

VI. Report on Building 96 Siding and 66 Roof Replacement

Lee reported the current building 96 siding replacement was almost complete. Some work needed completion on the south side of Unit D where the deck attaches. Lee said she received an estimate (not given here). The cost of the current building 96 siding project is \$33,106 to date. Some painting still required on repaired areas, which will be an additional cost. Building 66 roof replacement is complete, for a final cost of \$22,500 as bid.

VII. Other Repairs and Maintenance

Fence Posts- Damaged fence post replacement completed. The general membership will be surveyed at the HOA Annual Meeting for additional repair/maintenance concerns.

Landscaping- Landscaping is being performed as scheduled and estimated. No complaints have been reported. It was decided that the west end of Building 66, which is visible when entering the complex, needs additional ground cover or rock. Rock is preferable for longevity. This was approved by the Board.

Rusting Entry Doors- The owner of Unit 86E (Roby) is concerned about rusting doors. Lee indicated about fifteen to twenty doors are affected as reported by other homeowners. The HOA's attorney previously confirmed that door maintenance/replacement (except screen doors) is the association's responsibility. The cost of corrective maintenance (not replacement), quoted last summer, was \$175 per door. Some doors will need removal for repair. Deborah commented that some doors should be replaced because of their age and poor condition. It was noted the door to Unit 76B was particularly in poor condition. It was agreed Lee would identify the worse doors for the Board to consider for maintenance or replacement. Lee will coordinate access with owners after Board approval.

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Unit 76G Window Repair- Water is leaking into the unit around the living room window. Lee obtained an estimate of \$1,544 to remove and reset the window with proper trim and flashing. Owner needs to be present to perform the work. The Board unanimously authorized the work.

Building 85 Painting Plans- This building due to be painted. Lee will obtain estimates.

Building 85 South Wall Moisture Damage and Repair Plans- Lee obtained a contractor's proposal to repair moisture damage to the south wall of Building 85, evidenced by mushrooms or lichens, apparently caused by leakage into the second floor window. Hardi-panel need to be removed for inspection and evaluation. The contractor's proposal is to replace the vertical hardi-panel with hardi-plank horizontal lap siding for a better seal, at a cost of \$8,580.00 excluding repair/replacement of any dry rot behind the siding. Approval to perform this work (and painting) will be considered when estimates are received.

Building 96 Unit C and D Outside Painting- Previously discussed.

Unit 96D Siding Replacement Plans- The replacement of Building 96D south wall siding was not completed earlier this winter. The cost to complete this work is \$6,340, excluding dry rot. The estimate to paint is \$8,190 (this seems a bit high). Work will be prioritized with other budget items.

Building 66 Power Washing- An earlier estimate of about \$1,800 was obtained to power wash the north side of building 66 to remove accumulated mold. An updated estimate is needed. The Board agreed this was a priority to avoid siding damage. The board unanimously approved performing this work.

VIII. NSTCA Web Site

Rafael noted that significant work is needed to scan the Association's governing documents to link to the web site. Rafael proposed this be discussed at the annual meeting.

IX. Reserve Study

The Association's reserve account has been depleted to just a few thousand dollars due to the major projects completed over the past couple years. The Board agrees that work like painting and siding replacement needs to be performed to prevent more serious damage. The Board may consider increasing dues to keep up with costs. Work to be prioritized since funds are not available for all work at this time. Rafael informed the Board that La Quina Shores Condominium Association dues are currently \$150 per unit and they are collecting a special assessment of \$2,000 per unit for painting. The Baywood Manor Condominium Association recently had an assessment of about \$11,000 per unit to paint and repair their complex.

X. Deck Committee Update

Rafael reported the Deck Committee had prioritized their work and would eventually develop recommendations to solve the deck issue, study reserves to determine if the recommendations could be achieved, determine what actions the Board believes are within the law, and what questions to ask a lawyer. These recommendations will be compared with the desire of the general membership.

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Andrew expressed concerns, as previously explained by e-mail/letter to the Board on March 15 2008, that the Committee was operating outside the purpose and scope of what was previously approved by the Board and voted on 01-20-08. An example is that the Committee is investigating the general “responsibility” for decks/balconies. That was not directed by the Board. Responsibility for decks was previously voted on by the HOA.

The Committee also set a low priority for getting an attorney’s opinion on current deck damage culpability, when the Board specifically directed it be obtained concurrently with the Committee’s work. Andrew presented a draft letter to attorney Collard to address the concern. Rafael commented it would be a waste of money to send the letter before the Committee had any proposals. Andrew commented that obtaining the attorney’s opinion concurrently would help to guide and focus the Committee’s discussions on practical proposals with a sound legal basis and avoid consideration of inadvisable or illegal options. This information would ultimately save the Committee time and effort and comply with the Board’s directive.

Rafael re-iterated that he did not want the Association to pay for legal advice at this time. Deborah Deborah asked comments be included in the meeting minutes as well as attaching copies of correspondence to Rafael and the Board on this issue.

Andrew made a motion to approve this specific letter to Collard. Madi seconded the motion. The motion failed with two in favor and three against. However, all Board members agreed a letter will be sent to Collard at a later time if legal opinion is necessary.

XI. Board Meeting Frequency: Non-Agenda Item

Rafael motioned that Board Meetings be held monthly due to the number of outstanding issues at this time. The motion passed by a vote of four in favor and one against.

XII. Adjournment

Rafael motioned to adjourn the meeting and called for a vote without discussion.

End