



MEETING MINUTES

ANNUAL MEETING OF THE BOARD OF DIRECTORS OF: SUNSHINE CREEK CONDOMINIUMS

LOCATION: Zoom Meeting held at remote locations
DATE: January 18, 2023
CALLED TO ORDER: 05:10 pm
QUORUM PRESENT: No

ATTENDEES (Board Members Bolded)

Tamara Mills- Chair	Mike Reid
Susan Lowry – Vice Chair	Beth Van Horn
Danna Carlson – Secretary	Jessica Weber
Mike Grenbenc - Director	Ester Grenbenc
	Janie Jenkins-Cuddy
	Steve Smith
	John Bunnell
Mark Vandervest - FSRE	
Cindy Vandervest – FSRE	
Sunny Arruda - FSRE	

Annual Business

Roll Call and Certification of Proxies.

- 24 proxies were received prior to the meeting representing only 44.44% of the ownership. Roll was taken and there was not a quorum present of more than 50% of the ownership either in person or by proxy as required by Bylaws Article II, Sections 2.4 & 2.5.
- The meeting was adjourned due to a lack of a quorum at 5:13 PM.
- The meeting was reconvened at 5:14 PM with a reduced quorum of 20% of the condominium Ownership as provided in ORS 100.408.

Meeting Agenda

- A motion was made and seconded to accept the Meeting Agenda as written. Without further discussion, the agenda was approved unanimously.

Proof of Notice of meeting

- Notice of this Annual Meeting was sent out to the association one week prior to the meeting and again the day of the meeting. Notice was also posted at the mailbox locations and in the clubhouse.

Annual 2021 Meeting Minutes

- The previous annual meeting minutes from February 24, 2022 were reviewed and no changes were suggested.
- A motion was made and seconded to accept the previous Annual Minutes from 2/24/2022 as written. Without further discussion, the minutes were approved unanimously.



NOTE: Unless noted differently, all Board decisions contained in the minutes of the meeting received a motion, a second to the motion, additional discussion, if any, and a vote of a quorum of the Board of Directors.

Owner's Forum

- **Address Numbers** - The building with the new façade (10690) needs to have the numbers put back on the building. Delivery drivers are having a hard time finding the recipients.
 - The painting is not done yet, due to the colors not being as expected when applied and rainy weather has also caused delay issue with painting. The colors will be corrected.
 - Temporary numbers will be put on the building to help with the problem until the painting is done
- **Facade Repairs** - An owner inquired how the buildings are chosen for the façade repairs. They are prioritized by the amount of damage to the current façade and structures behind the siding. The owner relayed some issues she had noticed and will send management a copy of the inspection report she received when she bought her unit. Concern was voiced regarding the delay in finishing up the facade project, however, the weather, paint and contractors who have time & staff to take on the jobs, are all part of the delay.
- **Roofs** - The condition of some of the roofs on a few buildings was mentioned as some appear in better shape than others. Unfortunately, the Association reserves are not sufficient at this time to start a roofing project this year. The reserve study does include the roof project in about four years when it is projected the roofing will be at end of its useful life. Management will keep an eye on this situation and if money is saved on other priority projects, the roof project may be able to happen sooner.
- **Dog Feces** - is still being found around the grounds, noticeably in the bark area between parking space 16 and the handicapped space. Children have stepped in it while trying to get into their cars. It was suggested to watch the area and try to snap a picture of anyone they notice not picking up after their dogs. If it can be determined when new feces is deposited, it might be possible to check the cameras to find out who was responsible and once identified they can be fined.

Financial Report(s)

Financial Report Summary:

Financials as of 10/31/2022:

§ Total operating funds:	\$ 75,038.56	including pending EFTs
§ Total reserve funds:	\$ 222,968.11	including reserves interest
§ Total cash assets:	\$ 298,006.67	
§ Total YTD income:	\$ 179,686.32	
§ Total YTD expenses:	\$ 145,816.52	including \$27,341.47 of Reserve Expenses
§ Budget vs. Actual Income:	93.97%	collected YTD.
§ Budget vs. Actual Expenses:	71.58%	including 41.45% of Reserve Expenses paid year to date
§ Total delinquencies:	\$ 0.00	0 accounts 91+ days; 0 accounts 61-90 days; 0 accounts 31-60 days.



Financials as of 11/30/2022:

§ Total operating funds:	\$ 70,990.85	including pending EFTs
§ Total reserve funds:	\$ 225,680.53	including reserves interest
§ Total cash assets:	\$ 296,671.38	
§ Total YTD income:	\$ 196,919.48	
§ Total YTD expenses:	\$ 164,384.97	including \$29,771.47 of Reserve Expenses collected YTD.
§ Budget vs. Actual Income:	99.93%	
§ Budget vs. Actual Expenses:	78.57%	including 45.13% of Reserve Expenses paid year to date
§ Total delinquencies:	\$ 0.00	0 accounts 91+ days; 0 accounts 61-90 days; 0 accounts 31-60 days.

Financials as of 12/31/2022:

§ Total operating funds:	\$ 64,943.56	including pending EFTs
§ Total reserve funds:	\$ 210,552.87	including reserves interest
§ Total cash assets:	\$ 275,496.43	
§ Total YTD income:	\$ 215,068.11	
§ Total YTD expenses:	\$ 203,708.55	including \$50,304.79 of Reserve Expenses collected YTD.
§ Budget vs. Actual Income:	103.92%	
§ Budget vs. Actual Expenses:	95.72%	including 72.26% of Reserve Expenses paid year to date
§ Total delinquencies:	\$ 0.00	0 accounts 91+ days; 0 accounts 61-90 days; 0 accounts 31-60 days.

* ZERO DELINQUENCIES FOR THE ENTIRE FOURTH QUARTER!

Supporting financial documents, statements, and reconciliations are sent separately to the Board of Directors Monthly. Please review the monthly Expense Report, 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(s). Please do not hesitate to call or email management if you have any questions.

Board of Directors Elections

The current Board of Directors are:

Tamara Mills, Chair	Term to 2025
Sue Lowry, Vice Chair	Term to 2023
Danna Carlson, Secretary	Term to 2024
Mike Grebenc, Director	Term to 2024
Open – Director	3-year Term

- Sue Lowry's term has ended. Sue has agreed to continue serving as a board member for another 3-year term.
 - Mike Reid volunteered to serve as a board member for a 3-year term. And fill the 5th vacant board opening.
 - A motion was made and seconded to accept both Sue Lowry & Mike Reid to serve on the Board of Directors. Without further discussion, the motion passed by unanimous vote.
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- The positions of Board Officers was discussed. A motion was made and seconded to accept and appoint the members of the board to the positions they have previously held with the addition of Mike Reid as a Director. Without further discussion, the motion passed by unanimous vote.

The 2023 Board of Directors and Officer positions are:

Tamara Mills, Chair	Term to 2025
Sue Lowry, Vice Chair	Term to 2026
Danna Carlson, Secretary	Term to 2024
Mike Grebenc, Director	Term to 2024
Mike Reid, Director	Term to 2026

Ongoing Business

- All ongoing business at this time has been discussed during the Owner's Forum

New Business

- **IRS Revenue Ruling 70.604** – This ruling, if adopted by the association annually, allows for revenue over expenses to be retained in the new year which avoids the need to pay taxes on that revenue for the previous year. A motion was made and seconded to adopt the IRS Revenue Ruling 70.604 for 2023. Without further discussion this motion passed by unanimous vote.
- The association will still need to pay annual property taxes on the garage they own.

Adjournment

NEXT MEETING DATE: **Wednesday, March 15, 2023 5:00pm Via Zoom**
Meetings will now be the 3rd Wednesday of every other month. Mark your calendars! We hope you can attend.

MEETING ADJOURNED: **6:07 pm**

--- END OF MEETING MINUTES ---

MINUTES PREPARED BY: **FRESH START Real Estate, Inc.**
Community Manager