

# Heights Condominium-2025 HOA Project Tracker & An...

# Heights Condominium - 2025 HOA Project Tracker

**Status key**  
● = project is on track  
● = some issues, being managed, needs to be closely monitored  
● = serious issues, dates being missed, recovery plan required

**Prioritization matrix**  
P0 = Critical projects that require immediate attention  
P1= High-priority projects that requires primary focus  
P2 = Important but less time-sensitive projects  
P3 = Nice to have

## Active Projects

Project	Status	Priority	DRI	Cost	ETD	Notes & Action Items	Vendor & Vendor POC	Key Links
Pest Control	Green -	P0 -	Monica Guzman	Inspection: \$0  Initial estimate: \$499 - \$695 (pest removal only)  Additional services (possible roofing; tree maintenance): TBD  Bids received: Pest Patrol (\$1,899); Critter Control (\$1,996)  Recurring preventative services: \$130/month	Dec 5, 2025	<b>Notes</b> <ul style="list-style-type: none"><li>[11/6, MG]: 1837 building reported signs of pest control in attic. Critter Control coming out 11/7 to perform free inspection.<ul style="list-style-type: none"><li><b>PDX Pest</b>: initial estimate is \$695 for critter removal only - referred to roofing company for exclusion repairs</li><li><b>Columbia</b>: no availability for month of November</li><li><b>Burton</b>: Ray confirmed they do not perform rodent/squirrel control, but referred to Critter Control or Pest Patrol</li><li><b>Campbell</b>: initial inspection provided at no cost to commercial clients; initial estimate is \$499 for rodents, but do not perform squirrel control; refer to Allied Pest &amp; Wildlife if inspection determines squirrels as problem</li><li><b>Critter Control</b>: initial inspection provided at no cost, can come out 11/7<ul style="list-style-type: none"><li><b>Pest Patrol</b>: initial inspection provided at no cost (12/4; came out 11/13)</li></ul></li></ul></li><li>[12/4, MG]: After bids received and many questions back and forth between Critter Control and Pest Patrol, board decided to proceed with Pest Patrol for initial rodent exclusion and recurring monthly services to prevent problem from happening again. Board found receipts of pest control services totaling ~\$1,000 for similar problem dated 2023 performed by Squish pest control which has manifested again as a result of no recurring services. Pest Patrol also informed us of insulation restoration needed in the attic, but that will need to be re-assessed and prioritized at a later date - they estimate a partial restoration ~\$8,000 vs. full restoration ~\$28,000.</li></ul>	<ul style="list-style-type: none"><li>PDX Pest</li><li>Campbell</li><li>Critter Control (Timothy)</li><li>Pest Patrol (Gabe, Junior)</li></ul>	
2026 Budget Planning	Green -	P0 -	Heights HOA	N/A	Dec 5, 2025	<b>Notes</b> <ul style="list-style-type: none"><li>The HOA will now hold an annual fall budget planning session</li></ul>		

						<b>Updates</b> <ul style="list-style-type: none"> <li>[10/13, AR]: Meeting to be scheduled to kick off annual planning for 2026</li> <li>[10/22, AR]: Meeting scheduled for 11/21, 3:30pm - community to be notified in writing via Oct/Nov special project update, a zoom will be provided or people can attend in person, being held in unit 3</li> <li>[12/4, AR]: Meeting rescheduled for 12/5 3:30pm</li> </ul>		
Leaf Day Street Cleaning Portland Heights	Green -	P1 -	Ali Runyan	N/A	Dec 5, 2025	<b>Notes</b> <ul style="list-style-type: none"> <li>FYI: Leaf day in our neighborhood is 12/5</li> <li>Reminders to be sent to be sent to neighbors in each upcoming report</li> </ul>		
1825 Drain Spout Repair (Above entrance)	Yellow -	P1 -	Ali Runyan	TBD	Dec 12, 2025	<b>Notes</b> <ul style="list-style-type: none"> <li>The downspout above 1825 front entrance needs repair</li> </ul> <b>Updates</b> <ul style="list-style-type: none"> <li>[9/15, AR]: Sourcing an estimate for repair with Doug Gay when he is here to estimate repairs on the back fence, week of 9/29</li> <li>[10/7, AR]: Doug will be back this week to fix the downspout and send invoice for back fence repair and gutter</li> <li>[10/27, AR]: Still waiting on Doug to come back and fix, following up on his timing/availability - likely the week of 11/14</li> <li>[12/4, AR]: Doug is no longer available, a new vendor to be identified for quick repair</li> </ul>	Doug Gay	
2025 Maintenance Plan	Green -	P1 -	Ali Runyan Monica Guzman Judy Posey	See below	Dec 31, 2025	<b>Overall Fall Maintenance Plan</b> <ul style="list-style-type: none"> <li>[4/7, AR]: Updates in progress (full plan is in the second tab) updated schedule with DRIs to be shared by end of April</li> <li>[4/29, AR]: The Maintenance Plan for 2025 is Complete and can be found in this document <a href="#">here</a>.</li> <li>[10/7, AR]: Upcoming projects for Summer/Fall being revisited <ul style="list-style-type: none"> <li>Pressure Wash Sidewalks (front not complete, back complete)</li> </ul> </li> <li>[10/19, AR]: All Fall maintenance projects are green and underway</li> <li>[12/4, AR]: Fall maintenance is almost complete, with only carpet cleaning remaining - a Spring maintenance plan will be developed in the coming month</li> </ul>		
	Complete	P0 -	Ali Runyan	\$525	Nov 13, 2025	<b>Gutter Cleaning</b> <ul style="list-style-type: none"> <li>[10/17, AR]: Estimates being sourced: <ul style="list-style-type: none"> <li>Neighborhood Gutters: \$525 - shall we proceed and schedule? What would be a preferred date? End of November?</li> <li>Action Northwest: \$870</li> <li>Crestview: \$844</li> </ul> </li> <li>[10/19, AR]: Scheduling Neighborhood Gutters for Mid/End November</li> <li>[10/21, AR]: Scheduled for 11/13, exact time TBD</li> <li>[12/4, AR]: Project complete</li> </ul>	TBD	
	Green -	P2 -	Ali Runyan	\$158 per building	Dec 11, 2025	<b>Carpet Cleaning</b> <ul style="list-style-type: none"> <li>[9/15, AR]: Estimates being sourced from last year's vendor (The carpet cleaning company was Zerorez on 9/18/2024)</li> <li>[10/7, AR]: Estimates received - need to determine if both buildings require cleaning</li> </ul>	Zerorez	

						<ul style="list-style-type: none"> <li>and scheduling</li> <li>[10/19, AR]: Scheduling both buildings for cleaning when construction in 1837 is complete</li> <li>[10/21, AR]: Scheduled for 11/20, 10:00am-2:00pm</li> <li>[12/4, AR]: Postponed tentatively to 12/11 (8-12pm - 5 hour dry time)</li> </ul>		
	Complete	P0	Ali Runyan	\$588.80	Oct 9, 2025	<b>Dryer Vent Cleaning</b> <ul style="list-style-type: none"> <li>[10/7, AR]: Price to clean confirmed the same as 2024, scheduled for 10/9. The dryer vents were cleaned by Dryer Vent Wizards and the price was \$633.80 for the four vents. It was last done on 6/28/24</li> <li>[10/9, AR]: Dryer vent cleaning complete, the technician noted that 1825 needs to be cleaned every year (with current tenant usage) while 1837 can likely go every two years. This is due to usage but also the newer units on both floors in 1837. This will be noted in our maintenance plan and considered when Fall 2026 rolls around.</li> <li>[12/4, AR]: Complete</li> </ul>	Dryer Vent Wizards	
	Complete	P2	Monica Guzman	\$0	Nov 7, 2025	<b>NW Natural Gas Inspection</b> <ul style="list-style-type: none"> <li>[10/7, AR]: To be scheduled</li> <li>[10/19, AR]: monguzpdx@gmail.com scheduled NW Natural complimentary inspection of our gas water heaters in basement on Nov 7 between 12-4pm</li> <li>[11/7, MG]: Inspection complete, no findings. Owners can contact NW Natural for complimentary annual inspections of gas appliances within their homes.</li> </ul>	NW Natural Gas	
Reserve Components - Unknown Condition Review	Not Sta...	P1	Ali Runyan Monica Guzman	\$0	Dec 31, 2025	<b>Updates</b> <ul style="list-style-type: none"> <li>Scope: brick and mortar clean and seal, patios deck wood substructures (units 2, 5, 6, 7, 8 - replacement not flagged until 2047)</li> <li>[6/25, AR]: HOA board to make a list of all communal components that have an unknown 'condition health' so we can start to map costs more accurately</li> </ul>		

Project Backlog

Project	Status	Priority	DRI	Estimated Spend	ETD	Notes & Action Items
1825 Entryway Tile & Carpet Replacement	Under Rev...	P2	Ali Runyan	~\$220.00 to glue loose tile and repair grout  ~\$3,300 budget based on 1837 replacement cost in 2018 + inflation	Date	<b>Tile Notes</b> <ul style="list-style-type: none"> <li>Heriberton came out and confirmed the tile cannot be restored as it is some sort of plastic.</li> <li>We can repair the tile for roughly \$200 now and look to replace it at a later date, likely when we redo the carpet</li> </ul> <b>Carpet Notes</b> <ul style="list-style-type: none"> <li>Proposed for replacement in 2021 per 2019 Reserve Study &amp; Maintenance Plan</li> <li>Carpets need to be cleaned and/or replaced</li> <li>Barbara requests 1825 replacement per assessment schedule</li> </ul>

						<ul style="list-style-type: none"> <li>Cleaning completed 9/18/2024; Guzman unit 4 proposes to wait until upcoming construction complete prior to replacement</li> </ul> <b>Updates</b> <ul style="list-style-type: none"> <li>[11/3]: 10/22 Owner restated a previous request (originally raised July 2024). <b>Current status:</b> Under board review; the board determined we do not have adequate funding to pay out of the existing budget/reserves. An alternative funding proposal sent to the owner on 10/27/25 for review.</li> </ul>
Driveway Gate Exploration	On Hold -	P0 -	Ali Runyan	\$TBD	Date	<b>Updates</b> <ul style="list-style-type: none"> <li>[6/25, AR]: Ali to look into pricing of a gate to protect the driveway – no commitments but just exploration</li> </ul>
Common Area Window Cleaning	On Hold -	P1 -	Ali Runyan	\$TBD	Jun 1, 2027	<b>Updates</b> <ul style="list-style-type: none"> <li>[4/29, AR]: Scheduling with our preferred vendor Glass House (aka Pro Wash)</li> <li>[5/21, AR]: Sourcing multiple estimates from various vendors to present options to the owners at Annual meeting in June</li> <li>[7/28, MG]: Discussed w/ owners during summer 2025 meeting who all agreed that every other year is an appropriate schedule for this service. Will pursue in 2026.</li> </ul>
Landscaping & Garden Work	On Hold -	P1 -	Ali Runyan Judy Posey	\$0	Date	<b>Updates</b> <ul style="list-style-type: none"> <li>[4/18, AR]: Scheduling community garden meeting with anyone who is interested to identify and tackle community garden opportunities <ul style="list-style-type: none"> <li>Herb garden or small vegetable garden? We have two large planters not in use</li> <li>jeposeydesign@msn.com Want to remove the Sarcococca near the stairs on the way to the courtyard - \$250 to take it out</li> <li>What else?</li> </ul> </li> <li>[4/9, AR]: Herb garden complete, HOA board is discussing digging out invasive plants in the front yard once spraying is complete</li> <li>[5/21, AR]: Board to remove invasive plants this year at our own expense and next year we will look at replanting</li> </ul>
Gutter Cleaning Vendor Audit	On Hold -	P3 -			Oct 31, 2025	<b>Updates</b> <ul style="list-style-type: none"> <li>[12/28, MG]: Request from Barb to continue looking for long-term gutter vendor</li> <li>[4/3, MG]: Requested quote from Perfect View performing work at neighbor's house. Could also get quote from Moss Busters who recently bid on garage roof cleaning. Need a vendor who is willing to come back for periodic maintenance for nominal fee</li> <li>[4/10, AR]: Board to complete audit and present findings for a vote during summer meeting to identify fall vendor for gutters</li> <li>[4/13, MG]: Glass House Pro Wash received on 3/27/2025 for ~\$975 site unseen</li> </ul>

Structural Soundness	On Hold ▾	P3 ▾	Judy Posey	~\$1,500	📅 Date	<b>Notes</b> <ul style="list-style-type: none"> <li>Seismic report/foundation <ul style="list-style-type: none"> <li>Discussed having a structural engineer look at the foundation to see if having it replaced is a viable option.</li> </ul> </li> <li>Foundation replacement estimate, less than \$1,000 by structural engineer</li> <li>Skim coat concrete walls in basement, ~1,500 first estimate <ul style="list-style-type: none"> <li>Will not make the foundation stronger but will prevent more dirt from coming out of the walls</li> </ul> </li> </ul> <b>Updates</b> <ul style="list-style-type: none"> <li>[9/13, JP]: jeposeydesign@msn.com to begin search for structural engineer - NW Seismic</li> <li>[11/15, AR]: runyan.ali@gmail.com to discuss next steps with Judy/Monica</li> <li>[12/4, AR]: jeposeydesign@msn.com to reach out to Grumel, find out how long the review will take and how much money</li> <li>[1/3, AR]: Grumel provided a fee schedule to come out and assess this</li> </ul>
1825 Back Stair Handrail	On Hold ▾	P2 ▾	Judy Posey	\$900	📅 Date	<b>Notes</b> <ul style="list-style-type: none"> <li>Barbara requests a handrail outside back 1825</li> </ul> <b>Updates</b> <ul style="list-style-type: none"> <li>[8/5, MG]: jeposeydesign@msn.com looking into handrail vendor - building to review quotes and vote during special projects meeting</li> <li>[10/7, MG]: Judy contacted Joe to get quotes on handrail</li> <li>[11/15, AR]: jeposeydesign@msn.com to move forward with \$800 estimate and get new handrail installed</li> <li>[12/4, MG]: Ali inquired w/ Joe about status of proceeding</li> <li>[12/5, AR]: Judy working to get this scheduled for February</li> <li>[12/24, MG]: Board decided \$900 is not essential property investment and communicated decision to association owners on 12/19</li> </ul>
1825 Historical Sign	On Hold ▾	P3 ▾	Monica Guz...	~\$300.00	📅 Date	<b>Notes</b> <ul style="list-style-type: none"> <li>[8/28, MG]: contacted Oregon Heritage via Oregon Parks &amp; Rec Dept. Joy Sears confirmed our properties came off the special assessment program in 2006, but plaque can be purchased from a national register plaque manufacturer.</li> </ul> <b>Action Items</b> <ul style="list-style-type: none"> <li>[8/5, MG]: Research historical building sign for 1825 (architectural society)</li> </ul>
Storm Windows	On Hold ▾	P2 ▾	Ali Runyan	TBD	Oct 31, 2025	<b>Notes</b> <ul style="list-style-type: none"> <li>'Windows-Exterior-Common' proposed for replacement in 2027 per 2019 Reserve Study &amp; Maintenance Plan</li> <li>Added by Monica Guzman on 5-Sep; some Unit 4 storm windows are unfastening from building exterior</li> <li>[9/2/2025, MG]: Adam Cochran, handyman, advised he can repair this problem but has been out of work due to injury. Unit 4 has one problematic storm window detaching from the exterior. Do any other owners have similar problems to repair before Monica schedules Adam to come out?</li> <li>[11/28/2025, MG]: Unit 4 east-facing storm window fell to the ground during wind storm.</li> </ul> <b>Action Items</b> <ul style="list-style-type: none"> <li>[10/7/2024, MG]: Discussed with owners during 10/6 special meeting. Multiple</li> </ul>

						<p>owners report stuck storm windows, but majority owners did not report and/or rarely open windows.</p> <ul style="list-style-type: none"> <li>[11/15/2024, AR]: Ali Runyan to look into someone to come look at the windows in spring</li> </ul>
Front Door System Entry	On Hold ▾	P3 ▾	Person	TBD	Date	<p><b>Notes</b></p> <ul style="list-style-type: none"> <li>Proposed for replacement in 2023 per 2019 Reserve Study &amp; Maintenance Plan</li> <li>Listed under unfinished business during last meeting with Linda as owner</li> <li>~\$20,000 to replace all history front entry communication systems; unit 1 may have been successful in repair, but no other interest expressed in this investment</li> <li>Should we deprioritize?</li> <li>Barb removed our names from the 1825 buzzers</li> </ul> <p><b>Action Items 8/5</b></p> <ul style="list-style-type: none"> <li>On hold indefinitely</li> </ul>
Tuckpointing	On Hold ▾	P3 ▾	Person	TBD	Date	<p><b>Notes</b></p> <ul style="list-style-type: none"> <li>Proposed for replacement in 2019 per 2019 Reserve Study &amp; Maintenance Plan</li> <li>Brick Maintenance</li> <li>We don't currently have an estimate for this</li> </ul> <p><b>Action Items 8/5</b></p> <ul style="list-style-type: none"> <li>On hold for now</li> </ul>
Interior Painting (rear entry)	On Hold ▾	P3 ▾	Person	\$7,350-\$19,308	Date	<p><b>Notes</b></p> <ul style="list-style-type: none"> <li>Proposed for replacement in 2024 per 2019 Reserve Study &amp; Maintenance Plan</li> <li>Owners previously voted to defer rear entry painting when front entries completed</li> </ul>
Community Rules Amendments	On Hold ▾	P3 ▾	Monica Guz... runyan.ali@...	\$0	Date	<p><b>Notes</b></p> <ul style="list-style-type: none"> <li>During 7/21 annual meeting, owner requested HOA board code of conduct be added to bylaws</li> <li>Jenni advised 8/25 to do so via resolution as a community rule. You can amend the bylaws to include it, but it is not strictly necessary. An amendment to the bylaws is more cumbersome, and the rules of conduct would be enforceable to the same degree if adopted as a rule or as a part of the bylaws, except in the circumstance that the bylaws conflicted with the rule, in which case the bylaws would trump.</li> <li>Monica found legal invoice from services rendered in July 2023 where attorney already reviewed and responded to inquiry re: 'board liability' which seems to apply to indemnification clause in bylaws.</li> </ul> <p><b>Updates</b></p> <ul style="list-style-type: none"> <li>[10/7, MG]: Board and/or voluntary owners can find content and make proposed redlines in current Community Rules before engaging with attorney to minimize costs. Monica to review Oregon law re: fiduciary responsibility of board members and propose updates</li> <li>[12/4, MG]: Monica to revisit this before the next community meeting - AR shared notes/drafts</li> <li>[3/4, AR]: Drafts/notes shared with Monica, updates coming soon</li> <li>[3/16, AR]: On hold until further notice</li> <li>[5/21, AR]: Monica and Ali bringing this back up, board accountability and voting on non-emergency items to be included, redlines to be presented to the owners for review prior to annual meeting and vote in meeting</li> </ul>

Projects Complete

- 2025 Accomplishments (as of September)
- Back fence repair
  - Building security & safety
    - Changed locks
    - Added deadbolts & plates
    - Snow removal/weathertization
    - Fire inspection - gas can disposal & wire taping
    - Chimney cap and screen research
  - Maintenance
    - Plan
    - Gutter cleaning
    - Moss removal
    - Basement paint disposal
    - Detached garage roof & drain
    - Roof flashing replacement
    - Hot water heater replacement
    - 1825 back door winterization
    - 1825 floor 2 washer/dryer
  - Landscaping
    - Fountain cleaning & repair
    - Mulch
    - Neighbor trees (Maggie removal and Jenny pruning)
  - Admin
    - Financial advisor
    - Account changes (bank, utilities, sanitary services)
    - 2025 reserve study & change in dues
    - Website
    - New neighbor welcome letter
    - AC unit permits

Project	Status	Priority	DRI	Estimated Spend	ETD	Notes & Action Items	Vendor & Vendor POC	
Fountain Winterization	Complete	P2	All Runyan jeposeydesl...	Estimate/final invoice for winterization	Nov 14, 2025	<p>Notes</p> <ul style="list-style-type: none"><li>• The fountain tubing needs to be redone, no pressure/tubing has slipped or been kinked</li></ul> <p>Updates</p> <ul style="list-style-type: none"><li>• [10/13, AR]: AR fixing, needed additional help</li></ul>		



						<ul style="list-style-type: none"> <li>[10/19, AR]: Top section of tubing has been replaced, however it's likely that the bottom section of tubing will need to be replaced, highly recommend we hire a professional. A few units have offered to make personal contributions for this, the fountain needs overall leveling as well.</li> <li>[10/27, AR]: The repair work done by the board has not solved the pressure issue, we are sourcing a bid for professional maintenance with our previous vendor who was under \$200 for maintenance</li> <li>[11/12, AR]: We are winterizing the fountain until the spring to prevent any permanent damage during the freezing weather. We will winterize and do annual maintenance in the spring.</li> </ul>	
Building Insurance	Complete	P0	Judy Posey	\$9,916/annual	Nov 28, 2025	<b>Notes</b> <ul style="list-style-type: none"> <li>Travelers revoked our new insurance policy due to historic property designation</li> </ul> <b>Updates</b> <ul style="list-style-type: none"> <li>[10/19, AR]: Judy leading conversations to find alternative insurance solutions</li> <li>[10/21, AR]: Board to receive new options on 10/24 via EPB&amp;B Insurance</li> <li>[10/27, AR]: A new premium has been selected and is being kicked off before 11/3 when Travelers insurance policy expires - this new policy has better coverage than both Farmers and Travelers and still saves the association money</li> <li>[11/3, MQ]: New insurance provider requested site inspection - scheduled 11/10 at 3:15pm</li> <li>[12/4, AR]: New insurance provider is Distinguished, the annual cost is \$9,916</li> </ul>	
Utility Sink Blocked	Complete	P0	Ali Runyan	\$160	Nov 14, 2025	<b>Notes</b> <ul style="list-style-type: none"> <li>Water in the basement was discovered evening of 11/13 - and the utility sink was completely full of laundry water. Pro Drain called immediately, board used shop vac to remove water and empty sink.</li> </ul> <b>Updates</b> <ul style="list-style-type: none"> <li>[11/14, AR]: Pro Drain removed the clog and we shouldn't have any further issues so long as people don't put excess food waste down their disposals.</li> </ul>	
Back Fence Repair	Complete	P1	Judy Posey Ali Runyan Monica Guz...	Final bill forthcoming	Oct 31, 2025	<b>Notes</b> <ul style="list-style-type: none"> <li>Parts of the back fence by the driveway are falling off and there appears to be a moderate amount of dry rot. We need to have this repaired, preferably before the rainy weather because the new areas will need to be painted.</li> </ul> <b>Updates</b> <ul style="list-style-type: none"> <li>[9/15, AR]: HOA is requesting estimates for repairs from two known vendors. Contractor Doug Gay will be here the week of 9/29 (date/time TBC). Monica also reached out to a carpenter who's done work on unit 4 for an estimate.</li> <li>[9/15, AR]: Doug Gay was able to repair the fence in under 30 minutes to a state that will get us through the winter and into next spring where we can evaluate if additional work is required to repair dry rot.</li> </ul>	Doug Gay
Plumbing Odor in Units 3 & 4	Complete	P1	monguzzo...	2024 First drain clearing on 7/29 \$240	Sep 30, 2025	<b>Notes</b> <ul style="list-style-type: none"> <li>Odor in Unit 3 has persisted from kitchen sink for 2 years, Unit 4 now reporting a</li> </ul>	American Leak Detection (503) 843-8975 <a href="https://www.americanleakdetection.com/portland/?utm_source=GMB&amp;utm_medium=organic">https://www.americanleakdetection.com/portland/?utm_source=GMB&amp;utm_medium=organic</a>

				<div>Second service on 9/17 \$165 ***** Total: \$425</div> <div>2025</div> <div>First smoke test attempt: \$700</div> <div>Second smoke test \$990 ***** Total: \$1,690</div>		<div>similar sewage odor in bathroom</div> <ul style="list-style-type: none"><li>ProDrain came on Monday 7/29 to look at the kitchen sink in Runyan unit 3 - they cleared the sink and bathroom drains to see if this makes a difference and circle back as needed.</li><li>8/5: runyan.alle@gmail.com to reschedule ProDrain as smell persists</li><li>[9/5, MG]: Smell persists in Guzman Unit 4; AS confirmed Unit 3 persists, but less frequently. Monica will contact ProDrain to perform more diagnostics in Unit 4</li><li>[9/8, MG]: Contacted Andrea at ProDrain who advised: Joe needs to submit work order to <a href="mailto:office@prodrainpdx.com">office@prodrainpdx.com</a> before we can schedule Unit 4 appointment; contacted Joe requesting work order to ProDrain</li><li>[9/9, MG]: Joe submitted work order; ProDrain scheduled for unit 4 on Tuesday, 9/17</li><li>MG: ProDrain came back Tuesday 9/17 to look at the bathroom in Guzman unit 4 - they replaced the wax toilet ring. If that does not work, they suggest smoking the plumbing vents in the 1825 building.</li><li>MG: No odors occurred while Runyan unit 3 out of town on the week of 9/29. TBD if odors resume.</li><li>[11/1, MG]: Unit 4 odor occurred 1-2x over the last month; no action needed unless problem arises again. Is it possible that odor only occurs during warmer months?</li><li>11/15 - we feel like this may be a summer issue and both units have not noticed a smell since the weather turned, putting this on hold for now</li></ul> <div>2025</div> <ul style="list-style-type: none"><li>[7/28, MG]: Problem is persisting again. ProDrain advised to contact a plumber who conducts smoke test of plumbing vents. Wolcott plumbing came out and recommends a plumbing smoke test. TBD among the board.</li><li>[9/2, MG]: Wolcott estimate was ~\$3,000. American Leak Detection estimates \$995 to perform this service and gets good reviews. American Leak Detection performed its first attempt on 8/20/2025 but did not have access to all areas needed to perform smoke test - received invoice for \$700 which is currently under review between board and billing department. The second attempt is scheduled for 9/15/2025.</li><li>[9/17, MG]: American Leak Detection results according to the 9/15/2025 inspection report, "... it appears the sewer system is not the cause of the intermittent foul odor that the owners are experiencing." Marking complete since worst case scenario has been ruled out.</li></ul>	<div><a href="#">&amp;utm_campaign=Portland</a></div> <div><a href="#">ALD 8/20/2025 Report</a></div> <div><a href="#">ALD 9/15/2025 Report</a></div>	
Taxes	<div>Complete</div>	<div>P1</div>	Judy Posey	We owed the state \$161, and we our preparation fees for all back and current taxes were \$1800.	Apr 15, 2025	<div>Updates</div> <ul style="list-style-type: none"><li>[12/28, MG]: Judy advised business taxes have not been filed since 2017. Board needs to work with bookkeeper and tax adviser to remediate. Also, board to determine if association is subject to Corporate Transparency Act (CTA) beneficial ownership information (BOI) reporting requirements.</li><li>[4/7, AR]: Still waiting on our return information</li><li>[4/18, AR]: Tax day has come and gone and we have heard nothing from Wilcox since 3/17 when they stated our job was in process, Judy following up</li><li>[5/21, AR]: Still waiting for an update from Wilcox, they filed an extension and we are still waiting. Monica reaching out to another vendor to replace Wilcox if they aren't going to move on helping us</li><li>[6/25, AR]: Still waiting on an update from Wilcox</li><li>[9/16, AR]: Our taxes were filed and paid on 08/05/2025. We owed the state \$161, and we our preparation fees for all back and current taxes were \$1800.</li></ul>		

Backflow Preventer Replacement	Complete	P1	Monica Guzman	\$379.50	Jul 15, 2025	<b>Updates</b> <ul style="list-style-type: none"><li>[4/13, MG]: Annual maintenance performed 3/25/2025. Results determined repair or replacement is required, awaiting replacement quote from Bruton Backflow. Repair quote = \$317.08, but not guaranteed to fix the problem.</li><li>[4/18, AR on behalf of MG]: It does appear the estimate received is for replacement (which is odd only slightly more than the repair). Pending alignment with them Monica will proceed with scheduling the replacement. Also worth noting, the irrigation is usable until the repair/replacement - the fallower is still functional.</li><li>[4/24, MG]: Replacement scheduled for Tuesday, 6/3, between 12pm - 5pm</li><li>[6/25, AR]: Rescheduled to July 14th</li><li>[7/28, MG]: Replacement occurred 7/14/2025. Received invoice on 7/28/2025 for \$379.50</li></ul>	Bruton Backflow & Irrigation	
Register Condo with the State	Complete	P1	Judy Posey	Judy to confirm	Jun 26, 2025	<b>Updates</b> <ul style="list-style-type: none"><li>[6/25, AR]: Judy to complete by requested date</li><li>[9/15, AR]: Registration with the state was paid by the due date of 06/25/2025.</li></ul>		
Insurance Policy Reviews	Complete	P0	TBD	Savings of \$1544	Aug 31, 2025	<b>Updates</b> <ul style="list-style-type: none"><li>[4/29, AR]: jeppseydesign@man.com: feels we should review our current insurance policies and talk to a few other agents for opinions and costs. We have asked existing insurance providers more than once to send digital copies of both policies and they still have not arrived. When Judy moved in she perused both of them and found discrepancies, like our building is "not on a hill."</li><li>Need to determine where policies are stored and move them on the website when complete. I don't see them in the insurance file. Judy has a hard copy of Earthquake and a minimal hard copy of Building and will review those both again.</li><li>[5/21, AR]: Judy is leading getting second opinions</li><li>[6/25, AR]: Judy has other options - she is cross checking against what we already have</li><li>[9/16, AR]: Insurance shift complete and successful. Our building/corporate insurance with Farmers was \$10,826/yr and was expected to go up in October. Our new insurance with Travelers is \$9262/yr. This price includes raising our umbrella policy from 1m to 2m. This is a savings of \$1544.</li></ul>		
Heights Condo Website	Complete	P2	Ali Runyan	\$192 set up + \$5.00/monthly	Jun 30, 2025	<a href="https://www.heightshosa.com/">https://www.heightshosa.com/</a> <b>Updates</b> <ul style="list-style-type: none"><li>[5/21, AR]: Ali Runyan: building light solution to be optimized ongoing<ul style="list-style-type: none"><li>Vendor list</li><li>Document repository (minutes, bi-laws etc)</li><li>Key dates, maintenance, annual meetings, etc</li><li>See if we can do a login - gate certain pages</li></ul></li><li>[6/25, AR]: First draft/MVP of website sent to the community before the meeting for review and feedback</li><li>[9/1, AR]: Additional edits/links provided and will be reshared with owners as a resource</li></ul>		

Moss Removal from Sidewalks / pressure washer purchase	Complete	P2	Monica Guz... Judy Posey	\$0	May 30, 2025	<b>Updates</b> <ul style="list-style-type: none"> <li>[1/2, MG]: Need moss removed from sidewalks, especially back walkway alongside garage for safety reasons</li> <li>[1/3, AR]: Board is happy to take recommendations, likely the best solution will be to power wash</li> <li>[1/7, MG]: Attempted to remove moss manually over the weekend, but will need to try power washer in basement to determine if it's operating</li> <li>[3/4, AR]: Monica and Angel charging the power washer and will attempt removal again in March</li> <li>[3/16, MG]: Power washer inoperable, suggest purchasing new one for \$200-\$300 which is more cost effective than hiring a professional every year               <ul style="list-style-type: none"> <li>Board to source new power washer and identify green method for disposal of broken one</li> </ul> </li> <li>[4/7, MG]: Moss Busters quote received for \$925</li> <li>[4/13, MG]: Seeking quotes to determine if repairing existing pressure washer will cost less than the cost of a new one (\$300-400). Contacted 6 different companies.</li> <li>[4/18, AR on behalf of MG]: From Monica's research it makes more sense to buy a new power washer vs. repairing the old one as the cost is very similar - Monica looking into replacements</li> <li>[4/30, MG]: Neighbors, Jon &amp; Susanne Purnell, are lending their pressure washer. Should be able to obtain 5/1, will remove this item once we receive.</li> <li>[5/18, MG]: Completed pressure washing of the back patio and walkway to the trash bins</li> </ul>	
Driveway Cement Chipping	Complete	P2	Judy Posey	\$0	May 30, 2025	<b>Updates</b> <ul style="list-style-type: none"> <li>[3/16, AR]: The board identified chipping cement from Green Pacific driveway work, they are coming to assess the situation week of 3/16</li> <li>[4/18, AR]: Chipping cement to be fixed - Judy working with vendor on scheduling, continues to be pushed out a bit</li> <li>[4/23, AR]: Judy reached out again to have this fixed and we have not heard back</li> <li>[5/21, AR]: Judy still waiting on Green Pacific to come fix</li> <li>[6/25, AR]: Green pacific removed what they could</li> </ul>	Pacific Green
Detached Garage Roof Drain	Complete	P3	Ali Runyan	\$395 for Pro Drain, TBD for additional muck removal	Jun 30, 2025	<b>Updates</b> <ul style="list-style-type: none"> <li>[4/18, AR]: Doug Gay recommended to have someone like Pro Drain snake the downspout and drain all the way to the street to make sure it is clear, there has been pooled water in the past and this could prevent further issues - AR to source estimates</li> <li>[4/29, AR]: Estimates being sourced from Pro Drain and Roto Rooter</li> <li>There still is a lot of muck, they recommended having one of the environmental services clean out the rest of it.</li> <li>[4/29, AR on behalf of JP]: Two men from Pro Drain came back today to clean out the drain in the garage. They shovelled out almost half a trash can of black biohazard and got down below the outlet. They were able to force water through the outlet to clear it so now drainage from the garage roof will be carried out into the city storm drain. <b>There still is a lot of muck, they recommended having one of the environmental services clean out the rest of it.</b> - AR to discuss with Judy re: who could complete this</li> <li>[5/18, MG]: Cost of garage repairs has reached \$1,500. Suggest requesting</li> </ul>	

						community approval for any additional costs associated with this structure. <ul style="list-style-type: none"> <li>[5/21, AR]: Board has decided to pause on additional removal of debris until overflow becomes apparent</li> </ul>	
Gas Can Disposal	Complete	P1	Monica Guzman	\$0	May 9, 2025	<b>Updates</b> <ul style="list-style-type: none"> <li>[4/17, AR]: Identified during Fire department inspection on 3/25/2025, report sent to Judy dated 4/1/2025 - mitigation due 5/4/2025</li> <li>[4/21, AR, on behalf of MG]: Monica removing this coming weekend and will include removal instructions here / in maintenance plan for future reference</li> <li>[4/30, MG]: Monica to dispose at Metro Central Transfer Station by 5/3</li> </ul>	Metro Central Transfer Station 6161 NW 61st Ave 9 a.m. to 4 p.m. Monday through Saturday <a href="https://www.oregonmetro.gov/tools-living/garbage-and-recycling/garbage-recycling-hazardous-waste-disposal-portland/">https://www.oregonmetro.gov/tools-living/garbage-and-recycling/garbage-recycling-hazardous-waste-disposal-portland/</a>
New Neighbor Welcome letter	Complete	P3	All Runyan	\$0	Apr 30, 2025	<b>Updates</b> <ul style="list-style-type: none"> <li>[4/21, AR]: Drafting welcome letter with building basics garbage, contacts, etc. in prog</li> </ul>	
Fountain Cleaning	Complete	P0	Judy Posey	~\$200	Apr 2, 2025		
Chimney Caps & Screens	Complete	P1	Judy Posey Monica Guzman		Apr 30, 2025	<b>Notes</b> <ul style="list-style-type: none"> <li>[3/14, MG]: Unit 7 received professional advice that chimney cap screens need to be assessed for appropriate outflow. Contacted 2 companies, one scheduled for onsite assessment 3/18/2025.</li> <li>[4/7, MG]: Board to discuss final outcome; after much research it would be ~\$1,000 to replace mesh for single chimney in question which is still an unlikely resolution to the reported problem</li> <li>[4/14, MG]: Notified Elyse of the outcome</li> </ul>	
Roof Flashing Repair	Complete	P0	Monica Guzman Judy Posey	~\$1,800	Feb 28, 2025	<b>Updates</b> <ul style="list-style-type: none"> <li>[12/4, MG]: Monica will contact Oregon Chimney to inquire about previously completed service after photo was received from gutter cleaning provider</li> <li>[12/9, MG]: Contacted Aidan at Oregon Chimney - he confirmed flashing was repaired in March, will send documents to confirm and advise next steps to re-repair</li> <li>[12/24, MG]: Received Portland Fireplace &amp; Chimney inspection notes from Elyse on 12/20. Contacted Oregon Chimney 12/20, Oregon Chimney came onsite 12/20 and provided quote for \$350 to repair flashing. Re-contacted Oregon Chimney 12/20 and 12/24 to discuss their records, recent quote, and inspection results - awaiting call back.</li> <li>[12/26, MG]: Aidan from Oregon Chimney provided all records for work performed at 1825 SW Elm limited to units 4 &amp; 7 - no record of any other work performed at 1825 or 1837 buildings. Also, confirmed recent quote only included flashing repair for 1 chimney. Jeff will be onsite 1/2/2025 to review unit 7 personal fireplace and all external chimney repair needs.</li> <li>[1/2, MG]: Jeff from Oregon Chimney was onsite and will provide quote to have all 3 chimney counter flashings repaired. Monica contacted Raindrop Roofing Northwest for one last inquiry regarding their documentation if any during 2019 roof project.</li> <li>[1/3, MG]: Monica and Judy to get multiple quotes for flashing repairs using photos supplied by Elyse</li> <li>[1/7, MG]: Best Way Masonry will be onsite 1/9 to provide a quote on all 3 chimney flashing repairs</li> </ul>	

						<ul style="list-style-type: none"> <li>[2/2, MG]: Received quote from Best Way Masonry and awaiting Judy/Ali to confirm if we're proceeding with Best Way or want another quote from American Chimney</li> <li>[2/24, AR]: Flashing updates complete</li> </ul>	
2025 Reserve Study	Complete	P1	Ali Runyan	\$0	Mar 14, 2025	<b>Notes</b> <ul style="list-style-type: none"> <li>2019 Reserve Study &amp; Maintenance Plan</li> <li>Report Issued Date: November 27, 2018</li> <li>Site Inspection Date: September 10, 2018</li> <li>Should we increase dues at the rate of inflation?</li> <li>Barbara and other owners feel we've increased significantly in a 2 year time period (approx 20%)</li> </ul> <b>Updates</b> <ul style="list-style-type: none"> <li>[11/15, AR]: HOA board to complete reserve study template to share with Heights owners</li> <li>[12/4, MG]: Board to work on this in January 2025</li> <li>[3/4, AR]: Board meeting twice since January to wrap up report and findings to be presented in the upcoming HOA meeting to be scheduled</li> </ul>	
Shift Reserves from Checking to Savings Account	Complete	P3	jeposeydesi...	TBD	Mar 28, 2025	<b>Updates</b> <ul style="list-style-type: none"> <li>[11/15, AR]: Pending financial management alignment, Ali to speak with Joe about moving our savings into a high yield account</li> <li>[12/4, MG]: Will be resolved during 12/11/2024 bank appointment</li> <li>[3/4, AR]: Judy and Ali adving this week of 3/10 with BOA</li> </ul>	
Account Ownership & Statements	Complete	P2	Judy Posey/ Monica Guz...	\$0	Mar 28, 2025	<b>Notes</b> <ul style="list-style-type: none"> <li>Water bill (Marina), other bills still have Tommy, etc.</li> <li>How/where does board retain account statements (deposit accounts, utility bills, invoices, receipts)?</li> </ul> <b>Updates</b> <ul style="list-style-type: none"> <li>[8/28, MG]: contacted Joe for list of accounts and next steps needed</li> <li>[8/28, MG]: spoke w/ Joe who will prepare list of all known accounts, titles, addresses, log ins</li> <li>[9/11, MG]: Joe sent initial list</li> <li>[11/15, AR]: Joe's departure will wrap up this process</li> <li>[12/4, MG]: Board establishing new accounts on 12/11/2024</li> <li>[12/30, MG]: Judy established new accounts last week. Ali/Monica need to be added to accounts.</li> <li>[1/3, AR]: MG to convert auto pay from old to new account and check account titles, owners, addresses for accuracy</li> <li>[1/12, MG]: Changed City of Portland water auto-pay from old checking to new checking and updated online username/password. Contacted Joe to request copies of PGE and NW Natural account statements he receives in the mail so I can create online accounts and update contact/payment info.</li> <li>[1/13, MG]: Received November 24 PGE and NW Natural statements from Joe. Changed PGE electric and NW Natural gas auto-pay from old checking to new checking and created online username/password. Need to contact USPS to have address plaques on 3 meters changed from 2324 SW 19th Ave to 1837 SW Elm St. Need to obtain NW Natural meter # and call NW Natural back to remove 2324 SW 19th Ave as service address for our account.</li> <li>[1/14, MG]: Spoke w/ PGE again and need to email evidence of address plaques to</li> </ul>	

						<a href="mailto:business.services@gpn.com">business.services@gpn.com</a> before calling back (box 1A = meter #22265243 = acct #0267221000, box 3A = meter #33891872 = acct #0008760000, box 2A = meter #222653403 = acct #3614620000, house box = meter #22263394 = acct #430732100) <ul style="list-style-type: none"> <li>[34, AR] Update coming soon</li> </ul>	
AC Unit Contractor Permit (Units 3 & 7)	Complete	P1	Ali Runyan ; erauppgardh...	\$0	Feb 28, 2025	<b>Updates</b> <ul style="list-style-type: none"> <li>[12/28, MG] Need contractor permits from A/C units installed over summer in units 3 &amp; 7</li> <li>[1/3, AR] Ali/Elyse have followed up with installer/contractor - they have to file with the commercial permit - got back saying they needed more drawings. They need to contact viking electric.</li> <li>[11/10, AR] Randy scheduled to go down to our building and get all the measurements that he needs, from streets and walk ways, elevations, etc...Then we can resubmit with drawings and then it will go into plan review, and hopefully they won't need anything else and will issue permit. He should not need to enter the building and at this time I don't think they need anything else. He should be there on the 21st sometime. They will keep me posted when they get Permit in hand, and then we can schedule inspections again</li> <li>[1/27, AR] Ali followed up to see if Randy was here on the 21st</li> <li>[3/4, AR] Complete</li> </ul>	
Hot Water Heater	Complete	P0	jeposeydesi... monguzpdk...	~3,300	Jan 9, 2025	<b>Updates</b> <ul style="list-style-type: none"> <li>[1/5, MG] One of the two communal water heaters in the basement were observed to be leaking on 4-Jan. Judy contacted George Morlan and Monica contacted Stan the Hot Water Man. After seeing photos of the WH, professional advised this is not urgent but will need a replacement (not a repair) and can wait until Monday business hours. Board to source replacement WH options expeditiously on Monday. WH in question was installed 2015.</li> <li>[1/7, MG] Received 3 quotes from George Morlan, The Healing Specialist, and Stan the Hot Water Man. Contacted The Healing Specialist to proceed with job and awaiting next steps.</li> <li>[1/12, MG] Job completed by George Morlan on Thursday, 1/9</li> </ul>	<b>George Morlan</b> <a href="https://www.georgemorlan.com/">https://www.georgemorlan.com/</a>  <b>Stan the Hot Water Man</b> <a href="https://www.stanthotwaterman.com/">https://www.stanthotwaterman.com/</a>
Winterization of 1825 Back Door	Complete	P2	Ali Runyan barbarafanis...	TBD	Jan 31, 2025	<b>Updates</b> <ul style="list-style-type: none"> <li>[11/15, AR] jeposeydesign@msn.com to look into multiple winterization solutions for the back door areas</li> <li>[12/4, MG] Judy to contact service provider to repair door</li> <li>[12/24, MG] Barb and Ali communicated last week regarding door maintenance. Advised Barb to source repair company(ies) and solution(s) and share her findings. Awaiting results from Barb regarding her contractor's onsite recommendations.</li> <li>[12/30, MG] Barb advised she purchased materials suggested by contractor to repair the door</li> <li>[1/3, MG] Ali to order piece to finish interim maintenance; Monica &amp; Barb's contractor, Dan Sheller, can likely install</li> <li>[1/7, MG] Ali received replacement piece today</li> </ul>	
1825 Floor 2 Washer/Dryer	Complete	P0	Barbara Farris Monica Guz...	<b>Eastbank Contractor Appliances:</b> \$1,898 (Electrolux) - \$4,385 (Speed Queen)	Jan 21, 2025	<b>Updates</b> <ul style="list-style-type: none"> <li>[12/18, AR] Barbara is looking into replacement options and will provide those to the board for review shortly. the machine is no longer functional from a safety perspective</li> <li>[1/24, MG] Monica went to Eastbank Contractor Appliances on 12/20 and awaiting</li> </ul>	

				<b>Portland Installation:</b> \$139/piece + \$49 stacking + \$40 parts = ~\$370		<p>quote to be sent by Derek via email. Eastbank recommends Portland Installation to remove old and install new W/D.</p> <ul style="list-style-type: none"><li>[12/28, MG]: Received quote from Eastbank that includes 2 options and fwd to HOA mailbox</li><li>[12/30, MG]: Called Derek at Eastbank who confirmed Electrolux warranty does not convey to commercial property purchases, but Speed Queen does honor their warranty for commercial properties.</li><li>[1/3, AR]: Monica to proceed and order white [MG: contacted Derek at Eastbank to initiate order, awaiting return call]</li><li>[1/7, MG]: Derek at Eastbank confirmed 21-Jan delivery and will send someone for pre-installation visit ASAP</li></ul>	
<b>Basement Paint Disposal</b>	<b>Complete</b>	P3 ▾	Monica Guzman	\$0	Jan 5, 2025	<b>Updates</b> <ul style="list-style-type: none"><li>[11/15, AR]: HOA Board to take leftover paint to paint disposal place off highway 30</li><li>[12/4, MG]: Monica &amp; Angel to dispose</li><li>[12/28, MG]: Spoke w/ Sherwin Williams 12/27 who accepts old paint at no cost since they charge paint recycling fees with paint purchases. Disposed 20 gallons and will take remaining cans next week.</li></ul>	<p>Sherwin Williams (any location)</p> <p><a href="#">Oregon Metro - Common hazardous products</a></p> <p><a href="#">PaintCare Recycling</a></p>
<b>Possible Water Intrusion in Unit 7</b>	<b>Complete</b>	P1 ▾	TBD		Jan 4, 2025	<b>Updates</b> <ul style="list-style-type: none"><li>[1/3, AR]: Elyse to share images of possible water intrusion</li><li>[1/5, MG]: Elyse confirmed this is no longer a water concern, but rather patchwork on ceiling from 2024 AC installation</li></ul>	
<b>Heights Condo and/or Community Financial Management</b>	<b>Complete</b>	P0 ▾	Monica Guzman runyan.aj@... jePOSEYdesi...	MicroHOA: ~\$2,000/year AMS NW: \$1,095/month + \$1,175 transition fee + hourly rate Community Financials: \$299-\$519/month Bridge City: \$400/month Bluestone: \$1,495/month Portland Bookkeeping: \$175/month + \$85/hour	Dec 12, 2024	<b>Notes</b> <ul style="list-style-type: none"><li>Joe Mayer gave his official 1 month notice on November 1st. His last monthly report will be for the month of November</li><li>Next HOA board to look at new options for management</li></ul> <b>Updates</b> <ul style="list-style-type: none"><li>[9/6, MG]: Monica looking into HOA management services. To be revisited pending collecting all account information with Joe</li><li>[9/19, MG]: Contacted Association Management Services NW, awaiting call back. Contacted MicroHOA, awaiting response to online inquiry.</li><li>[10/7, MG]: Discussed with owners during 10/6 special meeting. Majority are open-minded about researching alternative providers to handle finances, but will be hard to find services for reasonable cost. No plans to have owner(s) resume primary finance responsibilities.</li><li>[11/15, AR]: The short term solution for the month of December will be for Judy, Monica and Ali to complete the report and pay the bills together. A survey monkey has been sent to all owners for input on how to handle this in the long term. Ali reached out to Joe to facilitate an official handoff of templates, account info, etc</li><li>[11/15, MG]: Contacted Community Financials for a quote - positive Google reviews online. Followed up w/ AMS NW and left message for Bob.</li><li>[11/25, AR]: An RFP is in progress to find another financial manager if that is the preference of the entire Heights Condo Association</li><li>[12/4, MG]: Ali to meet w/ Portland Bookkeeping on 12/5/2024 and board to make recommendation to association by week of 12/8/2024</li></ul>	<p><b>MicroHOA</b> 844-MICROHO(A) <a href="mailto:info@microhoa.com">info@microhoa.com</a> <a href="https://www.microhoa.com/">https://www.microhoa.com/</a></p> <p><b>Association Management Services NW</b> 16520 SW Upper Boones Ferry Rd Ste 250   Portland OR 97224 (503) 598-0552 <a href="https://ams-nw.com/">https://ams-nw.com/</a></p> <p><b>Community Financials</b> <a href="https://communityfinancials.com/">https://communityfinancials.com/</a></p> <p><b>Bridge City Properties</b> <a href="https://www.bridgecitypm.com/">https://www.bridgecitypm.com/</a></p> <p><b>Bluestone Real Estate Services</b> <a href="https://www.bluestonestor.com/">https://www.bluestonestor.com/</a></p> <p><b>Portland Bookkeeping Services</b> Stacie Henderson <a href="https://www.portlandbookkeeping.biz/">https://www.portlandbookkeeping.biz/</a></p>
<b>Elevated Water Bill</b>	<b>Complete</b>	P1 ▾	Joe Mayer	NA	Sep 6, 2024	<b>Notes</b> <ul style="list-style-type: none"><li>Last quarter was 105 units</li></ul>	



						<ul style="list-style-type: none"><li>This quarter, we had 87 units</li><li>Our average is \$1</li><li>Units 3 and 4 are having plumbing system issues.</li></ul> <b>Action Items 8/5</b> <ul style="list-style-type: none"><li>This was a city wide issue - the costs were elevated city wide</li></ul>	
Gutter Cleaning	Complete	P1	Judy Posey	TBD	Oct 31, 2024	<b>Updates</b> <ul style="list-style-type: none"><li>[7/24, ARJ]: jeposeydesign@msn.com looking into new gutter vendors with profgroup1st@aol.com - won't need to do this until leave begin falling</li><li>[9/13, ARJ]: jeposeydesign@msn.com following up with Joe for additional vendors to look into</li><li>[11/25, ARJ]: jeposeydesign@msn.com monguzpdx@gmail.com runyan.ail@gmail.com all sourcing new vendors, we will gather options</li></ul>	Neighborhood Gutters <a href="https://www.neighborhoodgutters.com/">https://www.neighborhoodgutters.com/</a>
Driveway Repaving	Complete	P0	Judy Posey	\$7,800.00	Oct 5, 2024	<b>Notes</b> <ul style="list-style-type: none"><li>3 bids to replace the concrete in the driveway</li><li>Highest and lowest are eliminated - the middle bid is the most complete</li><li>There is a possibility that 18-24' of the inside of the garage will have to be re-sloped</li><li>The curb does not need to be replaced</li><li>There is a 1-year warranty, they are insured, licensed, and bonded</li><li>MG: Electronic ballot completed and Green Pacific began work 10/3</li></ul> <b>Action Items</b> <ul style="list-style-type: none"><li>[10/6, MG]: Judy to contact Green Pacific re: runoff cleanup down 19th ave. sidewalk</li></ul>	Green Pacific
Bylaws Finalized	Complete	P1	Monica Guz...	~\$8,000 + \$375/hour	Oct 31, 2024	<b>Notes</b> <ul style="list-style-type: none"><li>Discussed during annual meeting and notes included in meeting minutes</li><li>Vote deferred for special meeting to be called when questions are answered and bylaws are updated</li><li>Vote to occur during 10/6 special meeting</li><li>[10/7, MG]: Contacted attorney to inform her of vote and seek next steps to close</li><li>[11/1, MG]: Amended bylaws have been signed &amp; recorded, to be emailed to the community in next update</li></ul> <b>Action Items</b> <ul style="list-style-type: none"><li>[8/5, MG]: Reached out to the lawyer w/ questions and comments from the HOA meeting, should hear back in the next few weeks</li><li>[8/25, MG]: Received updated redlines from attorney and all questions have been answered. Discuss with board and recommend scheduling special meeting in September to conduct community vote.</li><li>Board to discuss need to contact attorney for any further clarification of meeting notice requirements to vote on amended bylaws before more money is spent on legal fees.</li></ul>	
HOA Fall Special Meeting	Complete	P0	All Runyan	\$0	Oct 13, 2024	<b>9/6</b> <ul style="list-style-type: none"><li>Survey monkey created to check owner availability - sent 9/6 <a href="https://www.surveymonkey.com/r/5WFP3B726">https://www.surveymonkey.com/r/5WFP3B726</a></li></ul> <b>9/12</b> <ul style="list-style-type: none"><li>MG: Majority vote for Monday, 9/23; will mark complete once meeting concludes</li></ul> <b>9/16</b> <ul style="list-style-type: none"><li>MG: Megan unable to attend but will designate Martha as proxy if she is able to attend</li></ul>	

						<div>9/18</div> <ul style="list-style-type: none"><li>MG: 9/23 meeting canceled due to 3 owners unable to attend; All sent new survey with October options</li></ul> <div>10/5</div> <ul style="list-style-type: none"><li>MG: Meeting scheduled for 10/6 @ 3pm</li></ul>	
1825 Washer & Dryer	Complete	P2	Ali Runyan	~\$4,000.00	Sep 30, 2024	<div>Notes</div> <ul style="list-style-type: none"><li>Proposed for replacement in 2025 per 2019 Reserve Study &amp; Maintenance Plan</li><li>Barbara requests that we stop spending money on fixing the washer and dryer and get new ones</li></ul> <div>Action Items 9/6</div> <ul style="list-style-type: none"><li>Ali Runyan to contact <a href="mailto:eragupgardner@gmail.com">eragupgardner@gmail.com</a> and <a href="mailto:barbarafarrie@outlook.com">barbarafarrie@outlook.com</a> as the lawyer didn't see a problem with individuals making purchases for common areas.</li><li>All owners to discuss maintenance plan for these types of purchases in the future during the next board meeting</li></ul>	
Earthquake Readiness	Complete	P2	Monica Guzman	~\$1000.00 for foundation replacement assessment	Nov 28, 2024	<div>Notes</div> <ul style="list-style-type: none"><li>The building is insured for \$3 million</li><li>Emergency gas shut-off (off the table)<ul style="list-style-type: none"><li>Product: Judy wants to install shut-offs, they could be \$300-800 for shut off valve (Judy has water shut-offs that she can order from Amazon)</li><li>Service: Labor to install (MG 8/23 update: NW Natural advised shut off valves being tripped are not serviced by NW Natural and would require re-set by contractor.)</li><li>Effectiveness: seismic consultation letter from Cascadia Risk Solutions does not recommend this to reduce the risk of fire post-earthquake unless you have anchored the structure to the foundation somehow (MG 8/28 update: NW Natural advised these can be tripped easily depending on the sensitivity settings.)</li></ul></li><li>Earthquake prep<ul style="list-style-type: none"><li>Palomar: Individual homeowner earthquake insurance</li><li>Everyone responsible for their own earthquake prep kit</li><li>MG 8/28 update: all owners are entitled to (1) free annual maintenance visit from NW Natural</li></ul></li></ul> <div>Action Items</div> <div>8/5</div> <ul style="list-style-type: none"><li><a href="mailto:monquzpdv@gmail.com">monquzpdv@gmail.com</a> to look into next steps for product, service and effectiveness - Monica to reach out to the gas company</li></ul> <div>8/28</div> <ul style="list-style-type: none"><li><a href="mailto:monquzpdv@gmail.com">monquzpdv@gmail.com</a> spoke w/ NW Natural and scheduled appt. 5-Sep between 12p-4p for annual maintenance consult</li></ul> <div>9/5</div> <ul style="list-style-type: none"><li><a href="mailto:monquzpdv@gmail.com">monquzpdv@gmail.com</a> met w/ NW Natural onsite for annual inspection of Unit 4 + common basement appliances. 4 water heaters passed inspection, tops tightened, stickers applied. Technician confirmed all in good working order and to perform inspection again next year. Technician also advised emergency gas shut-off products/services are highly ineffective and unnecessary investment/maintenance expense.</li></ul>	

Zoom Account	Complete	P0	Monica Guzman	\$160/year	Sep 27, 2024	Notes <ul style="list-style-type: none"><li>9/13: Determine if free Zoom account (limited to 40 minutes/meeting) is sufficient to include in HOA meetings vs. Pro account which costs \$13.99/month or \$150.90/year</li></ul>		
1825 Carpet - Cleaning	Complete	P2	Ali Runyan	~\$158.00 per building (includes 13 steps, \$4 per extra step)	Sep 30, 2024	Notes <ul style="list-style-type: none"><li>Proposed for replacement in 2021 per 2019 Reserve Study &amp; Maintenance Plan</li><li>Carpets need to be cleaned and/or replaced</li><li>Barbara requests 1825 replacement per assessment schedule</li><li>Cleaning completed 9/18</li></ul> Action Items9/8 <ul style="list-style-type: none"><li>runyan.ali@gmail.com received an estimate from Zerorez (recommended by Joe who has used them multiple times in the past) to be reviewed - do we want another estimate? Do we need to clean the carpet in the other building?</li></ul> 9/13 <ul style="list-style-type: none"><li>Cleaning scheduled for 9/18 between 10am-2pm</li></ul>		
Rotted Fence	Complete	P3	Monica Guzman	\$150	Oct 31, 2024	Notes <ul style="list-style-type: none"><li>Rotted wood from fence remnants between 1825 building and neighbor</li><li>[10/2, MG]: Requested Joe to contact Perfecto to haul out wood</li><li>[10/12, MG]: Board gave okay to Joe for Perfecto's charge and request completed</li></ul> Action Items <ul style="list-style-type: none"><li>8/5: To be revisited during special projects meeting so the board can understand why this is a priority if this is on neighbor's property</li><li>[8/5, MG]: spoke w/ Perfecto who confirmed he could remove rotted wood upon agreement with neighbor. Would just need to let him know in advance so he can bring different work truck. Need to get in touch w/ neighbor to confirm.</li><li>[8/5, MG]: contacted neighbor, Anne (Nancy's daughter), who confirmed okay to clear out old dead wood. She was going to replace fence, but decided to sell in Spring '25 and all repairs will be left for buyers. Discuss w/ Ali &amp; Judy before asking Perfecto to clear wood.</li><li>[9/13, MG]: to work with Joe to get Perfecto to remove</li></ul>		
Spray Invasive Weeds	Complete	P0	Judy Posey	\$150x2	Apr 30, 2025	Notes <ul style="list-style-type: none"><li>[4/18, AR]: Perfecto proceeding with spraying for invasive weeds in the front yard again for 2024</li></ul>		
Exposed Wiring Examined	Complete	P1	Monica Guzman		Apr 30, 2025	Notes <ul style="list-style-type: none"><li>[4/7, AR]: Identified during Fire department inspection on 3/25/2025, report sent to Judy dated 4/1/2025 - mitigation due 5/4/2025</li></ul>		
Detached Garage Roof Membrane	Complete	P0	Ali Runyan	Combined with membrane cleaning and repair \$1,100	Apr 30, 2025	Notes <ul style="list-style-type: none"><li>[3/16, AR]: Needs cleaning following neighbor's tree pruning - next steps TBD</li><li>[4/7, MG]: Jeremy provided quotes for cleaning on 3/28 (Glass House Pro Wash-\$400; Moss Busters-\$350). Judy has reached out. Board should discuss and assess whether the roof needs replacement prior to investing in cleaning.</li><li>[4/10, AR]: Board to have Doug Gay inspect membrane while here repairing dry rot on Garage - deferring cleaning until we get that assessed</li><li>[4/18, AR]: The roof membrane has been cleaned, minor repairs and should be okay</li></ul>		

for years to come.								
Detached Garage Dry Rot	Complete	P2	Ali Runyan	Combined with membrane cleaning and repair \$1,100	Aug 31, 2025	<div>Notes<ul style="list-style-type: none"><li>Visible dry rot on the east side of the garage; water is getting inside the northeast corner, could involve sill plate; not an easy fix because the grill is so close to the wall; longer we let it go the worse the fix will be</li></ul></div> <div>Updates<ul style="list-style-type: none"><li>[8/20, AR]: Ali scheduled time for Adam Cochran to come and provide an estimate to repair, to be voted on during special projects meeting, Adam is unable to do the work</li><li>[11/15, AR]: Ali spoke with Doug Gay, he is available to do the work in Spring of 2025, Ali sending Doug image of the dry rot to begin the estimate process</li><li>[3/4, AR]: No update at this time</li><li>[4/10, AR]: Board scheduling Doug Gay to come repair asap</li><li>[4/18, AR]: The Dry rot has been repaired</li></ul></div>		

# Maintenance Plan

# Heights Condominium - 2025 Annual Maintenance Plan

Location: [1837 & 1825 SW Elm St, 97201]  
Plan Duration: [2025]

## 1. Introduction

The purpose of this Condo Maintenance Plan is to ensure the efficient upkeep of the condominium building & common areas providing a comfortable and safe living environment for all residents. This plan outlines the responsibilities, schedule, and procedures for regular maintenance and inspections.

## 2. Maintenance Responsibilities

Condo Association Responsibilities:

- Maintenance of common areas (e.g., hallways, stairwells, basement, lobby, etc.)
- Exterior building maintenance (e.g., roof, gutters, common windows)
- Landscape and grounds care
- Plumbing and electrical systems servicing in common areas

Individual Unit Owner Responsibilities (Bylaws Article VI>Section 5):

- Interior maintenance (e.g., HVAC systems, plumbing, electrical, appliances, windows)
- Ensuring that individual systems are in good working condition and meet building codes
- Adherence to condo rules regarding noise, pets, and other common concerns

## 3. Routine Maintenance Schedule 2025

Task	DRI	Frequency	Description	Status	Maintenance Notes	Vendor Information	Vendor Satisfaction Rating (3 best, 1 worst)
Groundskeeping (Landscaping)	HOA Board	Weekly during summer, bi-weekly ROY	Mow lawns, trim bushes, remove debris	In Progress -	Bi-weekly cleaning on track	Perfecto	Score -
Fountain Cleaning	HOA Board	Monthly	Ensure fountain is clean and pump is free of debris	In Progress -	Ali/ Judy clean monthly	HOA Board	2 - Satisfactory -
Cleaning of Common Areas	HOA Board	Monthly	Sweeping, mopping, window cleaning, dusting, vacuum	In Progress -	Monthly cleaning on track	Cheryl Barker	Score -
Fire Extinguisher Testing	HOA Board	Annually, Spring	Inspect for functionality.	Complete -	HOA to complete in May walk through	HOA Board	2 - Satisfactory -

<b>Backflow Testing</b>	HOA Board	Annually, Spring	Ensure backflow prevention device connected to courtyard irrigation is functioning properly.	Complete -	Completed 3/25/2025 - needs repair or replacement, awaiting quotes.  Replacement completed 7/14/2025.		1 - Unsatisfactory -
<b>Reserve Study Review</b>	HOA Board	Annually, Spring	Ensure the reserve fund is on track to meet future expenses and that any changes in building conditions or inflation are accounted for.	Complete -	Reserve study complete 3/18, the Board has approved a 15% increase in the aggregate annual community assessments, effective May 1, 2025. Additionally, the community has agreed upon an official due date for those submitting assessments monthly, which will now be the 10th of each month.	HOA Board	2 - Satisfactory -
<b>Roof Inspection</b>	HOA Board	Annually, Spring	Inspect for damage or wear.	Skipped -	Skipping the official 2025 inspection as we have had many vendors on the roof and the complete re-roof was done in recent years.		Score -
<b>Common Area Window Cleaning</b>	HOA Board	Bi-Annually, Spring	All common area windows inside and out. Second floor windows in the front and the back stairwell. Basement windows that are common area.	Skipped -	Board determined every 2/years is sufficient - will pursue in 2026.	Glass House (aka Pro Wash)	Score -
<b>Dryer Vent Cleaning</b>	HOA Board	Annually, Fall 1825 Bi-Annually, Fall 1837	Remove debris and blockages from dryer vents to improve efficiency and safety.	Complete -	Technician confirmed 1825 needs to be cleaned every year (with current tenant usage) while 1837 can likely go every two years. This is due to usage but also the newer units on both floors in 1837.	Dryer Vent Wizards	3 - Excellent -
<b>Carpet Cleaning</b>	HOA Board	Annually, Fall	Eliminate odor, remove stains and prolong lifespan	In Progress -	Estimate secured, scheduling forthcoming	Zerorez	Score -

Gutter Cleaning	HOA Board	Annually, Fall	Clear leaves/debris.	In Progress ▾	Estimate in progress, scheduling forthcoming Last year's vendor was Neighborhood Gutters		Score ▾
Pressure Wash Sidewalks	HOA Board	Annually, Fall	Remove dirt, grime & mold buildup	In Progress ▾	Completed backyard in May, not front yard		2 - Satisfactory ▾
NW Natural inspection	HOA Board	Annually, Fall	General safety inspection	In Progress ▾	Scheduling in progress	NW Natural	Score ▾
Lighting and Electrical Inspection	HOA Board	Annually, Fall	Replace burned-out bulbs in common areas.	In Progress ▾	HOA to complete walk through by year-end	HOA Board	Score ▾
Fire Alarm Testing	HOA Board	Annually, Fall	Check alarm systems and battery life.	In Progress ▾	HOA to complete walk through by year-end	HOA Board	Score ▾
Plumbing Inspection (Common Areas)	HOA Board	Annually, Fall	Check pipes, water pressure, leaks.	In Progress ▾	HOA to complete walk through by year-end	HOA Board	Score ▾
Snow Removal (if applicable)	Condo Association	As Needed	Clear sidewalks and parking areas during winter months.	N/A ▾		Condo Association	Score ▾
Leaf & Tree Debris Removal (if applicable)	HOA Board	As Needed	Clear sidewalks, walkways and grounds as needed.	N/A ▾		Perfecto	Score ▾

4. Budget and Cost Allocation

- Annual Maintenance Budget: \$[Insert Total Budget]
- Allocation Breakdown:

5. Maintenance Record Keeping

Maintenance Logs

- All completed maintenance tasks should be logged with dates and any follow-up actions required.
- Keep records of inspections, repairs, and any work orders for accountability and future reference.

6. 2025 Maintenance Log

Date	Task Description	Location/Unit	Assigned To	Status	Action Taken	Next Steps	Notes
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1/2025	<b>Cleaning of Common Areas</b>	Common Area	Cheryl Barker	Complete			
2/2025	<b>Cleaning of Common Areas</b>	Common Area	Cheryl Barker	Complete			
2/2025	<b>Groundskeeping (Landscaping)</b>	Common Area	Perfecto	Complete			
3/18/2025	<b>Backflow Testing</b>	Common Area	Bruton Backflow	Complete	[Detailed actions taken to resolve issue]	[Follow-up actions, if any]	[Any additional notes or observations]

# New Neighbor Welcome Letter

**The Association of Unit Owners of Heights Condominium ('Heights Condominium')**  
**1825 - 1837 SW Elm St. | Portland, OR, 97201**

[Date]

Dear [New Neighbor's Name],

Welcome to your new home at **Heights Condominium**! We are so happy to have you as part of our community.

To help you settle in, here are a few important details about living in the building:

- **Building Amenities:** Utilities (water; garbage/recycling), laundry (shared), storage (assigned), patio (shared furniture and BBQ), yard maintenance, cleaning
- **Parking:** Curb (unassigned), parking units 1 & 2 (assigned to units 1 & 8)
- **Trash & Recycling:** Picked up by Arrow Sanitary weekly on Mondays
  - All bottles, plastic and glass need to be clean when they go in the bins. The City of Portland now takes batteries. Batteries must have the terminals covered with tape, put in a plastic bag and the bag goes in the bin with the glass bottles.
- **Mail & Packages:** USPS has access to lobbies; FedEx/UPS/DHL/Amazon/others leave packages outside the door
- **New Keys:** Atlasta Lock & Key (contact the Board for further details)
- **Yard care:** Perfecto's Landscaping on Thursdays (weekly during summer months; bi-monthly during winter months)
- **Cleaning:** front/back common areas monthly

Please visit our website below for more information about our neighborhood, association, bylaws, community rules, enforcement and fine policy, finances, etc.

<https://www.heightshoa.com/>

If you have any questions, concerns, or need assistance, don't hesitate to contact the Heights Condominium Board. We're here to help! You can reach us at:

**The Association of Unit Owners of Heights Condominium ('Heights Condominium')**

**Contacts:** Ali Runyan (President/Chair), Monica Guzman (Secretary/Vice Chair), Judy Posey (Treasurer)

**Email:** theheightshoaboard@gmail.com

We encourage you to introduce yourself to your neighbors and get involved in our community. If there's anything you need, please let us know.

Once again, welcome to **Heights Condominium**! We hope you enjoy your new home.

Warm regards,  
Ali, Monica, & Judy