

MINUTES

Minutes of the Board of Directors Meeting for the Sunshine Creek Condominium Owners Association held at 5:00pm on July 29, 2021 via Zoom at remote locations

- Call to Order:** President Sheri Bacon called the meeting to order at 5:04pm.
- Quorum Present:** Yes
- Board Members in attendance:** Sheri Bacon, President
Sue Lowry, Treasurer
Mike Grebenc, Director
Tamara Mills, Director
Danna Carlson, Director
- Board Members absent:** None
- Others in attendance by invitation:** Mark & Cindy Vandervest, Community Managers
FRESH START Real Estate, Inc.
- Guests in attendance:** Augie Glaab – Unit 50
Steven Smith – Unit 46
- Proof of Notice:** Meeting Notices posted in display cases above mailboxes and broadcast to all owners via email.
- Welcome & Introductions:** Manager Mark Vandervest opened the meeting by welcoming the board members and guests to the Zoom meeting held by the Association. Sheri Bacon requested that Mark continue to run the meeting.
- Approval of Agenda:** Mark requested a motion to approve the Agenda as written. Sheri asked to add the topic of AC units in front windows and barbeques to the agenda under new business. A motion was made by Danna to approve the Agenda as modified. The motion was seconded by Sheri. There was no additional discussion, and the motion was unanimously approved.
- Owners Forum:**
- Sue asked if the Association was charged for Wet Kat's adding the wrong chemical to the spa causing the spa to be shut down. Mark confirmed that there were no additional costs from Wet Kat for correcting the issue.
- Approval of Minutes:** The minutes from the meeting on May 27, 2021 were reviewed. Mike made a motion to approve the minutes as written. Sue seconded the motion. There was no further discussion and the motion passed unanimously.

Financial Report: Management reported the following information to the financial report:

Financials as of 6/30/2021:

▪ Total operating funds:	\$ 47,275.39	including pending EFTs.
▪ Total reserve funds:	\$ 182,178.17	
▪ Total cash assets:	\$ 229,453.56	
▪ Total YTD income:	\$ 101,484.11	
▪ Total YTD expenses:	\$ 82,370.97	including \$18,371.02 of Reserve expenses.
▪ Budget vs. Actual <u>Income</u> :	56.43%	collected YTD.
▪ Budget vs. Actual <u>Expenses</u> :	42.11%	paid YTD incl. 30.61% of Reserve expenses
▪ Total delinquencies:	\$ 3,156.22	One account 91+ days (Unit 42), two accounts 0-30 days (Units 20 & 26)

Please review the **June** Expenses, as that will be the best way to be aware of the actual monthly expenditures and corresponding work that has been performed on the property since the last financial statement report. Please do not hesitate to call or email Management if you have any questions.

Manager's Report:

REPAIRS, MAINTENANCE & UPDATES

The following maintenance updates are for informational purposes only and do not require Board action at this time:

1. Damaged section of speed bump removed
2. Spa heater replaced
3. Pool & Spa opened.
4. Bark mulch installed around community
5. Corridors cleaned at buildings 10620 & 10660
6. Handrail repaired at building 10640.
7. HOA basketball hoop purchased and installed.
8. Fascia & gutter damage repaired at carport
9. Security camera upgrade installation completed.
10. AC unit installed in office.
11. Garbage cubicle repairs including new corner braces and fence-mount tubing.
12. Garbage: onsite trash management is ongoing
13. Lighting: maintenance is ongoing

ADMINISTRATION

1. Violations (since last meeting):

For informational purpose:

- : Window AC violation warning
- : Unregistered vehicle warning

2. Homeowner Correspondence and Administration

For informational purpose:

- a. None

3. Correspondence for Board Review

Board action requested:

- a. None

Old Business:

1. **Security Camera Upgrade Update:** Completed but waiting for Paramount to provide training for use. It was suggested that one camera be moved from the hallway to the gym.
2. **Capital Contribution Bylaws Amendment:** The draft has been completed by the attorney. Need board signatures to proceed to vote.
3. **Board Member Ratification:** The Board had voted electronically to approve Danna Carlson from unit # as a board member to fill former Director Dominic DeMarco's position. Sue motioned to ratify the approval of Danna as a board member. Sheri seconded the motion. There was no additional discussion and the motion passed unanimously. Welcome Danna to the Board!
4. **Spa Heater Replacement Ratification:** The Board had voted electronically to approve the replacement of the spa heater by Wet Kat Pool Service. Sue motioned to ratify the approval of the spa heater installation. Sheri seconded the motion. There was a brief discussion about where the funds would come from for the installation. Mark explained that there was \$1,650.00 allocated in the 2021 reserve study. Because of savings in other areas of unused funds from the 2021 reserve allocation, the additional \$875.50 could be absorbed without impact. The board voted and unanimously approved the spa heater installation.
5. **Clubhouse Cleaning Contract.** The Board had voted electronically to approve a budget of \$200.00 per month to clean the clubhouse now that it was open for use. Sue motioned to approve the cleaning budget. Tamara seconded the motion. There was a brief discussion of finding a cleaning service that could accommodate the budgeted amount. Management and Tamara will check around to see if they can find a service. The board voted and unanimously approved the cleaning budget.

New Business:

1. **Gutter Cleaning:** A proposal from KJ Maintenance Service was presented for gutter cleaning in the amount of \$1,620.00. There was an amount budgeted in the reserves of \$2,500.00. The savings will be moved to absorb the extra cost of the spa heater installation. Management suggested cleaning the gutters in late October or early November once all the leaves have fallen. Sheri motioned to approve the proposal from KJ Maintenance Service and get on their schedule for the gutter cleaning. Danna seconded the motion. There was no additional discussion and the motion passed unanimously.
2. **AC Units and Barbeques:**
 - a. **AC Units:** There has been some questions about window AC units being installed in windows throughout the community. Section 11.s in the Rules and Regulations adopted on 5/9/2011 and revised on 2/1/2020 states "*Window-mounted Air Conditioning Units are not permitted. Portable air conditioners that vent to the interior of a screen are allowed from May to October. Clear tape and Plexiglas must be used to fill in around the unit. Plywood, cardboard, or other products ARE NOT allowed. The Board may require removal if not aesthetically pleasing or noise from unit initiates complaints from neighboring units.*"

- b. **Barbeques:** There has been some questions about barbeques being placed on balconies and patios throughout the community. Section 19.f in the Rules and Regulations adopted on 5/9/2011 and revised on 2/1/2020 states: *“Barbeques and similar equipment are strictly prohibited on decks, patios, walkways, and in common areas. There is a designated barbeque area adjacent to the Clubhouse, which is the only place barbeques and similar equipment are permitted.”*

Schedule Next Meeting:

The next meeting of the Board of Directors is scheduled for September 30, 2021 at 5:00pm. It is undetermined if the meeting will be held in person or via Zoom.

Adjournment:

Sheri motioned to adjourn the meeting at 6:32 p.m. Tamara seconded the motion.

Respectfully submitted by:
FRESH START Real Estate, Inc. ~ Community Manager