

NORTH SHORE TERRACE CONDOMINIUM HOMEOWNERS ASSOCIATION

Board Meeting Saturday, October 2, 2010

10:00 AM, South Beach Community Center

Directors Present:

Viva Worthington
Dolores Johnson
Carol Sumner

Reuben Johnsen
Alan Gilhuly

Rafael Miranda
Barry Winters

Others Present:

Paula Jones, Unit 66G Dick & Betty Jo Otten, Unit 86A Phyllis Winters, Unit 96C
Lee Hardy, Yaquina Bay Property Management, Inc.

CALL TO ORDER:

Rafael called the meeting to order at 10:03 AM. All directors were present, constituting a quorum. Guests were introduced.

AGENDA REVIEW:

The Otten's requested that three items be added to the agenda: (1) plant damage possibly sustained during the painting of the new siding on the 86 building, (2) problems with the function of their gate, and (3) cracked concrete in their entry walkway. These items will be added at the end of the agenda under "New Business".

MINUTES OF THE JULY 2010 BOARD MEETING:

A motion was made by Reuben, seconded by Alan and passed without opposition to approve the minutes of the July 11, 2010, board meeting as published.

BUDGET REVIEW:

Lee provided a financial summary for 2010 through September 2010 which shows the current account balances for both the operating (maintenance) and reserves accounts. Lee was asked if anything new showed up in the expenses. The 86 building siding replacement has been completed and the siding painted. On the maintenance side, the building grounds for the 66 and 76 buildings were checked and found to be out of code. These were corrected. The electrician found the 86 building grounds to also be deficient and correction is proceeding unit by unit as the electrician needs access to the individual electric panels to complete the repair Carol asked about the frequency of roof and gutter cleaning and pest control. Lee said that the roofs and gutters are checked at least quarterly and more often if the weather requires it. Repairs are done or recommended when the need for repair is identified. Pest control is done on an "on call" basis when a unit owner reports a problem. Billing for pest control is done when work is done.

BUILDING 66 DECK MOLD AND REPLACEMENT REQUEST MADE TO HOA:

The owner of 66A sent a letter to the association reporting mold accumulation on the 66A deck and the need for repair of the deck. Replacement was requested. An inspection of the deck was made by a contractor who noted that the deck appeared to not have been cleaned for a long time as there was an accumulation of needles and debris. Due to this accumulation, mold, or more likely algae, has grown over the surface of the deck. Lee will have the deck and fences inspected for structural problems as well. Directors present discussed the differentiation of owner versus association responsibilities for decks and agreed to address this with greater definition at the next annual meeting. Rafael asked the directors present for a proposed response to the owner of 66A. Directors responded that the responsibility for keeping the deck clean and free of debris lies with the owner, but that the replacement of the 66 and 76 building decks is on track as planned for by the association and will occur in 2011. A reminder was offered that regular cleaning and debris removal will prevent accelerated deterioration of the decks. Fencing repairs are also being done as they are reported. It was noted that the lattice work on the 66 fencing was broken in some places and that the lattice work had been added after the condominium was originally constructed as a pest control measure.

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PARKING PROPOSED SOLUTIONS:

Rafael noted that Phyllis had prepared a summary of the solutions proposed during the parking work sessions held at North Shore Terrace over the last two months. This summary is posted on the website for the review of all owners. Rafael asked how the board wanted to address the “no brainer” solutions. Directors present discussed the suggestion of providing written information to owners, tenants and managers which includes all North Shore Terrace rules. This can be done by mail or direct door-to-door delivery as well as by presentation at the annual meeting. Phyllis said that the rules must first be clarified, and then the easy solutions can be implemented. Rafael suggested a small work group to develop a draft of some rules which can then be brought before the board and then mailed in draft form to the association. Barry noted that rules need to be codified before they can be enforced. Carol offered to work on a draft, and Alan and Rafael volunteered to help distribute the rules when completed, going door to door. Carol discussed the drafting process which will include input and feedback.

The suggestion of asking other nearby associations about using the extra space available in their complexes was relegated to the “not feasible” category. Rafael also noted that the landscaper for North Shore Terrace will no longer be maintaining the Baywood Manor side of the hedge separating the two complexes but will take on the maintenance of the vegetated strip at the entry to North Shore that belongs to the City of Newport.

The parking issue and the draft of rules to be developed will be the first step and a part of an evolving process of developing a manual of all rules for North Shore Terrace that can then be considered for adoption by the association as a whole.

ELECTRICAL GROUND REPAIR BUILDINGS 66 AND 76:

As noted earlier in the meeting, the 66, 76 and 86 buildings were evaluated for adequacy of the electrical grounding of the buildings. There is a further step that unit owners will need to take and that is the inspection and correction, if needed, of the ground clamps for the unit water heaters. Some have been found to be loose and have been replaced by the unit owners. Each owner should look at their own water heaters and have the clamps replaced if they are not adequate. Failure to do so could result in the development of electrolytic leaks in the plumbing of the units as has already been identified in several units.

TREE TRIMMING BEHIND BUILDINGS 76 AND 86:

Directors present discussed the need for trimming the arbor vitae and other trees on the east side of buildings 76 and 86 to keep the trees clear of the fencing. Rafael said he will do a walk-through with the landscaper and authorize the work. Also, bark mulch will be ordered for areas where needed for weed control and appearance. Barry suggested that all areas beyond the any front walkway should be the responsibility of the association in terms of landscape maintenance. Any area not obviously accessible, such as the gated entry courtyards, should be the responsibility of the unit owners. And if the unit owner does not maintain those areas under his or her care, the association has the right to have the work done and bill the unit owner back. Reuben made a motion that the association’s landscaper trim and mulch the areas beyond the enclosed perimeter of buildings and fencing. The motion was seconded and passed without opposition.

BROKEN SLIDING GLASS DOOR:

The owner of 86F reported that his rear patio door had ceased to function and that the problem was not repairable by replacing rollers or the locking mechanism. Lee presented an estimate from Lincoln Glass to replace the door. The door itself would cost \$520.00 and installation would run between \$680.00 and \$880.00, depending on the extent of work needed to reframe the opening. A motion was made by Barry, seconded by Alan and passed to authorize this replacement.

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FRONT ENTRY SIDE PANEL CONCERN:

Dick Otten said that he no longer had a concern regarding the installation of a clear glass side light next to his front door. This had been done to replace the old metal panel which is rusting in some units. However, he said the new wood trim has yet to be painted. Lee said that painting will be done to complete the project and noted not all panels had been replaced yet.

NEW BUSINESS:

PLANT DAMAGE DURING PAINTING OF 86A SIDING: Dick reported that several of his shrubs had possibly been damaged when the new 86A siding was painted. One plant was broken, but others had brown spots where the limbs were dying. He was referred to the OSU Extension Service for an evaluation of the viability of the shrubs. The association can reimburse him for the cost of replacing the shrubs that will not or have not survived.

FRONT GATE PROBLEM AT 86A: Dick said that his gate had been repaired earlier but that now it was sagging and offset so that it is hard to latch. Lee said she has received several gate and fencing repair requests and had authorized a contractor to contact affect owners and make the repairs needed.

CRACKS IN FRONT ENTRY CEMENT WALKWAY AT 86A: Dick said that cracks in his concrete walkway have appeared. Others present also reported cracks in their concrete walkways. Carol made a motion to the concrete walkways evaluated for future repair so that recommended repairs can be budgeted.

LONG-TERM STORAGE OF NON-LICENSED VEHICLES IN THE PARKING AREAS: Viva noted that there is an un-registered van in the parking lot that has not been moved in months and asked if there is a maximum parking time limit. Barry said the board would have to make a rule and then provide notice to owners in order to enforce any parking limits.

NEXT BOARD MEETING:

The next board meeting is tentatively scheduled to be held at 10:00 AM, Saturday, January 22, 2011, at the South Beach Community Center.

ADJOURNMENT:

Carol thanked the guests present for coming to the meeting and participating in the discussion and welcomed all unit owners to participate in board meetings.

A motion was made, seconded and passed to adjourn this meeting at 12:02 PM.

Lee Hardy
October 2, 2010