

**NORTH SHORE TERRACE CONDOMINIUM HOMEOWNERS ASSOCIATION**  
**Board Meeting November 12, 2011**  
**10:00 AM, South Beach Community Center**

**Directors Present:**

Carol Sumner  
Paula Jones

Viva Worthington  
Clay Richman

Al Gilhuly

**Others Present:**

Reuben Johnsen, Unit 96A  
Lee Hardy, Yaquina Bay Property Management, Inc.

**Call to Order:**

Al called the meeting to order at 10:02 AM. A quorum of directors was present.

**Agenda Review:**

These items were added to the agenda: discussion of how owners can add square footage to their deck areas, discussion of changing the appearance of a river rock bed in the building 85 section of the parking lot, and a list of agenda items for the next board meeting.

**Minutes of Sept. 3, 2011 Board Meeting:**

A motion was made, seconded and passed to approve the minutes of the Sept. 3, 2011, board meeting as delivered.

**Financial/Budget Report:**

Lee reported that the balance of the operating or maintenance account totaled \$15,568.51 as of October 31, 2011. The balance of the reserves account totaled \$15,754.56 as of Nov. 10, 2011. Lee noted that she had paid Ken Brophy a final payment this month on the 96B-D siding and Applied Painting \$2,675.00 for touch up painting on 96B-D after the siding was completed. The total siding cost came to \$60,366.00 plus painting at \$2,675.00. This was \$3,400.00 under budget.

**Board Process for Agenda Development:**

Board members present decided to develop a topic list at the end of each board meeting for the following meetings. Carol said she would ask Rafael if he is willing to continue to post minutes and agendas to the website so that all owners have access to the information in plenty of time to plan to participate in the meetings if they desire to do so. Lee will continue to mail out a meeting notice with statements for the benefit of those who do not use the internet.

**Laquina Shores Trees Update:**

Viva reported that she has not contacted the board at Laquina Shores to discuss the possibility of cooperation in pruning Laquina Shores trees to enhance views for North Shore owners. Carol said that one of the Baywood Manor directors had talked to Laquina Shores and found that they would be receptive to a proposal for pruning if costs were paid by the interested parties. The unit owners desiring the improved view would pay for the work which would be done by a contractor selected by Laquina Shores. Each proposal would be reviewed individually for approval or denial.

**Implementation of the New Parking Rules:**

Carol introduced some ideas to start the process of implementing the new parking rules. These included redistributing the final approved rules to all owners, making sure that owners of rentals make sure that their tenants realize that the rules are part of their individual rental agreements and creating a

basic “user friendly” summary of the rules as part of an educational effort for a short period of time prior to actually enforcing the rules with such actions as towing vehicles.

She suggested that the towing companies could be contacted to find out what towing policies and costs are. Paula said she would contact the ones she was aware of which include Coast Towing and Rowley Towing.

Carol suggested creating new tickets as “warnings” or checking the existing tickets to make sure that they include legal language that towing a vehicle that was not in compliance would take place. Also, signage on the parking areas or at the entrance of the complex could be installed. Lee said she would provide a source of a variety of signs so that board members could see what is available.

The concept of painting fire lanes will have to be researched. There is a new Newport Fire Chief and it was felt that his input could guide the actions the association would take. If not able to paint actual fire lanes, then some kind of striping identifying “no parking” zones might be developed. Al said he would contact the fire chief to see what is feasible.

Lee said that the association should update the contact information for all of the owners and said she could send out a mailer for that purpose. Email address lists for owners are likely not up to date.

#### **Project Review:**

Lee said the 96A-D siding work is complete. As previously discussed, the next items to be tackled are the decks and fences on the 66 and 76 buildings. Due to the condition of the fencing and the lack of ease of access to the rear decks on both buildings, Lee said she has asked for bids to replace decks and fencing unit by unit. She said she hoped to get the bids in over the winter.

Al asked what the policy would be if an owner wanted to enlarge their deck or add a deck where there is not currently a deck present. The board clarified those modifications to limited common area structures have to be requested by submitting the request to the board. Additional costs relating to enlarging or adding decking would be borne by the unit owner making the request. Thereafter, the association would assume responsibility for the long-term maintenance of the deck while the unit owner would take care of keeping debris off the deck and protecting the decking from damage due to use.

#### **Letter from Cordone Regarding Landscaping Maintenance:**

Deborah Cordone, owner of 66A, had submitted a letter to the board of directors claiming that she would not take over the association’s responsibility for any common area, referring to the landscaped area west of the 66A garage. Al clarified that the portion for which the Cordone’s are responsible was just south of the garage starting at the southwest corner of the garage and that the west side of the garage was the responsibility of the association. Viva suggested making a diagram so that the boundaries of areas of responsibility are clear.

#### **Reserve Study:**

Directors and members present have been provided with a draft copy of the reserve study and accompanying documentation. The study recommends a special assessment, and the discussion centered on whether this would be the most desirable option. The engineer who performed the study identified the most immediate priorities as painting, 66 and 76 decking, and 66 and 76 fencing. Reuben suggested a slight increase in the reserves monthly assessment might be more acceptable than a onetime special assessment, and he provided a chart illustrating how this would only modify the study for the first three years of the study period with the end result being the same. Al clarified that this would mean the prioritized projects would take longer to complete. A variety of reserves increase options were discussed.

Al asked what could happen that might put the association in the hole. Reuben said a large uninsured loss could do that.

Lee said that she would forward to the engineer any questions that the board might have prior to the finalization of the study. Most present wanted to see what a \$35.00 increase in the monthly reserves assessment would do to the 30 year cash flow projection. Lee said the goal of the reserves study is to set up a reserve plan that fully funds all component replacement over time without the need for special assessments. The study provides a means to do that within the year 2012 with a special assessment, but that special assessment might not meet with approval. The association will be looking at the long-range financial plan every year and adjusting, as necessary and desirable, the priorities for component replacement funding.

**New Business:**

Al noted that the ground lights at the entry to the complex have some broken components. Six need the outer cover replaced, and 2 need also the inner shields. He said he would look for the parts to repair the lights.

Al suggested the island that is filled with river rock in front of the 85 building is unattractive. He said that the landscaper had quoted him a price of \$350.00 to remove the rock, lay in some soil and plant small ground cover shrubs. Discussion centered on what type of ground cover might be best. Viva suggested strawberry. Al made a motion to pay \$350.00 to have the rock removed and replaced with soil and ground cover. The motion was seconded. During the vote, 2 were in favor, 2 were opposed and 1 abstained. The motion did not carry but will be further discussed in the future.

Lee was asked to remind Ken Brophy of the gate issue at 86C. Paula reported a bad seam on her gutter that leaks water.

Carol commended Al on his effectiveness as a new president.

**Next Board Meeting:**

The next board meeting was scheduled for Jan. 21, 2012, at 10:00 at the community center. Lee will confirm availability of the center and send out a meeting notice. The agenda for the next meeting will include further reserves discussion, further parking rules discussion and further landscaping modification discussion.

**Adjournment:**

A motion was made, seconded and passed to adjourn this meeting at 12:15 PM.

Lee Hardy  
November 13, 2011