

NORTH SHORE TERRACE CONDOMINIUM HOMEOWNERS ASSOCIATION
Board Meeting Sept. 17, 2016
10:00 AM, Office of Yaquina Bay Property Management, Inc.

Directors Present:

Roger Leo Elliott Black Rafael Miranda Karen Eibner

Others Present:

Carolyn Bryan, 86D
Lee Hardy, Yaquina Bay Property Management, Inc.

Call to Order/Establishment of a Quorum:

Rafael called the meeting to order at 10:02 AM. Four of five directors were present, constituting a quorum.

Minutes of Aug. 13, 2016 Board Meeting:

A motion was made, seconded and passed without opposition to approve the minutes of the Aug. 13, 2016 board meeting as delivered.

Summary of Meeting with LaQuina Shores and Baywood Manor Presidents:

Rafael reported that he and Richard Sumner from Baywood Manor and Greg Brown from LaQuina Shores met and discussed a variety of issues of interest to all three HOA's. He reviewed the discussion.

The three presidents reviewed the monthly HOA assessments for each HOA, describing how reserve funds were allocated. They toured all three complexes.

They discussed the garbage issues caused by Meritage's unique policies. There is apparently division amongst the owners of the Meritage HOA which has resulted in current litigation. The developer still has control of the association, and the monthly assessments are quite large. Construction flaw is an issue. There are a number of units that have been foreclosed upon by the developer. And there are owners that are not allowed to dispose of their garbage in the HOA receptacles. Instead they have to leave their garbage on their porches for pickup by the developer's representative. The location of the dumpsters in the public street that is NW 33rd St. has caused concern for both LaQuina Shores and Baywood Manor. Complaints to the city manager and attorney have heretofore not been addressed by city officials. Lee offered to add some pressure to see if the city will act in response to this obvious nuisance.

Evacuation routes in the event of a seismic event and tsunami were discussed. Lee said that the city has established evacuation routes and gathering sites, and that information is posted on the city web site. In addition, the tsunami inundation zones are being revised, and that map is posted on the city web site as well.

Incidents of breaking and entering have been reported at LaQuina Shores, and those owners feel they were related to a past tenant in the 85 building who was arrested for drug activity a few years ago.

Owners at LaQuina Shores and Baywood Manor are supporting the installation of a sidewalk along Oceanview Drive. Lee noted that this has been on the radar of the City Planning Commission and may be one of the projects included in the new north side urban renewal district.

LaQuina Shores has a fence that is just west of the 85 building. They have acquired land to the south of the existing LaQuina Shores complex, and they wish to extend the fence a little southward. Rafael presented a diagram of the proposed new fence. This fence modification is subject to the approval of the LaQuina Shores HOA, so a decision has not yet been made.

NORTH SHORE TERRACE CONDOMINIUM HOMEOWNERS ASSOCIATION

Board Meeting Sept. 17, 2016

10:00 AM, Office of Yaquina Bay Property Management, Inc.

Financial Report:

Lee reported that, as of Aug. 31, 2016, the operating account balance totaled \$3,307.58; and the reserve account totaled \$20,491.70. There are a few owners with outstanding balances, and Lee will have to contact these individuals. The amount of uncollected reserves, including the special assessment, totals \$3,090.00 as of today. 3 owners are 3 months or more in arrears. This will have an impact on the ability of the HOA to cover reserve projects currently in progress or planned for this year including the roof replacement on the 96A-D building and some necessary fence and gate repairs.

Roger said that the HOA should ask Ken Brophy for an inspection to evaluate the need for various repairs and then develop a clear scope of work. A time frame should be developed for when the repairs should be done in a prioritized fashion, and then estimates provided. This will enable the board to budget for the work, make sure funds are on hand and make sure that necessary work is completed in a timely manner. Rafael noted that any work by a contractor should be approved by the board and not just unilaterally by an individual. Roger discussed the fiduciary and care obligations the board has toward the members of the HOA. Two motions were presented:

A motion was made that the board discuss rehabilitation and repair projects and the funding of those projects prior to scheduling work if the work is not already included in the budget. This motion was seconded and passed without opposition.

A motion was made that all work in excess of already budgeted items be described in a clear scope of work after an inspection and evaluation of the problem. Then the timing of the work based on urgency should be determined and an estimate of cost based on the forgoing presented to the board for consideration. Change orders often occur when conditions are present that are not apparent during a visual inspection. These change orders need to further define the additional scope of work that is necessary and provide an estimate of the cost that would be in excess of the original estimate. They are used to modify an existing contract to allow additional findings to be included in the scope of repairs. This motion was seconded and passed without opposition.

Ken Brophy provided a summary work performed on decks on the 85 and 96 buildings. Lee has just paid a bill in the amount of \$1718.85 for the seismic retrofit of the 85 decks. There is a current invoice in the amount of \$2179.69 for work performed on units 76E, G, 86C, D and E, and 96D and F. In addition he describes work necessary to make the gates on 86A and B functional as they are too tight and need hinges and latches. 86F needs a new rear gate altogether. 96A decks need to be pressure washed and the decking spaced to allow water drainage. At that time it can be determined how much of the deck must be replaced. The prep work will cost about \$280.00, and the repairs can run close to 2982.00, depending on what is discovered during this process. The 96B decks are 90% done, but some staining needs to be done. There are a few pickets on the 96H deck that need to be replaced. A motion was made, seconded and passed to pay the \$2,179.00 invoice, to postpone the 86F rear gate and the 96A and B decks until next year. The 86A and B gates must be able to be opened, and they will be done this year. Lee will meet with Ken and discuss an approach to evaluating repairs for need, timing and cost.

Old Business:

The 96A-D roof will be done soon. The pest operator will be asked to patch the drill holes in 86F that were created during the termite treatment. Fence repairs will be done only if there is an emergency. Otherwise, repairs will be scheduled later.

Review of Painting Schedule: Lee presented a history of the most recent painting of all buildings and roof replacement. The next building to be painted will be 96A-D, but it was painted when the siding was replaced between 2008 and 2011. It should be power washed in the spring of 2017 with

NORTH SHORE TERRACE CONDOMINIUM HOMEOWNERS ASSOCIATION

Board Meeting Sept. 17, 2016

10:00 AM, Office of Yaquina Bay Property Management, Inc.

maybe touch up painting on the upper fascia. The board felt it may not need to be completely repainted in 2017.

The roofs on the buildings were replaced in the following order: 66 in 2006, 76 in 2014, 96E-H in 2015, and 96A-D is scheduled for this year. The 86 building had a major repair in 2006, and the 85 building roof is the original roof installed in 1997. Lee said the 85 roof needs to be evaluated as it will be 20 years old next year.

A motion was made, seconded and passed to power wash 96A-D next spring and to inspect the 85 roof. After the power washing, a decision regarding painting the 96A-D building will be made and scheduled as indicated by the condition of the paint.

New Business:

Next Board Meeting: The next board meeting is scheduled for 10:00 AM. Saturday, Dec. 10, 2016. It will be held at the office of Yaquina Bay Property Management, Inc.

Other New Business: Roger noted that the HOA does not have the deductible available to use in the event of a Cascadia Subduction Zone large earthquake. The deductible is 5% of the value of the buildings or at least \$250,000.00. He said the board needs to make sure that deductible is available and that an emergency plan is in place. It was suggested that Lee send out notices for local public preparedness seminars so those that live here are properly informed of resources, evacuation routes and emergency planning. Lee noted that those seminars are being held in the county this month, and there may not be time to get a letter out in time. She said the county web site has that information, and it is published in the local paper and on line.

Adjournment:

A motion was made, seconded and passed to adjourn this meeting at 11:21 AM.

Lee Hardy
September 17, 2016