

**Falcon Heights Condominium Association  
Board of Directors Meeting Minutes  
November 13, 2025**

**1. Call to Order**

The regular meeting of the Falcon Heights Condominium Association Board of Directors was called to order at 6:07 p.m. on Thursday, November 13, 2025.

**2. Roll Call / Establishment of Quorum**

Board members present:

- Debbie Neubauer
- Tom Franks
- Robert Stroope
- Bill Sharp
- Anthony Anghinetti

Also present:

- Samantha Mitchell, Managing Agent

Board member attending by phone:

- Dave Tatge

A quorum was established.

**3. Message from the Chairman**

A message from the Chairman was read aloud by Bill Sharp. See attached Chairman's Statement.

**4. Treasurer's Report**

Debbie Neubauer, Treasurer, presented a financial report. See attached Treasurer's Reports.

**5. Maintenance Report**

Bill Sharp presented a maintenance report. See attached Maintenance Reports.

## 6. RV Lot Report

An RV lot report was provided by Dave Tadschke. There are two vacant RV lot spaces. The razor wire on the lot gates has been repaired. The fence facing Old Midland Road will be repaired within the next week.

## 7. Managing Agent's Report

Samantha Mitchell submitted a Managing Agent's Report. See attached report.

## 8. Maintenance & Landscaping Statement

Paul Monteith of the Maintenance Department provided a brief statement regarding maintenance and landscaping. See attached statement.

## 9. New Business

Resolution 2025-005 Establishing Regulations and Guidelines for the RV Lot, was adopted and passed unanimously.

Jacob Aaron was nominated by Anthony Angenetti to fill a vacancy on the Board of Directors. The nomination was passed unanimously. Mr. Aaron accepted the nomination and was seated on the Board.

The proposed 2026 Board Election Schedule was presented. See attached schedule.

## 10. Public Comment

Lengthy public comments were received. Several comments were critical of the Board, primarily regarding the handling of Nightmare on Preddy. Some statements included conspiracy theories and hostile remarks. Numerous positive comments were also received expressing support for the Board. Feelings ran strong during the discussion.

## 11. Adjournment

There being no further business, the meeting was adjourned at 7:20 p.m.

Respectfully submitted,

Robert Stroope  
Board Secretary  
Falcon Heights Condominium Association

Board Statement to Homeowners

Public Meeting – Thursday, November 13, 2025 – 6:00 p.m.

Dear Homeowners,

It is the obligation and duty of the Falcon Heights Condominium Association Board of Directors, together with the Managing Agent, to maintain fiscal responsibility for the community and to ensure that the Bylaws and governing documents are upheld consistently, evenly, and fairly for all homeowners. These responsibilities guide every decision the Board makes, and we appreciate the community's involvement and engagement in this process.

The Falcon Heights Condominium Association Board of Directors will hold a public meeting on Thursday, November 13, 2025 at 6:00 p.m. at the Community Center. All homeowners are welcome and encouraged to attend.

Please be advised that the Board will not be discussing any matters related to the recent "Nightmare on Pretty" event. This matter is currently under advisement of legal counsel, and we have been directed not to provide comment or answer questions regarding this issue at this time. Homeowners are welcome to provide comments on this matter during the public comment portion of the meeting; however, the Board will not be able to respond, engage in dialogue, or answer questions related to this issue. We recognize that there are questions and concerns; however, the Board must follow legal guidance to protect the Association and the interests of all homeowners.

The meeting will instead focus on regular Association business, including current maintenance projects, operational updates, and general homeowner input on community matters. We ask that all attendees help maintain a respectful and orderly meeting environment by remaining on-topic and following the agenda.

Thank you for your continued understanding and cooperation.

Sincerely,

Falcon Heights Condominium Association

Board of Directors

Anthony Anghinetti, Chair

Robert Stroope, Secretary

Bill Sharp • Debbie Neubauer • Dave Tatge

## Falcon Heights Condominium Assn.

## Profit &amp; Loss

January through October 2025

Jan - Oct 25

Ordinary Income/Expense		
Income		
4000 · Condominium Fees		680,007.33
4001 · Late Fees Collected		3,054.55
4002 · RV Lot Fees		5,835.00
4003 · Community Hall Rental		1,175.00
4004 · Events Donations		10.00
4006 · Excess Garbage Fees		29.16
4007 · Transfer Fees		4,550.00
4010 · Interest Income		11,964.95
4011 · Gate Key Purchase		50.00
4013 · Filing Fees		516.62
4018 · Fines Collected		1,680.00
<b>Total Income</b>		<b>708,872.61</b>
<b>Gross Profit</b>		<b>708,872.61</b>
Expense		
1000 · Administrative Expenses		
1001 · Liab. Ins., D&O, Bond		21,868.36
1002 · Managing Agent Fees		44,000.00
1003 · Security Gate		4,366.84
1004 · Postage		4.07
1005 · Professional Services		
1005a · Legal Fees		20,538.83
<b>Total 1005 · Professional Services</b>		<b>20,538.83</b>
1006 · Merchant deposit fees		12,712.66
1008 · Fees & Dues		1,375.00
1010 · Office Supplies		1,273.86
1011 · Events		675.09
1014 · Bank Service Charges		153.60
1018 · Misc Admin Expense		1,497.25
1000 · Administrative Expenses - Other		24.00
<b>Total 1000 · Administrative Expenses</b>		<b>108,489.56</b>
1013 · Investment Mgt Fees		687.55
1100 · Repairs & Maintenance Expenses		
1101 · General Repair		6,318.23
1102 · Painting		2,897.38
1103 · Maint. Supplies		3,346.59
1104 · RV Lot Repairs and Maint		19.64
1105 · Buidling Maintenance		334.55
1106 · Park Maint and Supplies		1,497.09
1107 · Snow Removal		2,925.00
1108 · Contract Labor		4,000.00
1109 · Annual Maint. Contract		133,350.00
<b>Total 1100 · Repairs &amp; Maintenance Expenses</b>		<b>154,688.48</b>
1200 · Landscape Expenses		
1201b · Upkeep, Fertilizer		4,381.27

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Cash Basis

## Falcon Heights Condominium Assn.

## Profit &amp; Loss

January through October 2025

	Jan - Oct 25
1201c · Alley/Gnrl Cleanup	13,971.80
1201d · Irrigation	2,079.39
1201e · Tree removal/Trim	3,950.00
<b>Total 1200 · Landscape Expenses</b>	<b>24,382.46</b>
<b>1400 · Utility Expenses</b>	
1401 · Garbage	63,214.50
1402 · Computer and Internet	1,874.91
1403 · Gas	
1403a · Gas-Community Center	679.22
1403b · Gas-Office	413.09
<b>Total 1403 · Gas</b>	<b>1,092.31</b>
1404 · Electricity	
1404a · Street Lights	3,097.98
1404b · Security Gate	384.97
1404c · Office	836.07
1404d · Community Center	824.39
<b>Total 1404 · Electricity</b>	<b>5,143.41</b>
1405 · Telephone	<b>429.37</b>
<b>Total 1400 · Utility Expenses</b>	<b>71,754.50</b>
<b>Total Expense</b>	<b>360,002.55</b>
<b>Net Ordinary Income</b>	<b>348,870.06</b>
<b>Net Income</b>	<b><u>348,870.06</u></b>

## Falcon Heights Condominium Assn.

## Balance Sheet

As of November 13, 2025

Nov 13, 25

**ASSETS****Current Assets****Checking/Savings****Checking and Savings**

120 · Operating Checking WF	3,418.49
121 · WF Checking 4582	1,186.50
124 · WF Reserve Savings	154,179.53
<b>Total Checking and Savings</b>	<b>158,784.52</b>

**Total Checking and Savings****Investment Accounts****126 · Investment CDs- TD Ameritrade**

126E · Cash/Cash Alternatives-CDs	1,309.85
126G · Wells Fargo CD 12 month	249,982.75

**Total 126 · Investment CDs- TD Ameritrade****251,292.60****Total Investment Accounts****251,292.60****140 · Petty Cash**

141 · HOA Petty Cash	504.14
142 · Events Committee Petty Cash	526.40

**Total 140 · Petty Cash****1,030.54****600 · Discrepancy Account****755.00****Total Checking/Savings****411,862.66****Accounts Receivable**

800 · Accounts Receivable	-19,070.00
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**Total Accounts Receivable****-19,070.00****Other Current Assets**

850 · Market Appr/Depr Investment CDs	125.05
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**Total Other Current Assets****125.05****Total Current Assets****392,917.71****Fixed Assets**

910 · Furniture & Fixtures	14,385.03
911 · Accum. Depreciation	-33,396.00
912 · Buildings	20,097.50
913 · Land	192,163.92
914 · Building Improvements	35,030.00
916 · Community Capitol Improvements	400,436.39
917 · Equipment	5,662.00

**Total Fixed Assets****634,378.84****TOTAL ASSETS****1,027,296.55****LIABILITIES & EQUITY****Liabilities****Current Liabilities**

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Cash Basis

### Falcon Heights Condominium Assn.

### Balance Sheet

As of November 13, 2025

	<u>Nov 13, 25</u>
<b>Accounts Payable</b>	
<b>950 · Accounts Payable</b>	-445.32
<b>Total Accounts Payable</b>	-445.32
<b>Total Current Liabilities</b>	-445.32
<b>Long Term Liabilities</b>	
<b>Ghost Ridge Roofing Contract</b>	1,977,771.94
<b>Total Long Term Liabilities</b>	1,977,771.94
<b>Total Liabilities</b>	1,977,326.62
<b>Equity</b>	
<b>1601 · Retained Earnings</b>	1,349,000.56
<b>3000 · 311 - Opening Balance Equity</b>	-3,077,674.44
<b>960 · Reserve</b>	369,900.00
<b>Net Income</b>	408,743.81
<b>Total Equity</b>	-950,030.07
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>1,027,296.55</u></b>

## **Maintenance Report**

Submitted by: Bill Sharp, Board Member

To: Falcon Heights Condominium Association Board of Directors

Date: 11/13/2025

Dear Members of the Board,

I am submitting the following maintenance report outlining the work completed and ongoing special projects completed by our maintenance department since our last Board meeting.

### **1. Completed Maintenance Items**

- Routine Grounds Maintenance:

Mowing, edging, trimming back bushes and tree limbs, blowing leaves, and removing debris from the roads throughout the property.

- Alley Cleanup:

Alleys were cleared of debris and weeds and maintained for safe vehicle access.

- Community Center Exterior Cleanup:

Full cleanup of the front entry area, including removal of trash, debris, and overgrowth.

- Reseeding After Tree Removal:

Areas where trees had been removed were reseeded and graded to promote new growth.

- Irrigation System Maintenance:

Repairs and adjustments were completed, including digging and capping damaged or unused irrigation lines.

- Winterization of Irrigation System:

The entire irrigation system has been fully winter-proofed to prevent freezing-related damage.

- Leaf Removal Efforts:

The maintenance team is actively working to remove leaves throughout the community as quickly as possible. High winds and recent weather conditions have slowed progress and caused repeated leaf fall in already-cleared areas. We appreciate everyone's patience, and we will continue working diligently until the project is fully completed.

### **2. Special Projects**

- Exterior Painting Projects:

Eight homes received updates to soffits, trim, eaves, fascias, and garage doors.

- Fence Repairs from Storm Damage:

Fifteen sections of fencing were repaired following the recent windstorm. Additional fence repairs remain a priority.

- RV Lot Fence Damage:

Windstorm damage to the RV lot fence will be repaired on Monday by Superior Fence.

- Driveway Repairs:

Five driveways were repaired for asphalt damage, improving safety and appearance.

- Seasonal Cleanup Enhancements:

A sweeper/vacuum truck has been engaged for the upcoming season, which will significantly improve efficiency in removing leaves and debris while reducing labor costs.

### **3. Upcoming Seasonal Work**

- Completed Winterization:

The irrigation system has been fully winter-proofed to prevent freezing damage.

- Snow Response Preparedness:

Snow plows are ready to dispatch under contract with the maintenance team should we receive any significant snowfall.

- Seasonal Transition Work:

Staff will begin buttoning down the summer season in preparation for winter maintenance activities and planning projected winter projects.

Respectfully submitted,

Bill Sharp  
Board Member  
Falcon Heights Condominium Association

**Managing Agent's Report to the Board 11/13/2025**  
**Reporting Period: Since the September Board Meeting**

## **I. Administrative Updates**

### **1. Accounting Software Review and Transition Attempt**

As discussed at the previous meeting, we began the process of transferring our QuickBooks accounting system to the online version in order to integrate more smoothly with HOA Life. During this process, multiple issues were identified, including incorrect beginning balances, failure to migrate automatic recurring payments, and other data inconsistencies. Due to these problems, the online version was abandoned. We will continue to use our existing locally hosted QuickBooks system for all financial functions, while HOA Life will be used solely for owner communications, violation tracking, and maintenance reporting.

### **2. Homeowner Communications and Service Requests**

Multiple homeowner inquiries, emails, and phone calls were handled throughout the reporting period. As needed, contractors, repair vendors, and the maintenance crew were dispatched to various locations to address reported concerns in a timely and coordinated manner.

### **3. Meeting Minutes & Website Updates**

Completed and finalized the July, September, and October meeting minutes, including all supporting attachments. Updated the Association website to ensure that all documents, notices, and relevant information remain accessible and current for homeowners.

### **4. RV Lot Coordination and Documentation**

Coordinated with Board Member Dave Tatge to confirm proper allocation, accurate billing, and thorough documentation of all RV lot spaces. Additionally, drafted Resolution 2025-006 establishing updated rules and regulations governing the RV lot.

### **5. Policy Enforcement Actions**

Issued multiple warnings and several fines in relation to confirmed bylaw violations. Continued monitoring to ensure compliance and handled follow-up as needed.

### **6. 2026 Budget Preparation**

Began developing the draft version of the 2026 annual budget. The final draft will be made available to homeowners in the middle of this month for review, questions, and comments. The finalized proposed budget will be presented to the Board of Directors at the January meeting for approval.

### **7. Financial Oversight and Administrative Management**

Continued to oversee the day-to-day financial operations of the Association, including processing assessment payments, posting and reconciling deposits, monitoring past-due accounts, and maintaining accurate financial records in QuickBooks. Coordinated vendor invoice verification and payment, tracked expenditures against the budget, monitored reserve balances, reviewed account activity for discrepancies, and ensured financial documentation is properly maintained for year-end reporting and tax return preparation.

## 8. Bylaw and Legal Support to the Board

Worked closely with the Board on bylaw enforcement and legal matters. Provided ongoing guidance regarding applicable Oregon State statutes and the Association's governing documents. Coordinated with the Association's attorney on matters including liens, foreclosures, homeowner disputes, and other legal issues requiring counsel involvement.

## 9. Homeowner Correspondence and Notices

Prepared and assisted in drafting multiple letters and official communications to homeowners concerning violations, complaints, compliance matters, community updates, and other Association business.

## 10. Professional Certification Achievement

On November 3rd, I completed and passed the final exam for the Certified Manager of Community Associations (CMCA®) designation. The CMCA® certification is administered by the Community Association Managers International Certification Board (CASICB), whose purpose is to ensure that community association managers practice with professionalism, integrity, and knowledge. CASICB administers the CMCA® program, the only internationally accredited certification program in the community management field.

## **II. Maintenance Oversight**

### - Coordination on Driveway Repairs

Collaborated with Board Member Bill Sharp to identify driveways requiring repair and coordinated contractor scheduling to ensure timely completion.

### - Roof Leak Response and Contractor Coordination

Responded to several homeowner reports of leaking roofs. Contacted roofing contractors, facilitated inspections, and dispatched repair services to affected units.

### - Irrigation System Winterization

Coordinated with contractors to ensure that the full sprinkler system was properly winterized ahead of freezing temperatures.

### - RV Lot Fence Repairs

Worked closely with the contractor assigned to repair the front fencing of the RV lot following storm damage.

### - Sewer and Water Line Repairs

Dispatched contractors to address sewer and water line issues as they occurred to prevent further damage and restore service promptly.

Respectfully Submitted

*Samantha Mitchell CMCA*

2026 Board Election Schedule.

Open Positions for Election:

Position 1    Anthony Anghinetti

Position 3    Deb Neubauer

Position 5    Vacant, Robert Stroope not running but will instead focus on the WSD

Position 7    Vacant

Applications for all open Board positions will be taken from November 19<sup>th</sup> to December 31<sup>st</sup>, 2025

Election will open and voting will commence on Friday, January 2, 2026 and close on Friday January 30, 2026.

Results will be announced at the close of the election, and the newly elected board members will be seated at the Annual Meeting on February 3, 2026

Board Member applications can be found on our website, or you can contact the office.