

NORTH SHORE TERRACE CONDOMINIUM HOMEOWNERS ASSOCIATION

Board Meeting September 16, 2017

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

Directors Present:

Elliott Black Karen Eibner Betty Jo Otten Rafael Miranda Roger Leo

Others Present:

Steven & Christie Lathrop, Unit 96D
Lee Hardy, Yaquina Bay Property Management, Inc.

Call to Order/Establishment of a Quorum:

Rafael called the meeting to order at 10:01 AM. All directors were present, constituting a quorum.

Minutes of June 8, 2017 Board Meeting:

A motion was made, seconded and passed to approve the minutes of the June 8, 2017 board meeting as delivered.

Financial Report:

Lee reported that, as of Aug. 31, 2017, the operating account totaled \$3,926.00 and the reserve account totaled \$51,922.00. The balance of the maintenance account for the sewer lift station was a negative \$408.00 due to more frequent service calls for lift station failure. The culprit is usually grease build up. She suggested the lift station may need to be pumped and cleaned out a couple of times per year to prevent failure which could result in flooding units in the 96E-H building which are at a lower elevation than the station. Materials that should not go into the drains from units include grease, diapers, handi-wipes and other coarse or bulky materials. The only items that should be flushed are toilet paper and waste. If you have a garbage disposal, be careful what goes into the disposal and drains.

Old Business:

Building 96A-D Power Washing: The original bidder for power washing the 96A-D building was unable to get the work done due to late approval of the work and his already scheduled jobs. Two more bids were solicited, and one of those came in but at a cost twice the amount of the first bid. Lee said she is still trying to get a third bid which may indicate what cost range can be reasonably expected. She suggested the power washing could be postponed until next spring since loss of paint on areas of the building could put the newly exposed wood in danger of deterioration due to exposure to the weather over the winter. Directors and members present discussed the pros and cons of power washing this fall, with or without subsequent paint touch up. There is a lot of algae growth on sheltered areas of siding which can cause deterioration. The board instructed Lee to try for one or two more bids this fall and then the board can respond to these bids by emailing Lee one director at a time.

Decks & Fencing: Rafael said he met with Ken Brophy to look at repairs needed to decks and fencing. He said Ken has already started to repair if not completed the fences at 96A and 86E-F. He noted there is a problem with the 66 front decks that Ken agreed to do on his own time. Lee discussed the greater vulnerability of low elevation decks to moisture retention and suggested that maybe these could be replaced with pavers and landscaping. Karen asked if permission was needed to redo her back yard with pavers. A written request for that work to board is required, and the expense of the work would be hers. Rafael noted that the decks need to be stained every 2 to 3 years to preserve them. Lee suggested having someone look at the decks to prioritize a schedule of treatment. Rafael said a regular schedule of treatment should be established.

85 Building Roof: Rafael said the 85 building roof is the next one due for replacement. He suggested contacting Stutzman Roofing in the valley for a bid as they have a good reputation.

85 Building South Wall: The paint bubbles on the south wall of the 85 building have not yet been corrected. Lee said she would see if Lee Baker can take care of them this fall. Otherwise, the work may have to wait until next year.

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Other: Karen asked if owners can paint their own fences. She has lattice below her normal fence as a deterrent to animals entering the rear yard. She wants to replace this lattice and perhaps paint it to more closely match the weathered fencing. She had a paint chart that she shared with those present. Rafael said he could help with the lattice installation. Directors and members present discussed the process for allowing owners to do work on their own limited common area which requires approval by the board subject to some conditions for the work.

Incorporating the HOA as a Non-Profit: The HOA attorney supplied a draft resolution to incorporate the HOA as a non-profit. Roger said the by-laws need to be amended and adopted for the non-profit. The by-laws do not automatically carry over to the corporation. He said he could provide a red-line amended set of by-laws. Directors present agreed that he could do that, and then the re-draft could be submitted to the attorney for approval. A motion was made, seconded and passed to approve the resolution to incorporate. The next step will be to address needed changes to the by-laws.

New Business:

Elliott announced his resignation from the board, citing schedule conflicts that do not allow him to attend Saturday meetings. He said that Al Gilhuly has expressed interest in re-joining the board. Rafael said that Al could attend the next board meeting, and the board can at that time consider appointing him as a replacement for Elliott.

Karen reported that Officer Grabenhorst with the city of Newport said that the ongoing changes to the debris pile on the north side of the North Shore fence is interpreted to mean that there is an ongoing project occurring which nullifies the complaint to the city that the debris is a nuisance.

Roger noted that the current FEMA authorization is due to expire on Sept. 30, 2017. It is unknown if Congress will extend the authorization. This could impact the availability of FEMA flood insurance for the HOA.

Lee was asked to get an update on the pruning of trees east of the 86 building. Work has already been done east of the 76 building. Lee said she would ask John White from Coast Tree to contact Karen so she could show him what pruning is desired.

Christie Lathrop asked who is responsible for the common area landscaping. Rafael described the difference between the limited common area which is the unit owner's responsibility and the general common area which is maintained by Ground FX. Once per year, Ground FX can do pruning of shrubs away from siding and shape other shrubs in limited common areas. Lee suggested that a committee could be formed of unit owners who can then present optional maintenance plans to the board for approval after soliciting bids for a clearly described scope of work. It was felt that committee members should represent each building. Karen and Christie volunteered to seek other committee members and start on building a plan.

Next Board Meeting:

The next board meeting is scheduled for 10:00 AM, Saturday, Dec. 16, 2017. It will be held at the office of Yaquina Bay Property Management, Inc.

Adjournment:

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

Lee Hardy
September 16, 2017