

**NORTH SHORE TERRACE CONDOMINIUM HOMEOWNERS ASSOCIATION**  
**Board Meeting October 27, 2018**  
**10:00 AM, Office of Yaquina Bay Property Management, Inc.**

**Directors Present:**

Rafael Miranda                      Roger Leo                      Al Gilhuly                      Karen Eibner

**Others Present:**

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. 18, 2018 Board Meeting:**

A motion was made, seconded and passed to approve the minutes of the Aug. 18, 2018 board meeting as delivered.

**Financial Report:**

Lee reported the operating account balance was \$4,110.00 as of Sept. 30, 2018, and the reserve account balance was \$89,856.64 as of that date. Since then, the balance due for the painting of the 96A-D building and the south wall of the 85 building was paid in the amount of \$19,240.00. The decks on that building have not yet been sealed.

**Old Business:**

A proposal for sealing decks on the 86, 85 and 96 buildings was received from Fitzpatrick Painting in the amount of \$10,350.00. It was not clear if the proposal included all 8 96 units or just the 4 units in 96A-D. Directors present discussed doing decks over several years, starting with the 85, 86 and 96 buildings in 2019. Lee was asked to clarify the proposal regarding the inclusion of all of the 96 units. A motion was made to approve the proposal and retain the painter for doing the project as early as feasible in 2019 subject to the clarification of the bid as discussed and, if there is additional cost for the 96E-H decks in the additional amount of \$3,000.00 to \$5,000.0, to approve the modified proposal without a board meeting. The motion was seconded and passed without opposition.

**Roof Replacement for 85 Building:**

Lee said she has contacted Cato Roofing for a proposal to replace the roof and skylights on the 85 building pursuant to a report from Northwest Roof Maintenance earlier this year that the roof had about one more year remaining of useful life. She also reported that Gerry Nieto, Northwest Roof Maintenance, is retiring at the end of this year. She also asked Cato Roofing to consider taking over the monthly roof and gutter cleaning and moss treatment as needed. Cato agreed to look at this and come back with an estimate of costs to do this work monthly as Gerry has done for years. Directors asked Lee to obtain a second bid from Stutzman & Kropf for the 85 building roof and skylight replacement. They had provided a bid earlier but had omitted the skylights. In addition directors present asked Lee to check with Affordable Gutter Care to see if they would present an alternative estimate for roof and gutter maintenance and moss treatment. A motion was made, seconded and passed without opposition to pre-approve a roof maintenance contractor if his estimated charges are commensurate with the charges currently being paid.

**Landscaping:**

Al reported that Ground FX had performed all of the landscape cleanup that was asked of them with the exception of pruning one shrub. He said they may have to remove the heather which has browned out for the season, but this can be discussed at the January board meeting. Rafael noted that a

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section of shrubbery at the head of the slope behind 96H had been removed and this presents a hazard. He said something may need to be planted to replace the removed shrubbery.

Al asked about pruning shrubs away from the North Shore fencing on the Meritage side of the complex. The property line extends about a foot north of the fence. Lee said any shrubs can be pruned that extend past the property line. There is a large tree on Meritage property that overhangs unit 66A. Directors discussed pruning that as well. Lee cautioned that, while pruning branches that overhang the North Shore property line is legal, such pruning must not endanger the health of the tree. Making the tree one-sided by pruning just one side can make it unstable, depending on the species of tree. She advised consulting with Coast Tree Service who has been hired to do extensive pruning at Meritage in November. This will include removing the large dead snag there. Once the advice of Coast Tree Service has been obtained, Lee said the board should write a letter to her so that she can forward the request to the receiver currently in charge of Meritage.

**Moisture Inspection:**

Rafael reported that an evaluation was performed on all of the units in 96E-H to determine if other leaks were present in addition to the ones recently repaired in 96G. Coast Disaster Master used an infrared camera and moisture meter to examine all of the walls in the building. Two areas of interior moisture were found that were not related to the copper plumbing. 96F had melting ice from an ice maker that leaked because the power was shut off to that unit. 96E had a poorly functioning bath exhaust fan that caused humid conditions and a small amount of mold growth. Rafael said he cleaned debris out of that fan and treated the mold, and the fan started functioning effectively again. All other areas of the units were dry with no sign of moisture.

Karen asked if all of the North Shore buildings were going to be tested. Rafael suggested one per year could be done, or all could be done at once. Lee noted access to all units at one time could be difficult due to tenants in place and varying work schedules of the occupants. Al made a motion to approve funding testing for the 66, 76 and 86 buildings. Roger advised advising all owners and ask for their work schedules or availability for access to the units. Al and Karen thought going door to door might work better in terms of contacting occupants. The motion was seconded without opposition.

**New Business:**

**Maintenance:** Al said he was still planning to put wood chips down on bare areas of the landscaping except for on steep slopes. He noted that a fence post on 85A was loose and that he had asked Ken Brophy to take a look at that. Rafael said the board should approve the work on the post but should get bids for any additional issues that are found.

Regarding the low decks that are on the 66 and 76 building units, Al suggested replacing them with pavers as sealing them was not always successful due to their proximity to the ground. He thought offering to replace those decks with pavers might save a lot of maintenance effort currently spent on the wood decks. Rafael suggested this could be presented at the annual meeting.

Rafael said there is a sensor light next to 96D that comes on during the daytime. Al said he would talk to Steve Lathrop about this light to see what needs to be done.

**Meeting Protocol:** Roger asked directors present if they felt a motion stipulating the process for recognizing members who want to speak during a meeting. The HOA operates on Robert's Rules of Order, but perhaps not all are familiar with accepted practice. Directors discussed ways to more clearly implement the process. Roger made a motion stating that the board encourages all owners or their representatives to attend board meetings if they choose to. The board will identify an issue and then

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discuss the issue, and a motion will be offered. The chairperson will then call for additional comments and recognize attendees that wish to speak. After that the motion can be seconded and will go to the board for a vote. The motion was seconded and passed without opposition.

**Reserve Study:** Karen asked the other directors present what they thought about the reserve study's dues recommendations. Al thought North Shore does fine as it is without implementing the recommendations. Others expressed disinclination to implement the recommendations as well. Lee noted that a reserve study is requested for review by banks, and the reserve account is examined for sufficiency by banks that are asked to issue a loan to purchase a condominium. The goal is to establish a realistic value for the units. Directors discussed interest rates and investment instruments as well which might help build reserves.

**Next Board Meeting:**

The next board meeting is scheduled for 10:00 AM, Saturday, January 19, 2019. It will be held at the office of Yaquina Bay Property Management, Inc. At that meeting, the board will consider the bids for the 85 building roof and skylights.

**Adjournment:**

A motion was made, seconded and passed to adjourn this meeting at 11:17 AM.

Lee Hardy  
October 27, 2018