

**NORTH SHORE TERRACE
CONDOMINIUM ASSOCIATION**

*Board of Directors Meeting
November 21, 1998*

Directors Present: Gestson, Reynolds, Roby, Carter and Dotson.

Guests: None

Minutes from the September 17, 1998 meeting were approved as written. Don advised further that if damage results from a fallen tree, insurance will cover the damage, minus the deductible. If it is a dead tree, the insurance company will attempt to recover costs from the property owner.

Message from the Chairman – Don Gestson

I want to share with you what owners have been doing and the responsibilities they have accepted to maintain an attractive site and help provide a cost effective Association.

Arlene Klish	85D	Suggested a “self-inspection” approach for pest control and will handle the implementation.
Bill Barbat	85B	Eradicating blackberries and will tackle problem plants on the perimeter and help with Reserves Account.
Duane Stanley	85A	Will be sealing mailbox doors to stop leaks.
Mike Carter	96H	Maintaining the area between Phase V & VI.
Vicki Carter	96H	
Barbara Gill	96G	Maintaining the areas behind Phase V.
Mary Gestson	96F	
Virginia Reynolds	96E	
Dave Gill	96G	Maintaining site lighting, drive/parking areas and the sewer pump for Phases V & VI.
Rebecca Dotson	96D	Maintaining area behind her unit and between Phase IV & V.
Carla Johnson	96A	Maintaining area beyond her unit and helps to maintain the slope at the end of the drive.
Tony Smith	86F	Maintaining vine covering at end of her unit and helps with slope.
Eunice Ford	86D	Maintaining the fire hydrant and mailboxes. (we own both)
Velma Burket	76G	Maintaining area adjacent to her unit and area between Phase II & III

We appreciate these efforts as well as the weeding that many of you do in front of your units and other common areas to keep our site “looking good”. Anyone wishing to help is welcome, you don’t have to be an owner.

Treasurers Report

Virginia reported that we are solvent..

Old Business

1. Garage Doors – Panels have been replaced and are being painted.
2. Dumping – Don spoke with Beverly Beach Park Manager, Claude Crocker regarding the LaQuina Shores dumping. Claude was unsure as to ownership of the land and will attempt to confirm that state parks owns the land.
3. Site Lighting – New bulbs are in place and the area is better lighted.
4. Landscaping – The center and perimeter of the property have been trimmed and are quite attractive. Leo Pinto and his crew are responsible and will provide service to NSTCA twice each year. Owners may contact Leo at that time for personal landscaping needs. The curbs of 33rd Place have also been trimmed and the street swept courtesy of the City of Newport.
5. L-P Siding – Nothing new to report as of Thursday, November 19, 1998.
6. Management Book – A draft of a Management Book has been prepared and will receive further review. Discussions regarding a property manager took place and will continue. Lee Hardy from Yaquina Bay Property Management will be invited to the next board meeting to give a presentation of services provided and costs.
7. Insurance Certificates – Current insurance certificates are needed for 66C, 76F, 85C, 96A, 96C and 96H. The Board of Directors is required by the bylaws to maintain proof of current and adequate unit insurance. Insurance certifications expiring prior to the January meeting are: 66B, 66D, 85D. New owners of 76B, 76C and 86A will be contacted by Susan Stanley.
8. Mailbox Sealing – Anyone, including renters, wishing to have their mailbox sealed to restrict water from entering your mailbox is invited to send a postcard to Duane Stanley, 3814 SE Pinehurst Ave., Milwaukie, OR 97267 and request it. There is no charge.

Site Review

1. Plants and Other Materials - During a site inspection, large plants in direct contact with the siding were found at units 86A, 86B, 86C, 86D, 86E and the common area west of 66A. Owners of 86C & 86D have asked Leo Pinto to remove the escallonia and the owner of 66A has taken the responsibility to trim plants west of that unit.

In a letter to owners dated September 19, 1998, owners were advised that plants in contact with the siding places the siding at risk of damage. That all plants in contact with the siding should be continually trimmed back or removed.

The Association is responsible for the care and integrity of all building exteriors. As such the board must take necessary action to reasonably insure that damage to building exteriors is not

compromised. If the unit owner fails or refuses to remove plant or other material that poses a threat to a building's structural integrity, the board may take appropriate action and authorize the removal of any plant or other material that is deemed to place a building's exterior at risk of damage, i.e., dry rot, pest infestation and other structural failure threats.

2. Parking – The bylaws of the Association provide for parking in garages, designated general areas and in front of the unit garage where space is sufficient. There are seven units in Buildings 66 & 76 where space is not sufficient and “one-car” spaces with painted designations are provided. Therefore, each unit has a garage and a designated parking space.

In addition, spaces are provided south and west of the mailboxes for guest and resident short-term parking. The bylaws prohibit vehicular storage on any of the common elements, which includes the paved areas. Therefore, storage of a car is only permitted within a garage. A car that is not actively used for personal transportation on public roads is considered to be in storage and must be kept within a garage.

3. Light Damage – The third case of damage to parking lighting in three months occurred in early October. It is believed the damage was caused by playing children as they were observed playing around the light fixture shortly before the damage occurred. Owners are reminded that they are responsible for damage caused by their family, guests and tenants including the guests of tenants. In the future, the Board plans to have significant damages investigated and repairs billed to the appropriate owner.

If anyone observes damage being done to the property, please contact a Board member immediately or even call the Newport Police Department at 911 if it appears to be an intentional act.

4. Gates – In Phase I. gates were included with the fencing, front & back, as they were built and paid for by the developer/Association. Since the integrity of the gate is greatly affected by the manner and frequency of usage, the Board determined that the owner is responsible to maintain and repair the hinges and latches.

If an owner wishes to remove the gate, the owner must submit a written request to the Board of Directors for approval. This is necessary to provide a record that once the gate is removed, a gate could not be re-installed without Board approval and the Association would not be responsible for its replacement.

Owners are encouraged to consider removing the front gates as they pose a maintenance liability and a safety risk. When the gates are close, view into the gated areas is restricted allowing anyone ample time to gain entry into a unit without fear of being observed.

New Business

- 1) New Policies – Fourteen policies were discussed and then adopted by the Board of Directors to identify and define Association responsibilities related to the care and maintenance of NSTCA. Several significantly involve owners and are as follows:
 - a) Sewer Pump Maintenance & Repair – The Association will provide the power and preventative maintenance for the sewer pump system. The cost of repair and replacement will be assessed equally amongst the owners of unit 96A through 96H. These “served” owners are obligated to manage their routine waste and to cooperate during system emergencies.
 - b) Pest & Internal/Ground Related Wood Rot Control – The Association is concerned with wood rot and pests that can cause structural damage to the buildings and siding. Owners have the primary responsibility to prevent the infestation of such pests and to prevent moisture in wood products that result in internal wood rot or external wood rot caused by soil or plants. The Association will provide the owners with appropriate printed material, monitor information received, take appropriate actions when necessary and assess appropriate costs to responsible owners.
 - c) Landscape Maintenance – The Association will Maintain the landscaped common areas consistent with the mature growth of plantings provided by the developer. The goal is to present attractive surroundings with low maintenance. Any plantings by an owner must be compatible with existing plantings and must be maintained by the owner. If not maintained, the owner may be assessed for their maintenance, removal or replacement.
 - d) Perimeter Plant Growth Control – The Association will maintain the perimeter areas in the “as-built” condition in a manner requiring minimum effort and expense. Areas beyond the Association property line that were cleared or improved by the builder are included.
 - e) Fence & Deck Maintenance & Repair – The Association will maintain and repair the fences and decks that were a part of the unit “as-built” and paid for by the developer. Owners are responsible for damage caused by landscaping and planting within their respectively fenced areas. Fences and decks that were added options are the owners responsibility.
- 2) The Board authorized a expenditures of up to \$150.00 for sewer pump cleaning, \$160.00 for light bulbs and \$300.00 plus dumping fees for perimeter trimming.
- 3) Board meetings will be held tri-monthly after March 1999.

The next Board meeting is Saturday, January 16, 1999 at 9:00 a.m. at Virginia Reynold's residence, Unit 96E.

Respectfully submitted,



Dennis L. Dotson, Secretary