

**NORTH SHORE TERRACE CONDOMINIUM HOMEOWNERS ASSOCIATION**  
**Board Meeting September 3, 2011**  
**10:00 AM, South Beach Community Center**

**Directors Present:**

Barry Winters	Corky Johnson	Al Gilhuly	Carol Sumner
Viva Worthington	Reuben Johnsen	R. Miranda	

**Others Present:**

Clay Richman, 66C	Ed Hallahan, 76B	Paula Jones, 66G	Velma Burkert, 76G
Lee Hardy, Yaquina Bay Property Management, Inc.			

**Call to Order, Establishment of a Quorum:**

Al called this meeting to order at 10:00 AM. A quorum of the old board was present. The purpose of this meeting was to document the ballot results for the election of a new board of directors and the approval or disapproval of the budget presented at the annual meeting and the proposed amendment to the parking rules.

**Agenda Review:**

Items were added to the agenda and will be discussed once the results of the ballot voting, the election of the board of directors and the election of officers have been reported and recorded. These items include a report on a leak in unit 96G, a report on mold in the attic of 66F, decision whether or not to order a reserve study, a request for policy consideration from Ed Hallahan, grounds keeping, parking rule implementation, presentation of a past president's group for consultation by the board, and a request for permission for installation of a satellite dish from 66G.

**Results of Mail-In Ballot Voting:**

Lee reported that the ballots received back since the annual meeting reflect the following decisions by the members of the association:

The proposed amendments to the parking rules were approved by 75% of the membership.

The budget presented at the annual meeting was approved by a margin of 24 in favor to 2 opposed.

The following individuals were elected to the board of directors: Al Gilhuly, Carol Sumner, Paula Jones, Corky Johnson, Viva Worthington, Barry Winters and Clay Richman.

**Election of Officers:**

Al opened nominations for president of the board. Paula nominated Al, and Viva seconded the nomination. No other nominations were made. Al was elected without opposition to the position of president.

Nominations were opened for vice president. Viva nominated herself, and this was seconded. No other nominations were made. Viva was elected without opposition to the position of vice president.

Nominations were opened for secretary. Paula nominated herself, and this was seconded. No other nominations were made. Paula was elected without opposition to the position of secretary.

Nominations were opened for treasurer. Carol nominated herself, and this was seconded. Carol was elected without opposition to the position of treasurer.

**Past Presidents “Club”:**

Reuben noted that the composition of the board changes over time, but there is a lot of experience and knowledge that can be found within the membership, especially in the former officers of the association. They can offer counsel, advice and historical perspective on many issues. There are three past presidents in the association: Reuben, Paul and Rafael. They have agreed to make themselves available to anyone on the board to offer advice or counsel. Al made a motion that the board accept the offer of past presidents to be a resource available as needed and on request. The motion was seconded and passed without opposition.

**Project Review:**

The siding replacement on 96C is almost complete, and 96D is not yet started although there is much less to do on 96D. Directors and members present praised the quality of the work that Ken Brophy and his crew have performed, including the care taken in cleanup once an area of siding is complete. A letter of thanks and praise was offered once the project was fully completed.

**Reserves Study:**

Lee offered a proposal from Association Reserves to perform a full reserve study for North Shore Terrace at a cost of \$3,360.00 with an 8 week turn-around. Shorter turn-around times would cost more, and a do-it-yourself option would cost much less. The reserve study can be updated annually at the board’s discretion for an annual fee. Lee cited the purpose of the study and listed the benefits. The association has always had a reserve or long-range plan in place that has been developed by the board. 3 years ago an independent study was conducted by a contractor, and that became the basis for the current reserves budget. This study would serve to provide information to update the reserves budget based on the observation of an outside objective observer. Members and directors present discussed the pros and cons, noting that lenders today want to see a reserves budget if not a full study. A motion was made, seconded and passed without opposition to order a reserves study for \$3,360.00 with an 8 week turn-around.

**Other Business:**

Mold in 66F attic: Lee reported that a property inspection for a prospective buyer uncovered mold on the underside of the roof sheeting in the 66F attic. The mold was tested and found to be composed of two very common species that attack wood. The buyer agreed that a bleach treatment of the sheeting and replacement of any moldy insulation would be appropriate. Lee said that she has asked a contractor to perform that task and provide before-and-after photos of the work. Documentation would be provided to the buyer so the deal can close.

Leak in 96G: Lee reported that the owner of 96G discovered a leak in the plumbing in a party wall in his basement. It was reported that the carpet and pad were soaked. Lee said she had the leak repaired at the association’s expense, and the owner is having his unit restored with assistance from his insurance company. The plumber said the leak did not appear to be caused by electrolysis and that the pipe may have been flawed at installation.

Failed window seal in 96C: Reuben reported that one of the bedroom windows in his unit has failed. Lee said she would have the window repaired.

Satellite dish request for unit 66G: Paula had submitted a request for permission to install a satellite dish on the north side of her unit. A motion was made, seconded and passed to authorize her to install a dish either on the north side or east side of her unit, depending on the quality of reception.

Hallahan request for policy review: Ed said that there appears to be a gap in the coverage by insurance of the wiring and plumbing in the wall voids. He said he had sent an email to the association and at the 2010 annual meeting presented the issue. The minutes did not reflect that, nor did the board

follow up on the discussion. He read the memo he sent in with his ballot to the board. He requested a formal review of and report on the decision to not be responsible for damage caused by wiring or plumbing the common area represented by the interior of wall voids. He said that clarification is needed. Al questioned the dividing line between the units and the common area and the interpretation of the association documents. It was agreed that the HOA needs to be proactive in uncovering any problem in the common area and addressing it. The board asked Lee to get a quote from Cliff Collard to review and update the association documents and determine if the association's insurance policy leaves a gap in the coverage for the association.

Grounds Keeping: Al asked who is responsible for the landscaping on the west side of 66A. Rafael said the unit owners took responsibility for that area. Should it be cared for by the association's grounds keeper? A motion was made to authorize the placement of bark mulch on the west side of the entry drive and along the west side of unit 66A. The motion was seconded and passed. A motion was made and seconded and passed to add bark mulch along the island curb line and to de-brush the area under the shrubs all the way to the mailbox building. The board agreed it would be appropriate to solicit proposals for landscape maintenance to make sure that the best job for the best price was obtained. Viva, Velma, Al and Rafael volunteered to work on obtaining several proposals.

Implementation of Parking Rules: It was reported that an unlicensed vehicle associated with 66B has been parked in front of 66A. Lee said she would call the manager of unit 66B. Carol said that the board needs to take steps to implement the newly approved parking rules such as posting signs and advising owners of their responsibilities. Parking problems between the 66 and 76 buildings were reviewed. Al asked for input for the next board meeting on implementation of the rules. Viva made a motion that the board review the parking rules before the next meeting and offer input. The motion was seconded and passed without opposition.

Decks on 66 and 76: The schedule for deck replacement on the 66 and 76 buildings was requested. Lee said that the project was to follow the siding replacement on the 96 building, and the timing was going to depend on how many problems were found during the siding project. Dry rot under the siding on the 96 building has added to the cost of the project, and the deck replacement requires that sufficient funds be on hand to proceed.

Garage Door Painting: Reuben asked when the non-conforming garage doors were to be painted. Lee said that she has not had time to schedule that yet but she will contact the painter.

LaQuina Shores Trees: Viva said she would like to see some trees removed that are on the LaQuina Shores property. Lee said she would provide the contact information for the chairman of LaQuina Shores.

**Next Board Meeting:**

The next board meeting is scheduled for Saturday, Nov. 12, 2011, at 10:00 AM at the South Beach Community Center.

**Adjournment:**

A motion was made, seconded and passed to adjourn this meeting at 11:55 AM.\

Lee Hardy  
September 4, 2011