

**NORTH SHORE TERRACE CONDOMINIUM HOMEOWNERS ASSOCIATION  
BOARD MEETING JAN. 18, 2014  
10:00 AM, OFFICE OF YAQUINA BAY PROPERTY MANAGEMENT, INC.**

**Directors Present:**

Al Gilhuly                      Barry Winters                      Paula Jones                      Dolores Johnson

**Others Present:**

Brian & Mari Kramer, Unit 76E                      R. Miranda  
Lee Hardy, Yaquina Bay Property Management, Inc.

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

Al called the meeting to order at 10:00 AM. Four of five directors were present, constituting a quorum.

**Agenda Review:**

Al added a discussion of the door side panels for the 86 building to the agenda. The rest of the agenda was approved as written.

**Minutes of September 2013 Board Meeting:**

A motion was made, seconded and passed to approve the minutes of the Sept. 7, 2013 board meeting as delivered.

**Financial Report:**

Lee reported that the operating account balance as of Dec. 31, 2013 totaled \$13,681.89 and the reserves account balance totaled \$30,875.26. The 2014 budget has not yet been drafted, but items selected for inclusion for the reserves account will be decided at this meeting. The HOA received approximately \$69,000.00 in reserves assessments each year at the current assessment level of \$180.00 per unit per month.

**Old Business:**

**Roof Replacements:** Directors present discussed the need for roof replacement on the 76 and 96 buildings. Bids will be obtained. The idea was presented that perhaps only the south slopes of the 96 buildings might be done first if that is feasible. Lee said that she would try to find out what skylights have already been replaced so that the old skylights can be identified and replaced as the roofing is done. The 76 is one of the oldest buildings, but the 96 buildings have greater exposure to damaging winds on their south sides. A determination will be made as to which roofs need to be done first and which ones can wait a year or so.

**Metal Support Posts for the Mailboxes:** The mailbox support posts are rusting and need to be refinished. Lee was asked to find a maintenance contractor to provide an estimate and perform the work. Replacement is not needed at this time. Barry asked if anyone else has experienced leakage into their mailbox. It may be necessary to look at replacing some of the boxes.

**Exterior Painting:** Last year the board decided that the 96E-H building needed to be painted this year. Rafael reported siding damage from the weather on his west facing exterior wall. Al will ask Ken Brophy to look at that and propose a repair. Lee will get bids for painting one building this year, and it will very likely be 96E-H.

**Landscaping:** Al said that the current landscape maintenance contractor does an adequate job but does not pick up trash unless told to do so. He said he would like to consider other contractors. He said he would prefer someone who can do a better pruning job for shaping the shrubs. Lee will provide the names of two landscape contractors that other clients of hers are very happy with. Al will meet with them and

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obtain proposals. Lee suggested that the bids could come in between \$500.00 and \$700.00 per month based on the size of the complex, depending on what tasks they are asked to do. Unit owners can also hire the HOA's contractor to do their limited common areas near their entry doors if they cannot take care of those areas themselves.

**86 Building Entry Door Side Panels:** The side panels next to the entry doors on the 86 building still need replacement. Only one unit, 86A, has had a replacement of the panel. Al said that he and Ken discussed the project. Lincoln Glass will perform the work. The unit owners will have three options to choose from: (1) a clear glass panel, (2) an opaque glass panel, or (3) a solid fiberglass panel. A motion was made, seconded and passed to complete this project as soon as possible.

**New Business:**

**Fire Exit Gate for unit 76E:** The only unit in the 66 and 76 buildings that did not get a fire exit gate last year was unit 76E. There is no alley behind that unit like there is behind the other units. A request was made by the Kramer's who now own 76E to have a gate installed. Al said that one could be installed that opens into the back yard of an adjacent unit, 76F; and then the 76E occupants could exit through the fire exit gate for 76F. He said he checked with the owner of unit 76F, and that owner agreed to allow the gate. The gate will be designated only for use during an emergency rather than for regular access to the back yard of 76F. A motion was made, seconded and passed to approve the installation of this gate for 76E.

**Roof Moss Removal and Treatment:** Lee provided an estimate for roof moss removal and treatment that was submitted by Northwest Roof Maintenance. The cost for all roofs would top \$5000.00. It would not be necessary to treat moss on the roof that will be replaced this year, and this will decrease the cost overall. But Al has asked another company to provide a competitive bid. A final decision will be made when there is another bid and when it is determined what roofing will be replaced this year.

**Other New Business:** Brian Kramer suggested it might be useful to log the maintenance schedule to monitor maintenance tasks and make sure it is performed at appropriate times. Lee said that a record of maintenance is in the historical documents, but it has not been charted for past work. Rafael referred Brian to the HOA website which has a copy of the reserve study that was done a few years ago. That study projects 30 years into the future and establishes a plan for component replacement, maintenance and outlines the needed funding for those efforts.

Barry reported that a pole lamp across from his unit has a bulb burnt out. Al said he would replace the bulb.

**Next Board Meeting and Annual Meeting:**

A conference call or meeting will be scheduled when the roof and paint bids are in so the board can line up the work and get contractor commitments for this summer. The next in person board meeting was scheduled for 10:00 AM, Saturday, May 17, 2014. It will be held at the office of Yaquina Bay Property Management. The annual meeting is scheduled for 10:00 AM, Saturday, June 21, 2014. It will likely be held at the Newport Recreational Center. This will be confirmed as we get closer to meeting time.

**Adjournment:**

A motion was made, seconded and passed to adjourn this meeting at 11:03 AM.

Lee Hardy, January 18, 2014