

January 2024

No Meeting

# Seaview Condominium Association

## Board Meeting Minutes

### February 6<sup>th</sup> 2024

(There was no January meeting)

The following are the minutes of the meeting of the Board of Directors of the Seaview Condominiums, Rockaway Beach Oregon, held via Zoom.

**Unit Owners present:** Elisa Buckley, Terry Kistner, Jeff McDougald, Julie Todd, Matt Vachter, Stacy Odette & Virginia O'Brien, Liz & Kirby Cook, Kyle Riggs, Larry Benson, Bob Kern, Scott Hays, Jim Stronach, Cindy Kinnie, Jill Vachter, Beverly Notdurft, Molly Jorgensen, Randy Holmstrom, John & Vickie Gross, Cheryl McCarten, Tim Godfrey

- I. **CALL TO ORDER:** The meeting officially started at 7:01pm
- II. **ROLL CALL OF DIRECTORS:** Present- Bill Cummings, Liz Ohlmann, Lori Lytle, Jeff Vachter
- III. **AGENDA ADOPTED & MEETING MINUTES OF THE PREVIOUS MEETING:** Approved.

#### V. REPORTS:

##### **Treasurer Report:**

- HOA Checking Account \$52,928.54
- Long Term Reserve Account \$8,069.69
- Special Assessments \$110,316.23 (\$192,000 is the goal)
- Reminder that another installment of the capital call assessment was due on the 1st of this month. {\$4,000 / \$400 per fraction owned}
- Reminder that monthly HOA dues have gone up to \$700/mo (\$70 per fraction owned)
- Reminder that ALL amounts due need to be on separate checks: FOA dues, HOA dues, Special Assessments
- There's been an issue with units having work done and invoices being sent to the PO box for payment, but there's no Unit # on the invoice to know what unit should be paying. Please be sure to have your Unit number on the bill.

##### **Maintenance Committee:**

- Electric repairs in the attic are completed.
- There's a ceiling panel in the garage that is 'missing' (near the elevator), it will be reinstalled shortly.
- The supply cabinets that were ordered for each floor to house cleaning and stock supplies for the fractionals on that floor- those will be assembled shortly and go into use.
- Several units have window sills that are warping. A reminder that if you are seeing water intrusion you need to let the board know. Hopefully it's a caulking issue which will be resolved when the building is re-caulked.
- A quick note that when there are contractors or vendors there to do work, please do not bother them. Not only because they are on a schedule, but they are getting an earful of complaints and gossip and being asked to have conversations about things that they do not want to be involved in.

### Reserve Study:

- The meetings that were held to discuss the Reserve Study and how to fund the Reserve resulted in a recommendation that each unit contributes \$4,800 each year into the account. Liz made a **motion to “adopt an annual assessment of \$4,800 per unit due by the end of the year (December 31, 2024) to fund our long term reserve account.”** The motion was seconded by Lori. There was some discussion- the amount can be paid in full or paid in whatever increments owners wish to pay, it just has to be paid in full by the end of this year. Jeff clarified that these payments will need to be on a separate check from the others (due to it being a separate account). The motion was passed with unanimous vote.

### Chairman:

- Bill wants to thank Liz for all the work that has gone into this Reserve Study and to Lori for her work in gathering bids and estimates.

## VI. UNFINISHED BUSINESS:

**Annual Insurance Coverage** There’s specific criteria that has to be met for unit insurance coverage. Each unit received a copy of this document (suggestion to post on the website) to ensure their insurance was in compliance. A reminder that when policies are renewed please be sure to update them.

**Inquiries about Passadore** This is old business ,but someone asked recently about it- a decision was made to not sign with a property management company due to the financial impact it would have on our association.

## VII. NEW BUSINESS:

**Owner Noise Complaints** There’s been a lot of complaints from a number of owners that the people above them are being too loud. Just a reminder that when someone is in the unit above you, you WILL hear them. It’s part of condo living. If someone is being excessively loud you can certainly go up and knock.

**Scheduling Cleanings** Elisa presented a document with some requests from the cleaning company. They would like to minimize and streamline communication. Cleaning requests need to be submitted online (a button on our website) due by Tuesday of your week and you need to indicate YES or NO to cleaning after your stay. Owners should not be contacting the cleaning company for any reason. If there are issues, take it up with your Unit Rep. Unit Reps- if the issue involves the cleaning company, please contact the Board.

**Corporate Transparency Act** There’s some documentation & filing required. Bill will look into it.

**Nominations for 2024-2026 Board** The ByLaws state that Board terms are for 2 years. There’s no staggering which means everyone’s term ends at the same time. The Attorney has recommended that for this upcoming election, we can have 2 of the members elected to 1 year terms, so that we’ll have 2 people for 2 years and 2 people for 1 year. The people with the most votes will get the 2 year terms. When the 1-year terms end, we’ll go back to the 2 year rotation. Liz made a **motion that “for this upcoming election, we have two 2-year terms and two 1-year terms, with the people receiving the most votes elected into the 2-year terms, and for future elections all terms will be 2-year terms for everyone.”** The motion was seconded by Lori and approved with unanimous vote.

**Annual Meeting- June 2024** It's time to start nominations for the new board. Ballots will go out in April with voting in May and the new board will step in at the Annual meeting. If anyone wants to be a candidate or nominate someone, please do! We need to get a nomination committee formed.

**VIII. OWNER COMMENTS / ANNOUNCEMENTS:**

- Thank you Matt for the newsletters.
- An owner asked about moving our large balances to higher interest savings accounts.
- The City of Rockaway Beach is putting a cap on Short Term Renting and will no longer issue permits to owners who do not currently have a permit.

**IX. NEXT MEETING DATE:** The next meeting will be on Tuesday March 5<sup>th</sup> at 7:00pm.

**The meeting was adjourned at 8:13 pm**

Respectfully submitted by *Elisa Buckley* and approved by the Board of Directors on 3/5/2024  
Elisa Buckley, Secretary

# Seaview Condominium Association

## Board Meeting Minutes

### March 5<sup>th</sup> 2024

The following are the minutes of the meeting of the Board of Directors of the Seaview Condominiums, Rockaway Beach Oregon, held via Zoom.

**Unit Owners present:** Elisa Buckley, Terry Kistner, Sue & Matt Vachter, Scott & Karrie Hays, Diane Leveton, Jim McDougald, Julie Todd, Bob Kern, Jim Stronach, Larry Benson, Liz & Kirby Cook, Ted & Kelli Smyth, Jill Vachter, Cindy Kinnie, Johan Hattingh, Tim Godfrey

- I. **CALL TO ORDER:** The meeting officially started at 7:00pm
- II. **ROLL CALL OF DIRECTORS:** Present- Bill Cummings, Liz Ohlmann, Lori Lytle, Jeff Vachter
- III. **AGENDA:** The agenda was presented. Liz Ohlmann made a motion to adopt the agenda and the motion was seconded by Lori Lytle and approved by unanimous vote.
- IV. **ADOPT THE MEETING MINUTES OF THE PREVIOUS MEETING:** The meeting minutes were sent out and reviewed by the board in February. Lori Lytle made a motion to adopt the agenda and the motion was seconded by Liz Ohlmann and approved by unanimous vote.

#### V. **REPORTS:**

##### **Treasurer Report:**

- Everything that's been received through today has been deposited. All bills received have been paid.
- HOA Checking Account \$57,982.79
- Long Term Reserve Account \$9,509.95
- Special Assessments \$125,019.78
- Special Assessments are paid to date but there are some owners that are behind on their regular dues.
- Discussion regarding the current check depositing and bill paying process: Jeff currently does all the check depositing via the banking app on his phone and bill paying is also done through the banking app or through automatic bill pay. The Bookkeeper should be doing this. In order for them to add this responsibility, they will need full access to the accounts. The first step though is to get a new PO Box set up so that they can receive the checks and bills. **Liz Ohlmann made a motion that we create a new PO Box in the vicinity of the bookkeeper so they can take over the management of check depositing and bill receiving. The motion was seconded by Lori Lytle. There was discussion about what bills are currently sent to our PO Box. The response was that most bills are paperless, but the water bill, garbage bill and landscaper all send paper statements. Jeff will look into paperless billing for those things. A vote was taken and the motion was passed unanimously.**

Additional comment: Reminder to use the Cleaning Request Form whenever its your week. You need to complete it either way- yes cleaning or no cleaning. Do not contact Murlene directly.

### **Maintenance Committee:**

- Jeremy repaired the hatch in the garage that blew off during the storm last month.
- The cabinets that were purchased for housekeeping storage (one on each floor) have been put together and filled by Murlene's crew.
- Murlene's storage 'cage' can now be used for building supply storage.
- The concrete pad on the 1<sup>st</sup> floor (behind the railing and enclosed by a fence) has rot underneath it and should not be stood on. It is being worked on to prevent further water from getting in.
- The gutters on the South side weren't replaced with the last gutter replacement. It has holes and leaks. Lori had a contractor come out and he mentioned that the Coast requires a bigger gutter/downspout than what we have. Also needs stronger brackets. Lori is collecting multiple bids for this.
- The window sills in 102, 202, 203, 303 continue to have leaks. Will have a window specialist come check out the situation, hopefully it's just caulking needed.
- Weather has been difficult to do any exterior projects right now.
- Peaks will come out in April to do their annual inspection. Still need to get a sprinkler head replaced (elevator shaft) which requires coordination with the elevator company.
- Elevator maintenance is done every quarter.
- Valve work is also scheduled for this summer when the ground is dryer.
- M&M roof will come out in the summer to check everything again.
- These are all maintenance contracts that we have in place and have budgeted for.

### **Reserve Study:**

- A Reserve Study is typically refreshed every 2-5 years. Because of the volume of maintenance and building improvements being done it was suggested that we have a follow-up evaluation done in August to give a more accurate picture of what the lifespan is for our assets.

### **Chairman:**

- Thank you to everyone for all the work you do.

## **VI. UNFINISHED BUSINESS:**

- **Corporate Transparency Act (FinCEN)**- Bill will look into.
- **Oregon SOS Business Registry due May 9<sup>th</sup>**. Perhaps our annual meeting should be held before this is due so we aren't needing to file an amendment to change the names every year?
- **Nominations for upcoming election.** All four of the Board Member terms end in June and we need nominations- either yourself or nominate someone else. We will send an email out requesting nominations by the end of March. Official ballots will go out in April with the new Board announced at the May meeting. Bill will look into an electronic ballot of some sort.
  - Currently Lori & Liz plan to run again.
  - Jeff will not be running again.
  - Bill declined to comment officially.

In order to stagger terms so that we aren't facing a full election every other year, the 2 people with the most votes will serve 2 year positions and the other 2 people will serve just 1 year. That way next year we will only have 2 positions to elect.

**VII. NEW BUSINESS:**

**Fractional Bank Accounts** Currently the HOA owns/manages all of the FOA accounts. Fractional Units should have full ownership and management of their own finances and accounts- they should not be under the HOA management or HOA banking. There is a separate account for each FOA, but they are housed under the HOA umbrella- the HOA is the signatory and the FOA has no access to their own funds. The ultimate goal is to get each Fractional Unit to take over their own finances. They can hire a bookkeeper if desired, but each unit will need to open their own account and have their own signers. There was quite a bit of discussion on whether or not Tax IDs are needed, would taxes need to be filed, etc. These are great questions for an accountant and attorney. Jeff will talk to a banker to find out how to proceed. Each unit needs to start discussing this.

**VIII. OWNER COMMENTS / ANNOUNCEMENTS:**

Units that are for sale- you can put a For Sale sign up in your unit facing out to the public. You might also want to work with your Unit Rep to find out which weeks are vacant so your agent can offer showings freely during those times.

**IX. NEXT MEETING DATE:** The next meeting will be on Tuesday April 2<sup>nd</sup> at 7:00 pm.

**The meeting was adjourned at 8:25pm.**

Respectfully submitted by *Elisa Buckley* and approved by the Board of Directors on 4/2/24  
Elisa Buckley, Secretary

# Seaview Condominium Association

## Board Meeting Minutes

### April 2<sup>nd</sup> 2024

The following are the minutes of the meeting of the Board of Directors of the Seaview Condominiums, Rockaway Beach Oregon, held via Zoom.

**Unit Owners present:** Elisa Buckley, Terry Kistner, Scott Hays, John & Vickie Gross, Matt & Jim & Sue Vachter, Kyle Brandon, Tim Godfrey, Julie Todd, Jim Stronach, Molly Jorgensen, Liz & Kirby Cook, Bob Kern, Jill Vachter, Beverly Notdurft, Randy Holmstrom, Beverly Thompson, Linda Benson, Johanna Wills

- I. **CALL TO ORDER:** The meeting officially started at 7:01pm
- II. **ROLL CALL OF DIRECTORS:** Present - Lori Lytle, Bill Cummings and Liz Ohlmann (via proxy)  
Absent - Liz Ohlmann, Jeff Vachter
- III. **AGENDA:** The agenda was presented. Bill Cummings made a motion to adopt the agenda and the motion was seconded by Lori Lytle and approved by unanimous vote.
- IV. **ADOPT THE MEETING MINUTES OF THE PREVIOUS MEETING:** The meeting minutes were sent out and reviewed by the board in March. A correction was made regarding the time the meeting ended and the date of the April meeting. Bill made a motion to adopt the agenda and the motion was seconded by Lori and approved by unanimous vote.
- V. **REPORTS:**

**Executive Session Meeting** was held with Kyle Grant regarding the bookkeeper taking over the duties Jeff has been handling. The bookkeeper will be appointed as an Assistant Treasurer so they are included in the board insurance coverage. They will be given all access necessary to perform the bookkeeper tasks. Elisa is a signer on the account (as Secretary) and will remain so until after the election, when bank access will be given to 3 directors (to all be trained on the administration of the site) and then Elisa can be removed as signer.

There was also discussion on the upcoming election as it relates to votes from the Fractional units. Unit Reps will survey their owners and collect the votes with each owner getting one vote per share. The unit's vote will be the outcome of a simple majority count from the survey (no quorum is required). Voting can be done via email- owners can email their unit rep and it's valid as long as it's from their usual email with their name printed. The Unit Rep will then submit their vote to be tallied and the final tally submitted to the Secretary to present to the Board.

#### **Treasurer Report:**

HOA Checking Balance = \$59,912.73  
HOA Special Assessment = \$129,024.01  
HOA Long Term Reserve = \$9,990.28

Unit Reps are receiving monthly accounting statements for their units.



## **Maintenance Committee:**

**Multiple Bids.** Getting bids is quite a process. Julie and Lori always start by making calls to coastal vendors, and when that fails they start contacting inland vendors. They always get multiple bids and estimates. When they were working to get bids for the roof repairs, they were able to connect with 5 vendors. The fire suppression system- they connected with 5 vendors. The vault work that was needed, they were able to connect with 3 vendors.

**Painting the Building.** We have a start date for the paint- June 1<sup>st</sup>. They will pressure wash the building first, then do any caulking, then painting- this may take 2 months. They will need access to the condos in order to paint their decks. There will be porta potties on site for them to use and they will be parking a trailer to stay in, to cut the cost and time of traveling.

**Gutters on ocean side.** The back gutter needs to be replaced- has a bunch of holes. Vendor from Bay City came out and gave us some insight into why it's so hard for us to get bids- the location and situation of the building makes it challenging. He said to replace the gutter we will need scaffolding- which will cost \$50,000 for JUST the scaffolding. The paint company is not using scaffolding- they are using some sort of special pump ladder, so the gutter company and paint company are working together so the paint company can assist with the repair. Instead of replacing the gutters themselves, a new insert/sealant will be installed. The downspouts are too small and need larger brackets and we still need estimates on that.

**Parking.** The painting project will limit parking in our lot and cars may need to be moved out of the way throughout the project. We need to identify which cars belong to which units so we should use the parking placards with unit numbers on them. That way we know which unit to knock on to ask someone to move their car if needed. Also, the neighboring condos are parking in our lot and discussions with them have been they didn't know they can't park there. We may need signs. Question about towing, can we tow vehicles? Not likely.

**Suppression room repairs.** Lori thanked Jim Vachter for his help.

**Window leaks.** There have been several window leaks- Lori will try to get a window specialist to evaluate the windows. If it's the windows themselves, those are owner responsibility to replace/repair. If the leaks are due to exterior caulking issues, the HOA will address that.

**Peaks** will be coming out on May 6<sup>th</sup> to check the sprinkler heads and we are working to get Pacific Alarm and the elevator company to come out simultaneously to finally replace the sprinkler head at the top of the elevator shaft.

**Rockaway Inn Condominium downspouts** are pointing at our building so all their roof runoff is running against our foundation. Lori contacted someone over there to show them and asked them to please correct this.

Final note: Parking placards really should be used to identify Seaview vehicles for the summer time.

## **VI. UNFINISHED BUSINESS:**

**Insurance Renewal-** Mark spoke with IBI regarding our insurance and was told we should not move insurance companies currently due to volatility in the insurance market. Also, it's been determined that several companies won't insure us due to our location/proximity. We've received word that our

insurance is going up to \$30,000/year (we are currently at \$22,000). If we do an automatic payment every month we do get a slight discount. Still waiting to hear from a couple more companies.

**Corporate Transparency Act (FinCEN)**- Bill will look into and have wrapped up by month's end.

**Fractional Bank Accounts**- no updates right now

**Annual Business Filing**- need Chairman and Secretary designations before we can file. It's due by May 9<sup>th</sup>.

**Election**- a notice will go out to all owners next week to make their board member selections and we will need the votes for each unit to be returned by April 19<sup>th</sup>. An Organizational meeting will take place the following week among the candidates to determine the titles for each board member, and the new Board will be announced at the meeting on May 7<sup>th</sup>. They will officially take over duties in June.

## VII. NEW BUSINESS:

**Building Sign**- we have a volunteer to refresh the sign- repaint it.

**Lobby Design**- we are sprucing up the exterior of the building and the lobby could use some freshening up. It's very 1990's looking and feeling. We would love owners to come up with ideas on how we can update the space. An owner has donated some more modern artwork, which is a great start.

## VIII. OWNER COMMENTS / ANNOUNCEMENTS:

Question about hose in garage- water is turned back on, hose will be reinstalled soon.

Will tarp and sandbags by back door be removed soon? Yes.

The new paver pathway has been installed to connect Miller Street to the Wayside following the railroad tracks. One benefit of the paver path is that the general public seems to have a tendency to take the paver path to the Wayside instead of cutting through our parking lot and building to gain access to the beach. The road no longer dead-ends into nothing- there's now a path to direct walkers to the Wayside!

About the path.... the Chamber of Commerce received a grant from Travel Oregon to do the work. The grant was a little short, so Jim Vachter's company donated to the project as well. There are other improvements scheduled to be done – wheelchairs, beach chairs, David's chair and a Red Barn- these projects are currently being held up due to some stumbling blocks between the City and the Chamber of Commerce on the location of these amenities. The intent was to have this all at the Caboose area where it's readily available for use, but the City wants to have these housed in other areas in town.

Question about dry rot- there's been some replacement done already and as the painters identify more areas in need of repair, we will address them as we go. These repairs are already planned in our budget.

An owner would like to get approval to place a parcel box – a deck box – a place where UPS and FedEx can drop a package for delivery. Suggested to get a delivery code from security and have packages delivered into our lobby. Bill will do some research to see if we can get a building code to the companies to use for all.

An owner asked about Short Term renting coming back, a reminder that this is not a Board Decision. There are also a lot of things to consider. Additionally, the City of Rockaway is limiting the number of licenses with the cap set at 420, but currently there are over 500 licenses. This means some STRs will be losing their licenses and anyone who doesn't have a license will have a hard time getting one now.

**IX. NEXT MEETING DATE:** The next meeting will be on Tuesday May 7th at 7:00 pm.

**The meeting was adjourned at 7:54pm.**

Respectfully submitted by *Elisa Buckley* and approved by the Board of Directors on 4/2/24  
Elisa Buckley, Secretary

# Seaview Condominium Association

## Board Meeting Minutes

### May 7<sup>th</sup> 2024

## Annual Meeting

The following are the minutes of the Annual Meeting of the Association of Seaview Condominiums, Rockaway Beach Oregon, held via Zoom.

- I. **CALL TO ORDER:** The meeting officially started at 7:01pm
- II. **ROLL CALL:** Unit Owners present: Lori Lytle, Bill Cummings, Liz Ohlmann, Jeff Vachter, Elisa Buckley, Beverly Notdurft, Matt & Jim & Sue Vachter, John & Vickie Gross, Judy May, Julie Todd, Jim McDougald, Chris Zechmann, Kevin Brandon, Molly Jorgensen, Liz & Kirby Cook, Scott Hays, Jim Stronach, Johanna Wills, Larry Benson, Cheryl McCarten, Bob Kern
- III. **AGENDA:** The agenda was presented and adopted.
- IV. **ADOPT THE MEETING MINUTES OF THE PREVIOUS MEETING:** Bill made a motion to approve the Meeting Minutes for the April meeting. The motion was seconded by Lori and approved unanimously.

#### V. REPORTS

##### a. TREASURER:

HOA Account Balance: \$63,229.42

Long Term Reserves: \$9,990.61

Special Reserves: \$142,528.53

The Bookkeeper is taking care of all the bills and payments now. The old PO box is being shut down- so a reminder to all to use the new address. There were some past due accounts and those accounts are all current again. A reminder to all that there will be late fees assessed if anyone is more than 30 days late on their HOA or FOA dues.

##### b. MAINTENANCE:

**Fire Suppression:** Peaks, Pacific Alarm and Otis completed their annual fire suppression testing. The Suppression room has 2 separate pumps, only 1 is tagged to show that it has been inspected previously. They are supposed to be inspected every 5 years. We have 30 days to complete the testing- which is currently scheduled for May 28<sup>th</sup>. This test runs \$1,149 and is required every 5 years.

**Painting:** all of the railings in the building have been sanded to prepare for painting, the painters will apply a rust-deterrent coating. Painting is planned to begin sometime this month since the weather appears to be good. They will bring a travel trailer and a porta-potty that will be parked in our grassy area. They are coming on Friday and also meeting with the gutter guy to talk about the gutter work that will be done.

**203 Deck Rot:** Jeremy started working on the roof of 203's deck, found a lot of rot and a lot of issues. We don't have a lot of information currently, will have more at the next meeting.

## VI. ELECTION RESULTS:

**Lori Lytle and Bill Cummings** have been re-elected to serve another term on the board. **Jim Vachter and Kevin Brandon** are newly elected to the board to replace Jeff Vachter and Liz Ohlmann. Lori and Kevin will serve 2 year terms and Jim and Bill will serve 1 year terms.

## VII. UNFINISHED BUSINESS:

**Insurance Renewal:** It's time to renew our insurance again. It was discovered that our Insurance Policy was improperly written with completely inaccurate building descriptions and coverage of amenities we did not have (central AC for example), and no coverage for much of the building amenities (ie no decks). A thorough evaluation was done for our policy. We also looked at other companies, but discovered that many no longer service the coastal areas and the company that we wanted to move to has a higher rate and suggested we stay where we are at for now. We did learn that we can make installments and still get the discounted rate. Our budget for 2024 anticipated \$22,000 for the insurance cost. Our renewal will either be \$31,000 (at our 10% deductible rate) or we can increase the deductible to 15% to bring the premium down to \$28,000. Using an estimate that our building is worth \$6,000,000 a 10% deductible is \$600,000 which is \$50,000 per unit. At 15% the deductible is \$900,000 or \$75,000 per unit. There was much discussion about each unit needing to come up with another \$25K in order to save \$3,000 on the premium.

**Bill Cummings made a motion that we proceed with renewing our policy at the 10% deductible rate (\$31,000) and make installments rather than paying it all up front. The motion was seconded by Lori and passed with unanimous vote.**

**Parking:** Parking will be limited due to the painting project- and it being summer. Everyone needs to be using the green placards (parking permits). This is especially important when the painting crew is here so that cars can be moved around if needed. Nobody wants paint overspray on their cars, and the parking tags will allow us to know which unit to knock on. Also, there's a new sign at the start of the entrance that says "Seaview Parking Only, Permits Required. Violators will be Fined" as we've discovered that there are people parking in our lot to ride the train! Jeff Vachter suggested marking "Reserved" for the parking spots as another deterrent. Jim and Jeff will work together to get a template so we can start marking spots.

**Bill Cummings made a motion that we paint the spots "Reserved" as a deterrent for public parking and Rock Creek Inn condominium parking. The motion was seconded by Lori and passed unanimously.**

**Package Deliveries:** One of the full-time residents is seeking to have packages delivered securely, not left outside the building. Bill checked with USPS, UPS and Fedex to inquire if we could assign each company a code to the building. There are concerns from some owners that since it's not the same driver each time from even the same company, this is giving a lot of people the code to our building. Also, when a door code or phone number has been given, the drivers are not seeing it or using it. A suggestion was made to just put a note on the door with the phone number to call when the delivery is made. It was decided that the Security Committee should look into this and report back.

**VII. NEW BUSINESS:**

**Changing Addresses:** just a reminder that we need to ensure that all of our vendors have our new mailing address. We also need to change the address for our elevator permit and business registry. A new business registry needs to be filed as well since the election.

**Cleaning Reminders:** no more cleaning reminders are being sent out, please make sure you are filling out the request each time it's your week, you need to fill it out either way- a yes or a no.

**VIII. OWNER COMMENTS / ANNOUNCEMENTS: (none)**

**IX. NEXT MEETING DATE:** The next board meeting will be on Tuesday June 4th at 7:00 pm. The Organizational Meeting for new Board Members will take place immediately after this meeting.

**The meeting was adjourned at 7:37pm.**

Respectfully submitted by *Elisa Buckley* and approved by the Board of Directors on 6/4/2024  
Elisa Buckley, Secretary

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Organizational Meeting Minutes- next page

Seaview Condominium Association  
Organizational Meeting  
May 7<sup>th</sup> 2024 at 7:40pm

The newly elected Board of Directors met immediately after the Annual Meeting to assign roles and officer positions.

The meeting was called to order at 7:40pm with all Board Members present. The following is the collective agreement on positions and titles.

**BOARD MEMBERS & OFFICERS:**

- **Lori Lytle – Board Member and Officer- Chairperson**
- **Jim Vachter- Board Member and Officer- Treasurer**  
Jim shall act as Treasurer and be added to the bank accounts as a signer and full access user.
- **Bill Cummings – Board Member**  
Bill shall oversee anything relating to the Fractional Units and provide additional support as needed.
- **Kevin Brandon – Board Member**  
Kevin shall be an assistant Treasurer and added as a user/signer on our bank accounts. Kevin will also assist Lori with maintenance.
- **Elisa Buckley – Officer – Secretary**  
Elisa Buckley shall remain as Secretary acting as an Officer to the Board, but not a member of the Board. Elisa shall remain on the bank account as a signer.

**NO LONGER ON THE BOARD:**

- Jeff Vachter is no longer on the board and shall be removed from our bank account and any other accounts that he may be on. Jeff shall also turn over the debit card he has in his possession.
- Liz Ohlmann is no longer on the board and shall be removed from any accounts that her name may be on.

These minutes respectfully submitted by *Elisa Buckley* and approved by the Board of Directors on 5/16/2024

Elisa Buckley, Secretary

17/05/24

*Lori Lytle*  
Lori Lytle (May 7, 2024 05:02 PDT)

Lori Lytle, Chairperson

Date

**Seaview Condominium Association**  
**Board Meeting Minutes**  
**June 4<sup>th</sup> 2024**  
**Monthly Board Meeting**

The following are the minutes of the Monthly Board Meeting of the Association of Seaview Condominiums, Rockaway Beach Oregon, held via Zoom.

- I. **CALL TO ORDER:** The meeting officially started at 7:02 pm
- II. **ROLL CALL: Board Members Present: Bill Cummings, Lori Lytle, Jim Vachter, Kevin Brandon**
- Unit Owners Present:** Jim, Sue and Matt Vachter, Jill Vachter, Terry Kistner, Julie Todd, Chris Zechmann, Beverly Thompson, Tim Godfrey, Johan Hattingh, Bob Kern, Cindy Kinnie, Betty Barber, Beverly Notdurft
- III. **AGENDA:** The agenda was presented and adopted.
- IV. **ADOPT THE MEETING MINUTES OF THE PREVIOUS MEETING:** Bill Cummings made a motion to approve the Meeting Minutes for the Annual Meeting in May. The motion was seconded by Jim Vachter and approved unanimously.
- V. **REPORTS**
- a. **TREASURER:**
- Jim thanked Jeff for getting the Treasurer stuff set up so well.
  - Fractional Units all got copies of their bank statements this month so they could see their account activity.
  - The bookkeeper will be providing reports each month for the accounts that are not current.
  - Account Balances:
    - HOA Account Balance: \$62,542.11
    - Long Term Reserves: \$10,470.96
    - Special Reserves: \$148,186.04
- b. **MAINTENANCE:**
- **Painting has started.** A larger crew is coming in and they hope to get a lot done with the nice weather we are expecting. The entire project will continue through most of the summer. New gutters will be installed, new downspouts as well- all larger to accommodate more water.
  - **We had an Electrician check out** the heater in the suppression room- the thermostat was replaced because it wouldn't stop running. Checked the heater in the lobby- it works fine. He also checked a couple of the exterior fixtures- ensuring the wiring is good. Also replaced a heater in Unit 102.
  - **Fire suppression testing passed-** fire suppression heads (annual testing) and overall system (every 5 years). There's now a log hanging up in the suppression room to record the tests to ensure we are in compliance.



- **Units 203 and 103** have had the siding on the balcony removed to open up for damage- some studs replaced. New siding is going up- it won't be the shake style as previous, it will be board and batten style (insides of balconies only) and painted to match the building.
- **Replaced the railing** on the first floor with a Trex type material that will hopefully last longer than wood.
- **203 has an issue** with the ceiling/roof for their balcony. Working on finding the plans for our building to determine how the balconies were built. The architect has been tracked down so we are getting closer.

c. **CHAIRMAN:**

- **4<sup>th</sup> of July security** will be in place again this year- sharing the cost with Rock Creek Inn. This is to help monitor parking and activity.
- **Reminders regarding HOA dues for Fractionals**- if someone in your condo is not paying their HOA dues, the Board will let the Unit Rep know and it's up to the condo to take care of getting those dues paid up.
- **Violations and Fees document** started by previous board (2019-2021) will be reviewed and updated to a more encompassing document.

d. **FRACTIONALS:**

- Bill is the Liaison for the Fractional Units.
- Bill is meeting with Bookkeeper to start discussions on how to transition the management of each Fractional Unit's account to their own unit, not to be part of the HOA. By the end of the year each Fractional Unit should have full management of their own accounts. The Fractional Owners should be paying dues to their unit- and the unit pays the monthly HOA dues. Discussions are starting to determine how to do this.
- A benefit of having a liaison is having an understanding of each unit's needs- as appliances are aging out it's a great opportunity to pool together for maintenance, repairs, etc. possibly get better deals.
- Bill is also going to meet with Murlene to talk about cleaning.

VI. **UNFINISHED BUSINESS:**

- **Parking spaces will be marked as Reserved** once we can track down a stencil. Perhaps we should also look at "Parking Tickets" or "Parking Violation Notices" that can be applied to vehicles that do not have parking passes hanging- something to set the tone that this is not a public parking space.

VII. **NEW BUSINESS:**

- **Oregon Business Registry Filing:** The Annual Meetings should be held the first week in April with voting done before tax day. This will ensure we have time to submit our annual Business Filing with updated Chairman/Secretary information prior to the May 9<sup>th</sup> deadline.
- **Vandalism in Garage**- 2 owners have had their cars keyed- one in March (parked straight in facing the ocean) and one Memorial Day. Perhaps we need cameras in the garage.
  - Looked at Ring cameras, but those require batteries and management.
  - We do have the old cameras, our Security/Door company (Pacific Alarm) will see if we can re-use them. If we need to buy new cameras they will run about \$1,000 each.
  - To have the cameras monitored and managed by Pacific Alarm would be about \$100/month.
  - Perhaps some large signs to deter any criminal activity, maybe some flood lights as well.
  - Ring would be cheaper to run and can get floodlight cameras that trigger on with movement, but require an app to monitor and no owner should have that access.
  - The Board would like to have all the owners weigh in and vote on this, with a super majority.
  - The Secretary will send an email out to all the owners. Unit Reps should poll their owners and report back to the Board. (Proposing 4-6 cameras to monitor the exterior: Suggested

locations are (1) above front door facing out, (1) at each point of entry (steps), (1) along the side of the building, possibly 1-2 additional in the parking garage

**VIII. OWNER COMMENTS / ANNOUNCEMENTS:**

(Owner announced that his car was also keyed on passenger side back in March- moved his comment up to the discussion about vandalism in garage).

**IX. NEXT MEETING DATE:** Due to the 4<sup>th</sup> of July holiday, the next board meeting will be pushed out a couple weeks- to Tuesday July 16th at 7:00 pm.

**X. The meeting was adjourned at 7:44pm.**

Respectfully submitted by *Elisa Buckley* and approved by the Board of Directors on 7/16/2024  
Elisa Buckley, Secretary

# Seaview Condominium Association

## Board Meeting Minutes

### July 16<sup>th</sup> 2024

The following are the minutes of the Monthly Board Meeting of the Association of Seaview Condominiums, Rockaway Beach Oregon, held via Zoom.

- I. **CALL TO ORDER:** The meeting officially started at 7:01pm
- II. **ROLL CALL: Board Members Present: Bill Cummings, Lori Lytle, Jim Vachter**  
**Unit Owners Present:** Julie Todd, Matt, Jim and Sue Vachter, Scott Hays, Jim Stronach, Tim Godfrey, Bob Kern, Jill Vachter
- III. **AGENDA:** The agenda was presented and adopted.
- IV. **ADOPT THE MEETING MINUTES OF THE PREVIOUS MEETING:** Jim Vachter made a motion to approve the Meeting Minutes for the Annual Meeting in May. The motion was seconded by Bill Cummings and approved unanimously.
- V. **REPORTS**
  - **TREASURER:**
    - There were some service fees that got added to the accounts, that has been corrected and shouldn't happen again.
    - Account Balances:
      - HOA Account Balance: \$59,702.89
      - Long Term Reserves: \$16,711.32
      - Special Reserves: \$84,124.18
    - The budget has been updated- the building maintenance and repair is high due to the painting and repairs, but the Special Assessment (Capital Call) is paying for those things. There was a lot of discussion on the budget lines, overall it's looking pretty good.
  - **MAINTENANCE:**
    - **Painting is complete. Gutters have been installed** today as well. Scaffolding should be removed soon and the trailer removed. The building "shimmers"- all of the building has at least 2 coats of paint, some areas have 3 coats. We used a specialty paint that is designed for the Oregon Coast- should be able to get at least 10 years on it. The painting company is offering to come back and check the caulking every year as part of maintenance- Lori will get some estimates on what that would cost and/or look like.
    - **The '03 and '02 decks have been inspected by an engineer.** The boards that are bad on the front of the decks are just cosmetic and can be removed/replaced if desired. On the wayside side- there's some damaged boards in the ceilings that could also be removed/replaced- no structural issues there. The '03 decks DO have a bigger issue- especially Unit 203. Many of the boards that make up the ceiling of one balcony and the floor of the above balcony- concerns that there are some structural issues. The engineer has suggested that nobody use the '03 decks until they are repaired. Bill will send out an email to the Unit Reps.

- **Patio sliders.** A lot of the sliders on the patios are difficult to open. May need to replace the wheels or lubricate- silicone 'grease' is the best lubricant. Unit 103 states they use "pledge" and it works amazing. There is a company in Tillamook that is rumored to offer a service to replace the wheels- the board will look into it.
- **Sewer pumps and vaults need to be checked later this year.** Jim will see if he can get us a better deal than the other company we've used in the past.
- **Dryer vents** all the units need to have their dryer vents cleaned this summer- it should be done annually.
- **CHAIRMAN:**
  - **Another vandalism incident.** Another car was keyed while parked in the garage. A police report was filed. This is the 3<sup>rd</sup> keying so there are concerns that this could be targeted vandalism.
  - **A lot of new owners coming in-** Unit Reps need to make sure everything is being communicated to them.
  - **Reminder that BBQ's are not allowed.** Electric BBQ's are allowed, but nothing with a flame. This led to a discussion about creating a shared BBQ area, perhaps a picnic area and paver area. **Lori made a motion to purchase a shared BBQ (propane) for the association that can be used in the parking lot, maximum budget of \$500. The motion was seconded by Jim Vachter and passed unanimously.** Bill will look into getting a BBQ while he is there this weekend.

**VI. UNFINISHED BUSINESS:**

- **FinCEN.** We thought we were exempt but it appears that we may need to comply/file this. We will look into it again.

**VII. NEW BUSINESS:**

- **Amazon packages.** Lori and Julie talked to the Mayor about how to receive Amazon packages- perhaps Amazon is willing to put "lockers" at some local businesses. Troxel has expressed an interest in helping with this as this would help all of the community, not just Seaview.
- **Financial Record Keeping.** We have confirmation from our Accountant that we need to keep financial records for five (5) years. File cabinets have been donated and they will be placed in the electrical room as a central location for proper filing.
- **Vendor insurance.** Whenever we are hiring vendors or contractors, we need to make sure that the vendor has proper insurance and bond with us named as additional. Does our cleaning company have worker's comp and valid insurance/bond.
- **Cleaning Crew.** As Murlene loses employees- those people know our building codes and keypad codes to all the units, should we be concerned with this? Perhaps the units should all have programmable door codes for cleaning staff – with the codes only working on Fridays during cleaning hours. Bill will get more information and talk to the handyman about installing them, and doing other jobs for the Fractionals and get a message out.

**VIII. OWNER COMMENTS / ANNOUNCEMENTS: (none)**

**IX. NEXT MEETING DATE: Tuesday August 13th at 7:00 pm.**

**X. The meeting was adjourned at 8:01 pm.**

Respectfully submitted by  and approved by the Board of Directors on 8/13/2024  
Elisa Buckley, Secretary

# Seaview Condominium Association

## Board Meeting Minutes

### August 13<sup>th</sup> 2024

The following are the minutes of the Monthly Board Meeting of the Association of Seaview Condominiums, Rockaway Beach Oregon, held via Zoom.

- I. **CALL TO ORDER:** The meeting officially started at 7:00
- II. **ROLL CALL: Board Members Present: Bill Cummings, Lori Lytle, Jim Vachter, Kevin Brandon**  
**Unit Owners Present:** Sue, Matt, Jill and Bob Vachter, Terry Kistner, Randy Holmstrom, Debbie Goetz, Tim Godfrey, Vickie & John Gross, Julie Todd, Cindy Kinnie, Jim Stronach, Liz & Kirby Cook, Scott Hays
- III. **AGENDA:** The agenda was presented and adopted.
- IV. **ADOPT THE MEETING MINUTES OF THE PREVIOUS MEETING:** A motion was made to approve the Meeting Minutes for the previous meeting and was approved unanimously.
- V. **REPORTS**
  - **TREASURER:**
    - HOA Account Balance: \$61,603.18
    - Long Term Reserves: \$17,191.84
    - Special Assessment: \$41,326.54
    - Regarding the Special Assessment account: The painting has been paid in full. There's still about \$15,000 to pay for the gutters. The entire project was completed under budget and the residual funds will be used on the needed deck repairs.
    - A reminder to all owners that there's a \$4,800 Assessment (per Unit) to fund the Long Term Reserve Account and this assessment is due by December 31<sup>st</sup>. A letter will be sent to everyone as a reminder.
  - **FRACTIONAL LIAISON:**
    - **There was a Unit Rep meeting last week** with a focus on discussing cleaning services and general maintenance. Bill is getting an estimate to have someone remove the patio slider doors and clean the wheels. Dryer vents are also needing to be cleaned. Perhaps these tasks can be done during the annual Cleaning Week (1<sup>st</sup> week of every year) so that we don't need to intrude upon owners vacationing. Full Owners- if you would also like these services contact Bill and he can coordinate that to happen when the others are done.
    - Recommendation that Fractional Units install digital keypads on their unit doors instead of using keys. This will make it easier to give access to Realtors, guests, maintenance, cleaners, etc- and can be changed easily if you want to restrict someone's access.
    - Reminder to the entire building that anything INSIDE the walls is owner responsibility. Outside the walls is HOA responsibility. Fractional Owners- questions about something inside the unit- contact the Unit Rep.

- **MAINTENANCE:**

- Jeremy asked Lori to pass on a message that he has received everyone's requests, but this is his busy season so it may take a bit to get back to you.
- A contractor came today to look at the decks and will come back to open up 203's deck ceiling for a better look. There was additional discussion about the weight of the tiles, with suggestions that added joists might help support that. Also appears that not all of the deck ceilings have ventilation- so that will be evaluated as well.
- The funds left over from painting and gutters- some of those funds will go to the 102 and 202 repairs that were previously agreed upon and leftover funds will go towards the deck work.
- Sewer pump was cleaned out today.

- **CHAIRMAN:**

- Reminder that HOA dues pay for building maintenance, water, electricity for building, cleaning for the building and liability insurance.
- Reminder that each unit pays for their own electricity, cable, internet, unit insurance, maintenance and repairs, cleaning, unit insurance, etc.
- Reminder that HOA Dues and Assessments are per UNIT, not per owner. If a Fractional Owner fails to pay their share of their unit's HOA Dues or Assessment, those funds will be taken from the unit's bank account and the Unit Rep will work with that owner to get the funds paid back to the fractional bank account.

## VI. UNFINISHED BUSINESS:

- **Vandalism in the garage- Cameras:** Kevin looked at several camera options and went over the pros and cons of all the various systems he checked out. After sharing the pros and cons of each model and company, the decision was that Ring cameras would be the best option. Their cameras run about \$150 each and the subscription is \$100/year. The router in the room next to elevator provides good coverage throughout the whole garage area. Cameras should be placed to monitor each of the access points to the garage, a view of the garage and cars as well. A floodlight camera would be good to have in the space between the two buildings.
  - Question about viewing- there would be no owner access. Most likely the Ring account would be registered to someone on the Security committee so that if an owner has an issue they want to have reviewed, they can contact the Security Committee for assistance.
  - There was a question regarding interference with the fire alarm or elevator alarm, reducing any wifi bandwidth. The Security Alarm company has confirmed that there would be no interference.
  - Question about monitoring- someone asked if our Alarm company can monitor, no. Can Ring do that for us? It does look like they offer that service at \$20/mo. More discussion from the group- nobody wants an owner to have access to the cameras or app. This really needs to be monitored by someone outside the HOA.
  - Units were polled about a month ago and the consensus was yes- we need cameras to monitor the garage. There was discussion about whether this should go out to the membership one more time, or if the polling results we got back were enough to go on. **Bill made a motion that based on the polling that was already done, we should move forward with Ring Cameras, with a \$1,000 cap on the purchasing, installing and monitoring with Ring. The motion was seconded by Kevin and passed with unanimous vote.** Kevin will take charge of this.

- **FinCEN-** Attorney recommends waiting until closer to the deadline since they keep making changes. Deadline is January.
- **BBQ-** at the last meeting a motion was passed to get a gas BBQ for the association to use. But after looking at possible locations to place the BBQ, where would it be placed needs to be 50' away, there would be responsibilities for someone to keep the propane tank filled, it just seems like there are a lot of complications. There will not be a community BBQ purchased for the association. A reminder that units CAN have electric grills.
- Amazon Lockers- still being worked on by Troxel and the Mayor.

#### VII. NEW BUSINESS:

- **A letter went out last week** – a Q&A session with the attorney to address the most common questions the board receives on a repeated basis.
- **Noise complaints-** there's been a few noise complaints so a reminder that 10pm is quiet time. We are in a condominium building and whatever you are doing is likely heard by the unit below you, or above you in some situations. Whether it's you moving around, kids playing, or just the bathroom fan running- whatever hour- it will be heard. If someone is being overly bothersome you should go up and knock on the door and let them know.
- **EV Charging-** at the Unit Rep meeting there was a discussion about adding an EV charging station.
  - Lori is waiting on a call back from our Insurance Company to find out if this will have any impact.
  - We also need to consult with our Attorney to determine if there are any liability issues.
  - Placement is also a concern due to King Tides and a visible EV space would invite others to park in our already limited parking.
  - Chris Zechmann stated at that meeting that he would look into it. This will not be a quick process.
  - An owner advised us that he asked the city if the Wayside outlets can be used for EV charging and they said no- they are not set up for that. Just FYI.
  - Tim Godfrey would be interested in joining Chris in this research. He took part in a committee for his condominium building so he has experience and knowledge.

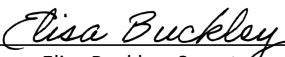
#### VIII. OWNER COMMENTS / ANNOUNCEMENTS:

An owner commented that she saw a Lending Library for beach toys on one of the side streets and thought it would be good to have one here for condo owners. Another owner commented that she saw one at the Wayside by the foot-rinsing showers. Other owners commented that their units have beach toys already. It didn't sound like there would be much interest after all.

Another compliment on the appearance of the building and a thank you to Lori for all her work coordinating that.

**IX. NEXT MEETING DATE:** Wednesday September 11<sup>th</sup> at 7:00 pm.

**X. The meeting was adjourned at 7:50 pm.**

Respectfully submitted by  and approved by the Board of Directors on 9/17/24  
Elisa Buckley, Secretary

# Seaview Condominium Association

## Board Meeting Minutes

### September 17<sup>th</sup> 2024

The following are the minutes of the Monthly Board Meeting of the Association of Seaview Condominiums, Rockaway Beach Oregon, held via Zoom.

I. **CALL TO ORDER:** The meeting officially started at 7:00pm

II. **ROLL CALL:**

**Board Members Present:** Lori Lytle, Jim Vachter, Kevin Brandon, Bill Cummings via proxy assigned to Lori Lytle.

**Unit Owners Present:** Liz Ohlmann, Matt Vachter, John & Vicky Gross, Terry Kistner, Jill Vachter, Julie Todd, Debbie Goetz, Jim Stronach, Scott & Karrie Hays, Liz & Kirby Cook, Cheryl McCarten, Bob Kern, Betty Barber, Karrie Kitchner

III. **AGENDA:** The agenda was presented and adopted.

IV. **ADOPT THE MEETING MINUTES OF THE PREVIOUS MEETING:** A motion was made to approve the Meeting Minutes for the previous meeting and was approved unanimously.

V. **REPORTS**

• **TREASURER:**

- All dues are caught up; budget numbers are on track; Jim thanked Lori and Jeremy for watching the budget.
- Some money needs to be reserved for the decks.
- Fire protection is a little higher than expected, but otherwise as expected.
- This budget document will be sent out to all owners.
- Motion to accept the budget document: Jim, second by Kevin, all approved

• **FRACTIONAL LIAISON:**

- Comments from Cleaning Staff – Lori reporting
- HOA newsletter is coming out, will contain information from Murlene about cleaning issues.
- cleaners have a problem with owners showing up early. If that happens, they will stop cleaning and apply a surcharge of \$50. A list of cleaning issues has been provided. If you leave early, let them know.

• **MAINTENANCE:**

- 02 & 03 Decks update – Lori reporting
- Engineering report has gone to commercial contractor. Not responding, so will start looking at other bids.
- Units 101 and 202 walls to be repaired in November; if there is structural damage then that will need to be fixed.
- All downspouts are on and are repaired; pad on first floor fixed; broken step fixed
- Everyone should have two keys made for the front door; must go through the board to get a key.



• **CHAIRMAN:**

- Delinquency Notices – Lori reporting
- If payment not made by last day of the month the owner will receive a letter and a \$25 late fee. If the payment is not made with that request, then the Fractional Unit Account (when applicable) will pay the delinquency so that the unit in whole is not delinquent.
- Windows are owned by the condo; damage to outside would be HOA. Unit responsibility to replace windows when they need replacing.

**VI. UNFINISHED BUSINESS:**

- Vandalism in the garage- Cameras – Kevin reporting
  - Received cameras for the garage and charged; installation questions about bolting to the concrete pylons in the garage. Need to contact company for the monitoring and verify the installation process.
- Amazon Packages- Kevin reporting – no news
- EV Charging – Lori reporting – insurance company will not cover the station if open to the public.

**VII. NEW BUSINESS:**

- Board will send out the resolution for review for violations and penalties.

**VIII. OWNER COMMENTS / ANNOUNCEMENTS:**

- Kevin ordered the cameras; he will be reimbursed.
- How do we determine the assessment for next year? This will be done in November or December.
- Do we do assessments every year? Yes, for the next 3 years \$4,800 for each unit due December 31 of each year.
- We have been informed that our backflow and fire protection pumps in the vaults need to be put above ground because they are sitting in water for several months of the year; another option is to use sump pumps to remove the water.
- Jim says that the only time a window would need to be replaced is if the window itself has failed; otherwise this is part of the HOA.
- When will the decks be worked on? Lori has been searching for contractors and would like to get it done ASAP. They have the engineer report and are trying to get a bid from the contractor.

**IX. NEXT MEETING DATE: would prefer to not have a meeting over the holidays; next meeting on November 12 and then skip December.**

**X. The meeting was adjourned at 7:33 pm.**

Respectfully submitted by Elizabeth Ohlman and approved by the Board of Directors on 11/12/2024  
on behalf of Elisa Buckley, Secretary

**PROXY**

Association of Unit Board members of Seaview Condominiums

Meeting Date: September 17, 2024

The undersigned board member (“**Board Member**”) is entitled to vote at any meeting of the Association of Unit Board members of Seaview Condominiums (“**Association**”). Board member hereby designates and appoints the person indicated below as proxy for the Board member or, if no person is indicated, the Chairperson of the Association (“**Proxy Holder**”). The Proxy Holder may attend and represent the Board member with the full power to vote and act for the Board member in the same manner as if the Board member were personally present. This designation revokes any prior designation of proxy that the Board member may have given previously with respect to the Association. This Proxy shall be effective for the meeting described above or for any adjournment thereof. The Proxy Holder shall have the full power, as the Board member’s substitute, to represent the Board member and vote on all issues and motions that are presented at the meeting. The Proxy Holder shall have the authority to vote entirely at the discretion of the Proxy Holder, except as otherwise directed as provided below. This Proxy may not be revoked except by notice to the person presiding at the meeting.

Printed Name of Board member: Bill Cummings



Signature of Board member:

Date: September 16, 2024

Proxy Holder designated and appointed to vote on behalf of board member (if left blank and this form is filed with the Secretary, the **Chairperson** shall be appointed as Proxy Holder): **Lori Lytle, Chair.**

October 2024

No Meeting

# Seaview Condominium Association

## Board Meeting Minutes

### November 12<sup>th</sup> 2024

The following are the minutes of the Monthly Board Meeting of the Association of Seaview Condominiums, Rockaway Beach Oregon, held via Zoom.

An executive session occurred prior to the regular meeting to discuss security cameras. The Board's position is no owner or Board Member shall have access to the cameras. RING offers a \$99/mo plan where they will constantly monitor every camera and notify the police or Seaview if there's an issue. Will discuss at the meeting.

I. **CALL TO ORDER:** The meeting officially started at 7:01pm

II. **ROLL CALL:**

**Board Members Present:** Lori Lytle, Jim Vachter, Kevin Brandon, Bill Cummings

**Unit Owners Present:** Terry Kistner, Tim Godfrey, Julie Todd, Kathleen Brandon, Scott & Karrie Hays, Liz Cook, Molly Jorgensen, Bob Kern, Jill Vachter, Larry & Linda Benson,

III. **AGENDA:** The agenda was presented and adopted.

IV. **ADOPT THE MEETING MINUTES OF THE PREVIOUS MEETING:** A motion was made to approve the Meeting Minutes for the previous meeting and was approved unanimously.

V. **REPORTS**

• **TREASURER:**

- HOA Checking: \$68,829.48
- Long Term Reserve: \$20,373.62
- Special Assessment: \$24,165.84 (leftover from painting, will be used for deck repairs)
- Reminder that the December 31<sup>st</sup> 2024 Assessment (\$480/fraction - \$4,800/unit) is coming due. Almost half has been collected so far.
- Working with the bank to set up Zelle for owners to pay online

• **FRACTIONAL LIAISON:**

- Still seems to be issues with units not being cleaned on occasion (cleaning form request not being filled out) and frustration from the cleaning crew. Bill will do a meeting with the unit reps to discuss further.

• **MAINTENANCE:**

- **203 & 303 Deck update:** most of the commercial contractors that we met with wanted to completely remove the decks altogether and rebuild them. Lori worked with one of the contractors who was willing to just repair/replace the damage (as recommended by the Engineer) and was able to negotiate to get the cost lowered. Currently waiting on permits, should only take a couple weeks to get those and then when the work is started that will also only take a couple weeks.

- **102 & 202 Interiors** will be opened up again and this time repaired and refinished. 102 will start on 11/22. 202 will start on 12/13
- New downspouts appear to be working great!
- Roof was inspected- missing shingles replaced and made some patches/repairs to the membrane. This came in under budget and thankfully done before the recent storm
- No damage due to the surprise tornado!
- The long hallways for the storage units- there's quite a few cracks in the concrete, those are being filled by Jeremy
- Hose in garage has now been disconnected for the winter
- Sandbags are up
- Chimneys (on roof) need to be inspected
- Replaced 2 fire extinguisher boxes
- **CHAIRMAN:**
  - Dumpsters were filled by someone- with large items, non-flattened boxes. Please be courteous and leave room for others. Flatten boxes, perhaps hold onto larger items and add those when there's room.
  - There was a lot of dog hair in the elevator. Please clean up after your pet and be aware of other owner's allergies.

#### VI. UNFINISHED BUSINESS:

- **Cameras** have been installed. All 4 in the garage: one pointed towards front door. One on a pillar pointing towards the stairs on the west side. Another pillar camera points towards the lobby but more the parking. A ceiling mount points towards the entrance. Discussion about adding a 5<sup>th</sup> camera to monitor the outside parking lot. An account was set up, but is app based and needs a phone to be tied to. They do offer a 24-hour monitoring service for a fee (\$99/mo) and they will notify the authorities. We don't want to have the account accessible by any owners/residents. Would like input from owners on their feelings about having 24-hour security monitoring so that it's not a fellow owner with access.
- **Amazon packages**- no updates.
- **EV Charging**- still determining the feasibility of a charging station in the garage and if it is feasible a proposal will be written/presented. Will be for owners only (not public). There is capacity in our panel, we will need to hire a servicer, there will be costs associated. Would want a dedicated parking space- parking only while charging. Board can set fees for usage. More information will be sent to owners.
- **FinCEN**- completed! Every time there's a Board Member turnover- it will need to be updated. If you are registered and move or change addresses-

#### VII. NEW BUSINESS:

- **Rules Document**- combined all of the communicated rules (ByLaws, notices, emails, etc.) into one document and added a few others- everyone at the meeting reviewed all the rules and agreed to the document. This will become an addendum to the ENFORCEMENT RESOLUTION AND FINE SCHEDULE document that was started in 2022.
- **Board Member Terms (Reminder)**- 2 members are currently in 2-year terms and 2 are 1-year terms. At the next election all terms are 2 years. This puts us on a rotation with 2 board member positions up for election every year- not all 4 at one time.
- **King Tides**- if it's a bad king tide there could be flooding in the garage and if it's really bad you might want to park away from Seaview. Be prepared for power outages.
- **It's time to prepare the 2025 Budget**- there will be a meeting on Monday December 9<sup>th</sup> at 7:00pm

**VIII. OWNER COMMENTS / ANNOUNCEMENTS:**

- **Preferred Vendor:** Be aware that Angus Electric charged double what they said they would for a light installation- just FYI.
- **PrestoLogs / DuraFlame Logs-** if you don't have any in your unit and want to purchase some for power outages- just talk to your Unit Rep.

**IX. NEXT MEETING DATE:** Tuesday January 7<sup>th</sup> at 7:00pm

**X. The meeting was adjourned at 8:29**

Respectfully submitted by *Elisa Buckley* and approved by the Board of Directors on 11/12/24  
Elisa Buckley, Secretary

# SEAVIEW RULES AND REGULATIONS

Per the ByLaws, the Board of Directors may adopt, modify or revoke rules and regulations that govern the conduct of persons and the use of the units and common elements in order to assure the peaceful and orderly use and enjoyment of the condominiums. Such rules and regulations may be modified or repealed by binding vote of the unit owners.

*Rules with an asterisk are outlined in the Declaration and ByLaws and cannot be changed without a majority vote of the unit owners.*

*Rules written in red are proposed new rules- suggested by owners*

## ENJOYMENT & GOOD NEIGHBOR POLICIES:

- All persons shall exercise extreme care about creating disturbances, making noise, or using musical instruments, radios, television and amplifiers that may disturb other residents.\*
- *You and your guests must be considerate of the other owners and occupants at Seaview Condominiums and their right to the quiet enjoyment of their home and property.*
- *Be friendly, courteous, and treat them like you want to be treated.*
- *There is no playing in the halls or stairways.*
- *No bouncing of balls within the units or out in the hallway or stairway.*
- Quiet hours for the City of Rockaway Beach are 10pm to 7am (Ordinance 19-436).
- *Quiet hours for Seaview Condominiums are 10pm to 7am.*
- No smoking or vaping within any units, on any balconies or landings, in the lobby area nor in the parking garage. All smoking must be at least 10 feet outside of the building's edge and not below any balconies.

## SAFETY:

- *Space heaters (if used) must be plugged directly into an outlet and not an extension cord as that is a fire hazard.*
- Only Duraflame and Presto logs can be burned in the fireplaces. No real wood fires, no driftwood.
- *Units must have their dryer vent cleaned at least once per year and provide proof/notice to the Board that this has been completed.*
- No BBQ's with flame- including gas, charcoal or pellet. Only electric BBQ's can be used.
- Beach fires must be west of the vegetation line (per Oregon law and Rockaway Beach Rules).
- *No fires on Seaview property.*

## **PLUMBING:**

- Pods and Tabs for laundry and dishwashing are strictly prohibited. Only liquid, powder or dissolving sheets may be used.
- Only toilet paper and bodily waste should be flushed.
- Hygiene products and flushable wipes must be disposed of in the trash, not the toilets.
- **Do not rinse any sand down the tub or shower drains.**
- **Do not launder any sandy clothing. Shake the sand off before washing.**

## **LANDINGS & BALCONIES:**

- Each unit owner shall keep their deck/balcony and other common elements appurtenant to the unit in a neat, clean and sanitary condition.\*
- In order to preserve the attractive appearance of the condominiums, the Board of Directors may regulate the nature of items which may be placed in or on windows, decks, patios and the outside walls so as to be visible from other units, the common elements or outside the Condominiums. All such items shall be maintained in a neat, clean and sanitary manner by the unit owner.\*
  - Allowed items are limited to a welcome mat, chair and boot brush. **(Units on the same floor should consider sharing chairs to minimize the number of chairs on each landing)**
- No sand toys, towels, beach gear or shoes shall be left outside the front door.
- The emergency hallway (Storage Unit Hallway) shall always be clear and empty with no personal belongings stored.
- Bicycles shall be stored within the unit or within the storage unit. They cannot be stored in the emergency hallway or in the parking garage.
- No garments, rugs, or similar items shall be hung from the windows or from any of the facades, decks or terraces of the project.\*
- It is prohibited to hang or shake dust rags, mops and similar items from windows or decks, or terraces, or to clean such items by beating them on an exterior part of the building.\*
- No garbage, trash or other waste shall be deposited or maintained on any part of the common elements except areas or containers designated for such items.\*
- No feeding seagulls or squirrels from the balconies or landings.
- **If you use one of the utility carts, be sure to return it to the proper floor and storage location after use.**



## **EXTERIOR APPEARANCE:**

- Without prior written approval of the board of directors, no advertisements, posters or signs of any kind shall be displayed to public view on or from any unit or the common elements except signs used to advertise units for sale or lease.\*
- No person shall install wiring for electrical or telephone installation, television antenna, satellite dish, machines or air conditioning units, or similar devices on the exterior of the Condominiums or cause them to protrude through the walls or roof of the Condominium except as authorized by the Board of Directors.\*
- No exterior window guards, awnings, or shades, flag poles or exterior lights or noise making devices shall be installed without the prior consent of the Board of Directors.\*
- All windows shall be covered with material that is white or lined with white, or as the board approves.\* **Replacement blinds for the windows facing the beach and wayside: Hunter Douglas Silhouette sheer shades in white. Blinds on the interior bedrooms (landing area) can be of any brand or style, but must be white or lined with white as visible from the exterior.**

## **VEHICLES AND PARKING:**

- The parking spaces are intended for use of automobiles of only unit owners and guests.\*
- Vehicular traffic on the streets and drives within the condominium shall be limited to five (5) miles per hour as a safety precaution.\*
- No trucks, boats, house trailers, motor homes, pickup campers, mobile homes or like recreational vehicles shall be used for residential purposes, nor shall they be stored or parked on the common elements except in areas specifically so designated by the Board of Directors.\* The Board has approved trailer and boat parking in the 2 spots closest to the dumpster with the trailer backed onto the grassy area. Board approval must be obtained prior to parking any recreational vehicles or boats.
- There is no overnight camping or sleeping in any trailers or RV's
- The board may make such rules necessary to govern the use of any parking areas by which all unit owners and other users shall be bound.\*
- There is no washing of vehicles on Seaview property.
- There is no electric vehicle charging capabilities on the property. Do not run an extension cord to your vehicle from your unit or any other outlet.
- Do not park in the space next to the dumpster on Fridays- this is trash pick-up day.

## **PETS:**

- Other than a maximum of two (2) household pets per unit, no animals or fowls shall be raised, kept or permitted within the condominium or any part thereof. No animals, fowls or pets of any kind shall be kept, bred or raised for commercial purposes.\*
- Those unit owners keeping pets will abide by municipal sanitary regulations, leash laws and rules and regulations promulgated by the Board of Directors. The unit owner may be required to

remove a pet after receipt of two (2) notices in writing from the Board of Directors of violations of any such laws, rules or regulations governing pets.\*

- All pets must be on a leash when in common areas.

#### **BUSINESS USE OF UNITS:**

- No commercial activities of any kind without consent of the Board of Directors, except activities relating to the rental or sale of units. This provision shall not prohibit a unit owner from maintaining his professional personal library, keeping his personal business or professional records or accounts, handling his personal business or professional records or accounts, handling his personal business or professional telephone calls, or occasionally conferring with business or professional associates, clients or customers in his unit.\*
- All units shall be used for residential purposes only, and all common elements shall be used in a manner conducive to such purposes.\*

#### **UNIT & BUILDING MAINTENANCE:**

- Each unit owner must perform promptly all cleaning, maintenance and repair work within his own unit, which if omitted would affect the common elements of the Condominium or a part thereof belonging to other unit owners, and shall be responsible for the damages and liabilities that his failure to do so may cause.\*
- Each unit owner shall be responsible for the repair, maintenance or replacement of windows, doors, and any plumbing, heating or air conditioning fixtures, telephones, water heaters, fans, lighting fixtures and lamps, fireplaces and flues, refrigerators, dishwashers, ranges, ovens or other appliances and accessories that may be in or connected with his unit, regardless of whether such items are designated common elements.\*
- A unit owner shall promptly reimburse the Association for any expenditures incurred in repairing or replacing any common element damaged through his fault or at his direction, as provided in Article X, Section 7 of the ByLaws.\*
- **It is recommended that each unit have their sliding door wheels lubricated and serviced at least twice a year.**

#### **RENTING / LEASING:**

- No unit owner shall be permitted to lease his unit for hotel or transient purposes.\*
- No unit owners shall lease less than the entire unit.\*
- Any lease or rental agreement shall provide that the terms of the lease shall be subject in all respects to the provisions of the Declaration and ByLaws and that any failure to comply with that there shall be a default under the lease.\*
- All leases shall be in writing and copies shall be given to the Board of Directors.\*

**INSURANCE:**

- Nothing shall be done or kept in any unit or in the common elements which will increase the cost of insurance on the common elements.\*
- A Unit owner shall make no repair or alteration or perform any other work on his unit which would jeopardize the soundness or safety of the condominium, reduce the value thereof, impair any easement or hereditament or increase the common expenses of the association, unless the consent of all the other unit owners affected is first obtained.\*
- No unit owner shall permit anything to be done or kept in his unit or in the common elements which will result in cancellation of insurance on any unit or any part of the common elements.\*
- Minimum requirements for coverage: \$125,000 for Property, \$1M for Personal Liability, \$5,000 for Guest Medical Payments.
- Units must provide proof of insurance (declaration page) to the board annually at every renewal, or when requested by the Board or Officers to the Board.

**FRACTIONAL UNITS: Rules taken from the Fractional Interest Agreement**

- Maximum Occupancy is six\*
- Children under the age of 18 must be accompanied by a supervising adult.\*
- Owners must vacate the property by 11am on the day of changeover.
- Owners shall not arrive prior to 4pm on the day of changeover.
- Owners must submit a cleaning request form for their week- whether the unit is being used or not.
- No animals or pets of any kind shall be allowed or kept in the Unit.\*
- Any owner who is more than 30 days delinquent in the payment of any assessment or installment shall have no right to occupy the Unit during the owner's use period. \*
- Other owners in the Unit have the right to file a lien against the delinquent owner.\*
- Insurance policies must name all owners of the unit.

December 2024

No Meeting