



THESE MINUTES ARE A DRAFT AND MAY BE APPROVED AND/OR MODIFIED AT THE NEXT REGULAR MEETING OF THE BOARD OF DIRECTORS.

MINUTES

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

LOCATION: Zoom Meeting held at remote locations
DATE & TIME: 03/15/2023 at 5:00 pm
CALLED TO ORDER: 05:09 pm
QUORUM PRESENT: Yes

ATTENDEES (Board Members Bolded)

Tamara Mills- Chair	
Susan Lowry – Vice Chair	
Danna Carlson – Secretary	
Mike Grebenc - Director	
Mike Reid - Director	
Mark Vandervest - FSRE	
Cindy Vandervest – FSRE	
Sunny Arruda - FSRE	

CALL TO ORDER

Chair Tamara Mills called the meeting to order and thanked all of the Board Members for attending. The meeting was turned over to Community Manager Mark Vandervest to run the meeting.

APPROVAL OF AGENDA

Manager Mark Vandervest asked for a motion to approve the agenda. A motion was made and seconded to approve the Agenda with the addition of adding the Owner’s Forum which was missing from the Agenda. The motion was approved unanimously without further discussion.

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

There were no comments made in the Owner’s Forum



APPROVAL OF MINUTES

A motion was made and seconded to approve the minutes from the Regular meeting held on October 6, 2022, as written. The motion passed unanimously without further discussion.

A draft of Annual Meeting Minutes from January 18, 2023 was presented for review. These minutes remain in draft format until approved or modified at the next Annual Meeting.

FINANCIAL REPORT

Financial Summary as of 1/31/2023:

§ Total Operating Funds:	\$ 61,499.63	including pending EFTs
§ Total Reserve Funds:	\$ 216,380.54	including reserves interest
§ Total Cash Assets:	\$ 277,880.17	
§ Total YTD income:	\$ 18,610.52	
§ Total YTD expenses:	\$ 16,226.78	including \$0.00 of Reserve Expenses
§ Budget vs. Actual Income:	15.53%	collected YTD.
§ Budget vs. Actual Expenses:	8.85%	including 0.00% of Reserve Expenses paid year to date
§ Total Delinquencies:	\$ 9.90	0 accounts 91+ days; 0 accounts 61-90 days; 0 accounts 31-60 days; 1 account 0-30 days.

Financial Summary as of 2/28/2023:

§ Total operating funds:	\$ 64,522.30	including pending EFTs
§ Total reserve funds:	\$ 222,173.75	including reserves interest
§ Total cash assets:	\$ 286,696.05	
§ Total YTD income:	\$ 37,315.32	
§ Total YTD expenses:	\$ 44,507.53	including \$11,081.06 of Reserve Expenses YTD
§ Budget vs. Actual Income:	24.32%	collected YTD.
§ Budget vs. Actual Expenses:	19.65%	including 15.20% of Reserve Expenses paid YTD
§ Total delinquencies:	\$ 61.70	0 accounts 91+ days; 0 accounts 61-90 days; 0 accounts 31-60 days; 1 account 0-30 days.

Complete financials are sent to the Board of Directors prior to each meeting including: Balance Sheet, YTD Income Statement, Expense Report, Actual vs. Budget Report, Delinquency Report, and supporting bank statements and reconciliations. Please review the expense report, as that is the best way to see what expenses have been paid out since the last financial report. As always, please contact 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. Siding elevation at unit #50 completed
2. Siding elevation at unit #54 completed (except for new lighting)
3. Siding elevation at unit #21 - #26 in process
4. Carport light fixtures being updated to LED as they go out.
5. Photocell replacement on Building 10660
6. Spot dryer vent cleanings performed as needed. Please report any vents you notice that need attention.
7. Garbage: onsite trash management is ongoing.
8. Lighting: maintenance is ongoing.
9. Carpenter Ants around Unit 46 will be reported to Western Exterminator.

ADMINISTRATION

1. Violations (since last meeting):

For informational purpose:

- a) 1/11/2023 Handicapped Parking Violation
- b) 3/6/2023 Dog feces Violation

1. Homeowner Correspondence and Administration

- a) Board information only:
 - i. None

2. Owner correspondence for Board Review

- a) Board action requested:
 - i. None



OLD BUSINESS

Elevation Updates

- There are new elevations on 2 buildings completed and a 3rd building has been started
- Hope to paint the garage doors black

Camera System Updates

- Rebooted the camera security system.
- One camera was faulty and requires replacement
- Cameras were originally installed to catch garage theft.
- It is recommended to install an additional camera in the fitness room.
- Reminder to community – Keep cars locked and don't leave anything of value or in view inside vehicles. Management noted that they have viewed security footage at another community and vandals will typically check to see if doors are locked. Unlocked vehicles are vandalized much more than locked vehicles.

NEW BUSINESS

Reserve Account Update

- Banner Bank matching interest rates from NW Bank at 3.1% interest. This should be a large benefit to the community.
- So far, there has been an increase of \$600 in interest alone.

Community Pressure Washing

- KJ Maintenance will soft wash the buildings and pressure wash the sidewalks and exterior concrete entryways.
- Quote is \$6,500 per year for a three-year contract to hold that price.
- A motion was made and seconded to approve the bid from KJ Maintenance and to get on their schedule. The motion was passed unanimously without further discussion.

Quarterly Meetings

- A motion was made and seconded to move meetings from bi-monthly to quarterly unless an interim meeting is needed. The motion passed unanimously without further discussion.
- Three board members are in favor of going back to in-person meetings
- Clubhouse is not set up well for board meetings – management will take a look and see if it can be made to work better, to accommodate the next meeting.

ADJOURNMENT

NEXT MEETING DATES: **Tuesday, June 21, 2023 at 5:00 pm** In Person

MEETING ADJOURNED: **6:04 PM**

--- END OF MEETING MINUTES ---

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