

Board of Directors (2025–2026)

- **President:** Teo
 - **Vice President:** Ken
 - **Treasurer:** Yelena
 - **Secretary:** Pooya
 - **Directors at Large:** Helen and Lena
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Meeting Agenda

1. Welcome and Call to Order

- Introductions
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2. Financial Report

- Review of the Association's financial statements
 - Annual budget overview
 - Financial outlook and planning
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3. Board Accomplishments (2025–2026)

Capital Improvements & Major Projects

- Continued oversight and coordination of the collapsed retaining wall project.
 - Completed the California-required balcony inspections, including obtaining multiple contractor proposals, coordinating inspections, and ensuring compliance with state requirements.
 - Completed the Association's Reserve Study.
 - Prepared documentation and planning for long-term reserve funding needs.
 - Completed a comprehensive roof inspection.
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Building Maintenance & Repairs

- Managed ongoing water leak investigations and repairs throughout the property.
 - Coordinated horizontal pipe cleaning, including scheduling the work over two days, notifying residents, and coordinating access and logistics.
 - Coordinated meetings with contractors and affected homeowners to address maintenance issues and repairs.
 - Addressed multiple mold-related concerns, including inspections, remediation coordination, and follow-up actions.
 - Coordinated carpet cleaning and common area pressure washing.
 - Oversaw cleaning of interior moldings and common area walls.
 - Continued lobby improvements, including updating landscaping and replacing plants.
 - Coordinated annual tree trimming services after obtaining multiple competitive bids and selecting a new vendor.
 - Worked with the trash service provider regarding missed collections and replacement of missing trash bins.
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Emergency Response

The Board coordinated and responded to several unexpected emergency situations throughout the year, including:

- Boiler failure and emergency repairs.
 - Elevator emergency repairs.
 - Garage gate emergency repairs.
 - First-floor water leak emergency response.
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Financial Management

- Prepared the annual HOA operating budget.
 - Reviewed monthly financial statements.
 - Managed monthly bank deposits.
 - Processed vendor payments.
 - Completed annual HOA tax filings.
 - Collected and refunded move-in and move-out security deposits.
 - Maintained ongoing oversight of the Association's financial operations.
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Community Awareness & Financial Considerations

As the building continues to age, the cost of maintenance, repairs, utilities, and services has increased significantly. The Board reviewed the Association's financial needs and considered an increase in monthly HOA dues to better address rising expenses. However, the decision was made to maintain the current monthly contribution of **\$575** at this time.

Maintaining the condition and value of our community requires cooperation from all residents. Preventative maintenance and responsible use of building resources can help reduce unexpected repairs and expenses, including:

- Ensuring plumbing systems are properly maintained and inspected regularly.
- Maintaining air conditioning units to help prevent leaks and damage to neighboring units.
- Proper disposal of trash and responsible use of shared resources, including water consumption, to help control increasing service costs.

The Board appreciates everyone's cooperation and support in protecting our shared property and preserving the value of our homes. Working together will allow Glenwood to remain a safe, well-maintained, and desirable community.

Insurance & Risk Management

- Reviewed the Association's insurance policies and coverage needs.
 - Worked with the insurance carrier to expand coverage, including the addition of flood insurance and sewer backup protection.
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Governance & Legal Compliance

- Completed a comprehensive revision of the HOA Rules and Regulations.
 - Coordinated legal review with HOA counsel.
 - Distributed revised Rules and Regulations to homeowners.
 - Conducted the required homeowner meeting for review and adoption.
 - Officially adopted the updated Rules and Regulations.
 - Processed required documentation for unit sales, escrow transactions, lender questionnaires, and refinancing requests.
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Resident Services & Communication

- Responded to homeowner inquiries through email, text messaging, the HOA website, phone calls, and written correspondence.
 - Assisted with resident and tenant move-ins.
 - Updated the building mailbox directory.
 - Updated the intercom directory.
 - Issued notices and violation letters regarding garage cleanliness, storage compliance, and adherence to HOA rules.
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Vendor & Contractor Management

- Obtained and evaluated multiple competitive bids for maintenance, repairs, and capital improvement projects.
 - Coordinated work with contractors, vendors, insurance representatives, HOA legal counsel, escrow companies, and other service providers.
 - Monitored projects to ensure timely completion, proper communication, and responsible use of Association resources.
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Board Administration

Throughout the year, the Board devoted substantial volunteer time to overseeing the Association's daily operations, financial management, capital improvement planning, emergency response, homeowner communication, legal compliance, and vendor coordination.

These efforts were focused on preserving property values, maintaining the community, improving resident services, and serving the best interests of all Glenwood homeowners.

4. Current & Upcoming Projects

- Retaining wall project update.
 - Landscaping improvements.
 - Building maintenance priorities.
 - Future reserve planning and capital improvement projects.
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5. Open Forum

Homeowners are invited to ask questions, provide comments, and offer suggestions regarding the operation, maintenance, and future planning of the Association.

6. Adjournment

Thank you to all homeowners for your continued support and participation. The Board appreciates the opportunity to serve the Glenwood community and remains committed to maintaining, improving, and protecting the property for the benefit of all residents.