# MINUTES

### Minutes of the Board of Directors Annual Meeting for the Sunshine Creek Condominium Owners Association held at 5:00pm on March 23, 2021 via Zoom at remote locations

**Call to Order:** Director Sheri Bacon called the meeting to order at 5:12pm.

### Quorum Present: Yes

**Board Members in attendance:** Tammy McCausland, Secretary

Sue Lowry, Treasurer (experienced volume issues) Sheri Bacon, Director

Mike Grebenc, Director Dominic DeMarco, Director

### Board Members absent: None

**Others in attendance by invitation:** Mark & Cindy Vandervest, Community Managers

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**Guests in attendance:** John Bunnell, Unit 48 Mike Reid, Unit 11 Tripuri Thatte, Unit 21 Linda Grow, Unit 16

Elisabeth Matt & Danielle Jacquot-Matt, Unit 25 Augie Glaab, Unit 50

Sandra Timm, Unit 30

**Others in attendance by invitation:** Mark & Cindy Vandervest, Community Managers

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**Quorum Present:** No. A total of **46.3%** of the voting rights were in attendance by proxy and by person. Manager Mark Vandervest explained that due to the lack of quorum required for the Annual meeting, that Oregon Statutes allows for the adjournment of the meeting and a reconvene of the meeting at a reduced quorum minimum of **20%**.

**Adjournment:** President Sheri Bacon adjourned the meeting at 5:15pm.

**Reconvene:** President Sheri Bacon reconvened the Annual meeting at 5:16pm with a reduced quorum of more than 20% as allowed by Oregon Statute.

**Welcome & Introductions:** President Sheri welcomed everyone in attendance and requested that the meeting be conducted by community manager Mark Vandervest. Mark Vandervest introduced himself and welcomed everyone. The current board members present were introduced.

**Proof of Notice:** 72-hours’ Notice for the meeting was electronically e- mailed to Owners with email addresses on record and mailed via US mail to those Owners with no email. Notices were also publicly posted in both mailbox areas of the Sunshine Creek Community, as well as on the HOA website at [www.SunshineCreekCondos.com.](http://www.SunshineCreekCondos.com/)

**Certification of Proxies:** Manager Mark Vandervest certified **25** proxies submitted for the annual meeting representing **46.3%** of the voting rights in attendance by proxy, or by person.

**Approval of Agenda:** A motion was made by Tammy McCausland to approve the Agenda as written. The motion was seconded by Dominic DeMarco. There was no additional discussion, and the motion was unanimously approved.

**Approval of Minutes of Preceding Meeting:** Manager Mark Vandervest reviewed the minutes from the preceding annual meeting. Dominic motioned to approve the minutes as written.

Tammy seconded the motion. There was no additional discussion and the minutes from 2/27/2020 were unanimously approved.

### Owner’s Forum:

* There were no comments from the Owners in attendance at this time.

### Reports of Officers:

* President Sheri asked Mark to continue with reports.
* John Bunnell asked about the 2021 Budget. Mark informed that the 2021 Budget was sent to all Owners after the approval at the October 2020 meeting. The Budget was also uploaded to the HOA website at [www.SunshineCreekCondos.com.](http://www.SunshineCreekCondos.com/)
* Mark presented the Manager’s report including the following items:
  + Pressure washing has begun in the community
  + Rotten handrails have and continue to be replaced as needed
  + An electrical conduit sleeve was installed at a separation on Building 10620.
  + A $16,495 proposal was received from for the security system and camera upgrades. President Sheri noted that she has had conversations with Paramount Security Group and received a bid in the amount of $8,443.75 for what is needed. Mark explained that funds would need to be moved around in the reserve study to accommodate the security upgrade. The previous reserve study only provided $2,500.
  + Pavement maintenance provided a bid in the amount of $14,260 to correct the deteriorating asphalt and water flow into the first bank of garages. A second proposal was received from Coast Paving in the amount of $24,126. Neither proposal included crack seal or sealcoating. Asphalt milling and overcoat is scheduled for 2026 in the Reserve Study. There is $7,166 in the reserve study for crack seal and sealcoating in 2021.
  + A woodpecker has been causing consistent destruction in the gable ends of each building. Repairs have been made, but the problem appears to be ongoing.
  + Damaged carport metal fascia and gutter coverings have been ordered and are anticipated to be installed within the next 30 days.
  + A basketball hoop was purchased and assembled for resident use. The location is to the right of the recycle cubicle area in the back parking lot. $420 was spent of the allocated budget of $500 for materials, assembly, and installation.
  + Pool and spa servicing and use was discussed. Because Aqua Care closed as a casualty of the pandemic, Mark interviewed WetKat Pool Services to carry on with the pool and spa maintenance. The costs are similar. It is recommended to service the pool and spa in the spring even if they are not opened because of State mandates. This will help to maintain the integrity of the pool and spa.

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

### Balance Sheet:

* Total operating funds as of 12/31/20 was $45,329.34 including pending EFTs and undeposited funds.
* Total reserve funds as of 12/31/20 was $165,011.08
* Total cash assets as of 12/31/20 was $210,340.42

### Delinquencies:

* There was a total of $1,711.22 in delinquent assessments as of 12/31/2020 consisting of 5 units. This is down significantly from $7,017.06 at the end of 2019. Management is making great progress with collections.
* $828.00 was less than 30-days past due.
* $343.00 was less than 60-days past due.
* $540.22 was over 90-days past due.
* Management noted that three of the 5 units were due to unpaid fines.

The Operating ledger, expenses, and actual expenses vs. budget, were reviewed and discussed.

### Board Member Elections:

Manager Mark Vandervest expressed a sincere thank you to the five members of the Board and added that the Board has been very strong, and a pleasure to work with over the last year and a half. Mark added that there were 2 positions open for election to the Board of Directors. Board member Mike Grebenc’s position was up for renewal as well as Dominic DeMarco. Both former directors indicated that they were interested in renewing their positions on the board. There were no additional nominations from the floor. Sheri Bacon motioned to elect both Mike Grebenc and Dominic Demarco for new 3-year terms. John Bunnell seconded the motion. There was no additional discussion and the motion passed unanimously.

The Board briefly discussed officer positions and voted unanimously for the following officers: Sheri Bacon, President - Sue Lowry, Vice President - Tammy McCausland, Secretary

### Outstanding Business:

There was no outstanding business to be reported as all outstanding business was discussed in the Manager’s report.

### New Business:

* Mark discussed IRS Resolution 70.604 which provides that any HOA income can pass to the following tax year. This annual resolution is a benefit for the HOA for tax purposes. Dominic motioned to approve IRS Resolution 70.604. Tammy seconded the motion. There was no additional discussion and the motion passed unanimously. Mark will obtain both Sheri and Tammy’s signatures on the Resolution after the meeting and the Resolution will be kept with the 2020 tax documents.
* Owner Elisabeth Matt asked if future meetings could be in a Zoom format as they find it easier to attend virtually. While the Board would prefer to have meetings in person, management will try to figure out a way to incorporate the Zoom format for in-person meetings for those who would like to join virtually. Recent Zoom meeting have proven to bring a higher attendance level than the in-person meetings did.

### Schedule Next Meeting:

The next bi-monthly regular meeting of the Board of Directors will be held on will be held on May 27, 2021 at 5:00pm via Zoom (unless State mandates have been lifted).

### Adjournment:

Mark thanked everyone present for attending the annual meeting. Mark then asked for a motion to adjourn the meeting at 6:04pm. John Bunnell motioned to adjourn the meeting and Dominic DeMarco seconded the motion. There was no additional discussion and the motion to adjourn the meeting passed unanimously.

Submitted by:

FRESH START Real Estate, Inc. Community Manager