

SUNSHINE CREEK CONDOMINIUMS
2023 OWNER PACKET

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IMPORTANT DOCUMENTS ENCLOSED!
PLEASE REVIEW CAREFULLY.

- ✓ **NOTICE OF DUES INCREASE ENCLOSED.**
- ✓ **NOTICE OF BYLAWS AMENDMENT ENCLOSED.**

YEAR-END SUMMARY

- Your Board of Directors adopted the 2023 budget at regular meeting of the Board of Directors held on 10/06/2022. It is the result of a proposed budget presented by Management along with the review and input of each of the Board members.
- The 2023 overall increase is **1.17%**. The increase in reserve contributions for 2023 is **5.0%** and there is an increase of **4.60%** for the Operating budget. The increase in the Reserves follows the schedule outlined and is necessary to complete projected repairs identified in the Reserve Study and 30-year Maintenance Plan without the need for any special assessments. Reserve contributions will compromise **28.28%** of the total monthly HOA payment and the Operating contributions will comprise **71.72%** of the total monthly HOA payment. **The total HOA payment for each unit in 2023 will increase according to the Sunshine Creek 2023 Fee Allocation Schedule included in this Owner's Packet.**
- The combined operating and capital reserves for the 2022 budget is **\$216,709** – compared to \$206,950 in 2022.
- Based on 2022 expenses, the Board approved the Budget expense categories as follows:

Ground & Maintenance Repair.....	+	10.97%
Building Repairs & Maintenance.....	-	15.80%
Total Utility Expenses.....	+	14.38%
General Operating Expenses	+	1.07%
Overall Increase from 2022 to 2023.....	+	4.60%

The above percentages are based on the needs from actual spending in 2022 and projected trends that are expected in 2023.

- Grounds and Maintenance **increased 10.97%** due largely to **the increase in cost of materials & labor, as well as landscaping maintenance contract**. The Association is benefiting from better and more consistent service than what was received in the recent past years. Grounds & Maintenance comprises approximately **7.74%** of the annual operating budget.
- Building Repairs and Maintenance **decreased 15.80%**. Since Building Repairs & Maintenance comprises approximately **12.15%** of the annual operating budget, **the total annual decrease is encouraging**.
- Utility expenses **increased 14.38%** from 2022. Given the fact that the City of Beaverton is projecting a 15% increase in water/sewer costs, effective management of other utility expenses kept the overall increase low. Utility expenses account for **29.15%** of the budget.
- Operating expenses **increased 1.07%**, due to stable management of operational expenses. Operating expenses account for **22.69%** of the budget.
- The Board and Management are managing collections & delinquencies very effectively. Delinquencies are **down from \$319.20 on 10/31/2021 to \$200.00 as of 09/30/2021**.

- The Reserve Study and 30-year Maintenance plan draft has been updated and uploaded to the Association website www.SunshineCreekCondos.com. Projections indicate that the proposed funding model will adequately accommodate the needs of the Association. The outlined funding schedule requires **3%** annual increases through **2022**, then **5%** increases from **2023 thru 2025** to adequately fund the needed repairs and replacements without need for any special assessment.
- All Owners continue to pay their COA dues online through the portal at www.PaySCCDues.com. On September 1, 2019 Management became paperless and no longer accepts paper check or bill pay checks. The result is a higher level of security, timeliness of payments, and a reduction in delinquencies (as evidenced above). Monthly recurring payments can be set up to post on any day between the 1st of the month, and the 10th of the month to avoid late fees. Additionally, maintenance requests can also be submitted from this portal. Management is happy to help you set up or process payments.
- The Association website at www.SunshineCreekCondos.com continues to grow with an abundance of information about the Association. You can now download most documents directly from the website for free. Unlike most Associations who charge for documents through services like CondoCerts or Homewise, Sunshine Creek now provides access to documents at no charge to Owners, or prospective Buyers.
- The Board is happy to announce that there are no pending special assessments, pending litigation, or any other areas of concern as of the end of 2022.

- ✓ Reminder: Each Unit Owner shall be responsible for obtaining at his or her own expense, insurance covering his or her property (Bylaws Section 10.9). If you haven't done so, please make certain to add the following additional interest on your Owner's or Renter's policies: Sunshine Creek Condominiums – C/O 6107 SW Murray Blvd., #313; Beaverton, OR 97008

ACTION → ✓ Are you in Compliance?: If you are leasing your Unit, you are required to provide within 15 days of entering a Lease/Rental Agreement all documentation and fees as defined in the Sunshine Creek Leasing Resolution dated 3/5/2018 (the Leasing Resolution can be found at www.SunshineCreekCondos.com). Failure to provide the defined information within the time specified is a violation and is subject to a fine. If you have not done so already, all lease documentation or lease updates should be emailed to Manager@FRESHSTARTofOregon.com.

ACTION → ✓ Vehicle Registration Updates: All vehicles must be registered with the Association (SCC Parking Resolution dated 12/11/2017 Section IV.A). Failure to update vehicle registrations (either as an owner or a landlord on behalf of his tenant) is a violation and is subject to a fine. A vehicle registration form is included in this packet. Please complete the vehicle registration form and return it to management no later than January 31, 2023 to remain in compliance. Email your updated vehicle registration form to Manager@FRESHSTARTofOregon.com or mail your vehicle registration form to the address shown at the top of this notice no later than January 31, 2023 to avoid a violation and fine.

- ✓ **Capital Contribution Bylaws Amendment:** On November 15, 2021 the Association received 59.26% of the voting rights in favor of amending the Association Bylaws to include a Capital Contribution. As of the date mentioned there were 32 votes in favor and 6 votes against the Bylaws Amendment. The change in Bylaws will begin to be enforced effective 1/1/2022. This means that any sales of condominium units, or transfers of title will require the Transferee (Buyer) to pay a Capital Contribution to the Association in the amount equal to 2 months of the then current HOA dues for that unit. This Capital Contribution will help to fund the Association's Operating account, and also help to minimize HOA dues increases in the future. Included in this packet you will find the Capital Contribution Resolution adopted by the Board of Directors on July 29, 2021.

- ✓ **No Smoking Community:** This is a friendly reminder that Sunshine Creek Condominiums is a No Smoking Community. Smoking is strictly prohibited anywhere within the boundaries of Sunshine Creek including inside any unit, in the parking lot, in a vehicle in the parking lot, on the sidewalks, or in any common or limited common area. Smoking is defined as inhaling, exhaling, burning, or carrying any lighted or smoldering cigarette, cigar, tobacco product, marijuana product, and all similar substances (i.e. e-cigarettes or vaping products), whether legal or illegal. All smoking, if any, shall take place completely off site. Cigarettes and cigarette butts shall not be disposed of anywhere on the ground or in common areas or dumpsters. Anyone found violating this provision shall be subject to a fine of \$250.00 per occurrence. Owners are responsible for Tenants and their guests.
- ✓ **Vandalism Concerns:** Since the pandemic began, the crime rate for stolen mail and vehicle break-ins has risen considerably. It is highly advised that no valuables or sensitive information are left in your vehicles overnight. If you experience a break-in or observe suspicious activity within the community, please contact Beaverton non-emergency at 503-629-0111 right away. Your report of information may help to solve other similar crimes in the area. The mailboxes at Sunshine Creek have been vandalized twice in previous years. It is recommended that you remove mail from your mailboxes frequently. If you see anything that looks wrong, please let Management know right away. It is very helpful if you can provide photos or video of any suspicious activity.

Information provided by:

FRESH START Real Estate, Inc.
Community Manager
Manager@FRESHSTARTofOregon.com
503-319-5848 Cell-Text-MMS/SMS

Did you know? Nearly all HOA documents can be found at www.SunshineCreekCondos.com.



NOTICE OF DUES INCREASE

- **This serves as your notice of increase in monthly HOA dues beginning January 1, 2023. Refer to the following Budget and 2023 Fee Allocation Schedule to determine the new amount of your monthly HOA Dues beginning January 1, 2023.**
- If your payment is auto drafted via the www.PaySCCDues.com portal, unless we hear differently from you, your monthly payment will automatically be adjusted for your January payment.
- **AS OF SEPTEMBER 1, 2019, PAPER CHECKS ARE NO LONGER ACCEPTED FOR PAYMENT OF HOA DUES. PLEASE LOG INTO THE HOA PORTAL AT www.PaySCCDues.com TO MAKE PAYMENTS ELECTRONICALLY IF YOU ARE NOT ALREADY SET UP FOR AUTODRAFTS.**
- Payment coupons have been discontinued and will not be provided as they are not necessary to make your monthly HOA payment. Statements are emailed out on the 1st of each month, and receipts are delivered electronically as soon as your payment posts to your account. Owners always have real time access to their HOA account ledger on the Owner Portal at www.PaySCCDues.com.

Sunshine Creek Condominiums 2023 Annual Budget							
(Approved 10/06/2022)							
Revenues:	% of Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2022-2023	% Change
Assessment Income		143,700.00	146,200.00	146,850.00	153,804.00	7,404.00	4.60%
Reserve Income		56,650.00	58,350.00	60,100.00	63,105.00	4,755.00	5.00%
Bank Fee Income		0.00	0.00	0.00	0.00	0.00	0.00%
Capital Contribution Income		0.00	0.00	0.00	0.00	0.00	0.00%
Fee Income		0.00	0.00	0.00	0.00	0.00	0.00%
Interest Income (Reserves)		0.00	0.00	0.00	0.00	0.00	0.00%
Key Income		0.00	0.00	0.00	0.00	0.00	0.00%
Late Fee Income		0.00	0.00	0.00	0.00	0.00	0.00%
Violation Fee Income		0.00	0.00	0.00	0.00	0.00	0.00%
TOTAL INCOME.....		200,350.00	204,550.00	206,950.00	216,709.00	12,159.00	4.72%
Expenses:		2020 Budget	2021 Budget	2022 Budget	2023 Budget	2022-2023	% Change
Landscape Contract - Base		12,500.00	12,500.00	12,500.00	14,500.00	2,000.00	16.00%
Landscape Services (Additional)		2,000.00	2,000.00	2,000.00	1,500.00	-500.00	-25.00%
Irrigation		1,000.00	1,000.00	1,000.00	1,200.00	200.00	20.00%
Snow removal contracts		0.00	0.00	0.00	0.00	0.00	0.00%
Total Ground & Maintenance Repair.....	7.74%	15,500.00	15,500.00	15,500.00	17,200.00	1,700.00	10.97%
Cleaning Service		2,400.00	2,400.00	3,400.00	2,500.00	100.00	-26.47%
Electric Lamping/Ballast - R&M		500.00	500.00	500.00	750.00	250.00	50.00%
Exterior Roof R&M		2,500.00	2,500.00	2,000.00	2,000.00	-500.00	0.00%
General Bldg. - R&M		6,000.00	6,000.00	7,000.00	7,000.00	1,000.00	0.00%
Gutters - R&M		1,500.00	1,500.00	1,500.00	0.00	-1,500.00	-100.00%
Pest Control Services		750.00	1,000.00	1,000.00	1,000.00	0.00	0.00%
Plumbing R&M		500.00	500.00	500.00	500.00	0.00	0.00%
Staff (Maintenance)		0.00	250.00	0.00	0.00	-250.00	0.00%
Pool Maint. & Supplies		9,700.00	9,700.00	8,000.00	7,000.00	-2,700.00	-12.50%
Pool Chemical Reads		0.00	600.00	600.00	0.00	-600.00	-100.00%
Exercise Equipment Maint.		500.00	500.00	500.00	300.00	-200.00	-40.00%
Total Building & Repairs & Maintenance.....	12.15%	24,350.00	25,450.00	25,000.00	21,050.00	-4,400.00	-15.80%
Alarm System Testing & Maintenance		800.00	1,500.00	1,500.00	3,800.00	2,100.00	140.00%
Garbage & Recycle (Waste Management)		6,500.00	7,000.00	6,800.00	8,500.00	1,500.00	28.79%
Electricity - Common Area		4,200.00	4,000.00	2,500.00	2,700.00	-1,300.00	8.00%
Gas		2,200.00	2,000.00	2,000.00	2,000.00	0.00	0.00%
Telephone/Cable/Internet Basic Service (Comcast)		3,500.00	3,500.00	5,000.00	4,800.00	1,300.00	-4.00%
Water/Sewer (6% anticipated increase, City of Beaverton >July)		41,200.00	40,000.00	41,500.00	46,000.00	6,000.00	10.84%
Utility Expenses.....	29.15%	58,400.00	58,000.00	59,100.00	67,800.00	9,800.00	14.38%
Administrative Fee		0.00	0.00	0.00	0.00	0.00	0.00%
Audit Fees		2,200.00	2,000.00	2,000.00	2,500.00	500.00	25.00%
Bank Charges		250.00	150.00	150.00	250.00	100.00	66.67%
Copy/Fax		250.00	250.00	250.00	250.00	0.00	0.00%
General Liability Insurance		21,000.00	23,750.00	23,750.00	23,000.00	-750.00	-3.16%
General Office Expenses		500.00	500.00	500.00	500.00	0.00	0.00%
Legal Fees		3,000.00	2,500.00	2,500.00	2,500.00	0.00	0.00%
Licenses/Fees/Permits		1,100.00	1,100.00	1,100.00	1,000.00	-100.00	-9.09%
Management Fee - Base		16,400.00	16,400.00	16,400.00	17,004.00	604.00	3.68%
Management Services - Extra		0.00	0.00	0.00	0.00	0.00	0.00%
Reserve Study Fee		750.00	600.00	600.00	750.00	150.00	25.00%
Operating Expenses.....	22.69%	45,450.00	47,250.00	47,250.00	47,754.00	504.00	1.07%
Total Ground, Building, Utility, & Operating.....	71.72%	143,700.00	146,200.00	146,850.00	153,804.00	7,404.00	4.60%
Reserves.....		2020 Budget	2021 Budget	2022 Budget	2023 Budget	2022-2023	% Change
	28.28%	56,650.00	58,350.00	60,100.00	63,105.00	4,755.00	5.00%
Calculated Expenses Plus Reserves.....		2020 Budget	2021 Budget	2022 Budget	2023 Budget	2022-2023	% Change
	100.00%	200,350.00	204,550.00	206,950.00	216,709.00	12,159.00	4.72%
2023 Annual Budget (proposed).....					216,709.00		

Sunshine Creek Condominiums 2023 Fee Allocations													
(Approved 10/06/2022)													
Unit Address	Unit Int.	Garage	Gar Int.	Carport	CP Int.	Tot. Int.	'19 Dues	'20 Dues	'21 Dues	'22 Dues	'23 Dues	Oper. %	Reser. %
10620 SW Davies Rd #1	1.39585			C-20	0.00001	1.39586	207.38	233	238	241	252	179	73
10620 SW Davies Rd #2	1.43880			C-20	0.00001	1.43881	213.77	240	245	248	260	184	76
10620 SW Davies Rd #3	1.43880					1.43880	213.76	240	245	248	260	184	76
10620 SW Davies Rd #4	1.39585			C-3	0.00001	1.39586	207.38	233	238	241	252	179	73
10620 SW Davies Rd #5	1.41302			C-4	0.00001	1.41303	209.94	236	241	244	255	181	74
10620 SW Davies Rd #6	1.41302			C-5	0.00001	1.41303	209.94	236	241	244	255	181	74
10620 SW Davies Rd #7	1.39585					1.39585	207.38	233	238	241	252	179	73
10620 SW Davies Rd #8	1.41302	G-2	0.00001	C-8	0.00001	1.41304	209.94	236	241	244	255	181	74
10620 SW Davies Rd #9	1.41302					1.41302	209.94	236	241	244	255	181	74
10620 SW Davies Rd #10	1.39585			C-7	0.00001	1.39586	207.38	233	238	241	252	179	73
10620 SW Davies Rd #11	1.41302	G-1	0.00001			1.41303	209.94	236	241	244	255	181	74
10620 SW Davies Rd #12	1.41302			C-1	0.00001	1.41303	209.94	236	241	244	255	181	74
10620 SW Davies Rd #13	1.39585					1.39585	207.38	233	238	241	252	179	73
10620 SW Davies Rd #14	1.41302					1.41302	209.93	236	241	244	255	181	74
10660 SW Davies Rd #15	1.41302			C-6	0.00001	1.41303	209.94	236	241	244	255	181	74
10640 SW Davies Rd #16	1.39586					1.39586	207.38	233	238	241	252	179	73
10640 SW Davies Rd #17	1.43880	G-3	0.00001			1.43881	213.77	240	245	248	260	184	76
10640 SW Davies Rd #18	1.43880	G-5	0.00001			1.43881	213.77	240	245	248	260	184	76
10640 SW Davies Rd #19	2.24412					2.24412	333.41	375	383	387	405	287	118
10640 SW Davies Rd #20	2.28063	G-6	0.00001	C-10	0.00001	2.28065	338.84	381	389	393	412	292	120
10640 SW Davies Rd #21	2.25915			C-17	0.00001	2.25916	335.65	377	385	390	408	289	119
10640 SW Davies Rd #22	2.31284	G-17	0.00001	C-9	0.00001	2.31286	343.62	386	394	399	418	296	122
10640 SW Davies Rd #23	2.31284			C-13	0.00001	2.31285	343.62	386	394	399	418	296	122
10640 SW Davies Rd #24	2.25915	G-12	0.00001	C-18	0.00001	2.25917	335.65	377	385	390	408	289	119
10640 SW Davies Rd #25	2.31284	G-11	0.00001	C-11, C-12	0.00002	2.31287	343.62	386	394	399	418	296	122
10660 SW Davies Rd #26	2.31284	G-8	0.00001			2.31285	343.62	386	394	399	418	296	122
10640 SW Davies Rd #27	2.24412	G-18	0.00001	C-14	0.00001	2.24414	331.41	375	383	387	405	287	118
10640 SW Davies Rd #28	2.28063					2.28063	338.84	381	389	393	412	292	120
10660 SW Davies Rd #29	2.02937			C-19	0.00001	2.02938	301.51	339	346	350	366	259	107
10640 SW Davies Rd #30	2.05300			C-15	0.00001	2.05301	305.02	343	350	354	371	263	108
10660 SW Davies Rd #31	2.05300			C-16	0.00001	2.05301	305.02	343	350	354	371	263	108
10660 SW Davies Rd #32	2.02937			C-26	0.00001	2.02938	301.51	339	346	350	366	259	107
10660 SW Davies Rd #33	2.05300			C-22	0.00001	2.05301	305.02	343	350	354	371	263	108
10660 SW Davies Rd #34	2.05300	G-13	0.00001	C-24	0.00001	2.05302	305.02	343	350	354	371	263	108
10660 SW Davies Rd #35	2.02998	G-4, G-7	0.00002	C-21	0.00001	2.03001	301.51	339	346	350	367	259	106
10690 SW Davies Rd #36	2.05300			C-25	0.00001	2.05301	305.02	343	350	354	371	263	108
10690 SW Davies Rd #37	2.05300	G-9	0.00001			2.05301	305.02	343	350	354	371	263	108
10660 SW Davies Rd #38	2.02937	G-16	0.00001	C-27	0.00001	2.02939	310.51	339	346	350	366	259	107
10660 SW Davies Rd #39	2.05300	G-15	0.00001	C-23	0.00001	2.05302	305.02	343	350	354	371	263	108
10660 SW Davies Rd #40	2.05300	G-14	0.00001			2.05301	305.02	343	350	354	371	263	108
10660 SW Davies Rd #41	2.02937	G-10	0.00001	C-32	0.00001	2.02939	301.51	339	346	350	366	259	107
10660 SW Davies Rd #42	2.05300			C-28	0.00001	2.05301	305.02	343	350	354	371	263	108
10660 SW Davies Rd #43	2.05300			C-29	0.00001	2.05301	305.02	343	350	354	371	263	108
10660 SW Davies Rd #44	2.02937	G-19	0.00001	C-33	0.00001	2.02939	301.51	339	346	350	366	259	107
10660 SW Davies Rd #45	2.05300			C-30	0.00001	2.05301	305.02	343	350	354	371	263	108
10660 SW Davies Rd #46	2.05300			C-31	0.00001	2.05301	305.02	343	350	354	371	263	108
10690 SW Davies Rd #47	1.87689			C-35	0.00001	1.87690	278.85	313	320	324	339	240	99
10690 SW Davies Rd #48	1.90911			C-36	0.00001	1.90912	283.64	319	325	329	345	245	100
10690 SW Davies Rd #49	1.82320			C-34	0.00001	1.82321	270.88	304	311	314	329	233	96
10690 SW Davies Rd #50	1.85757					1.85757	275.98	310	317	320	335	237	98
10690 SW Davies Rd #51	1.82320			C-38	0.00001	1.82321	270.88	304	311	314	329	233	96
10690 SW Davies Rd #52	1.85757			C-39	0.00001	1.85758	275.98	310	317	320	335	237	98
10690 SW Davies Rd #53	1.87689			C-40	0.00001	1.87690	278.85	313	320	324	339	240	99
10690 SW Davies Rd #54	1.90911			C-41, C-37	0.00002	1.90913	283.64	319	325	329	345	245	100
10680 SW Davies Rd.	HOA	G-20	0.00001			0.00001	0.02	0.02	0.02	0.02	0.02	0.01	0.01
Totals.....	100.00		0.00020		0.00041	100.00061	14,864.16	16,696	17,048	17,248	18,059	12,796	5,258
							2019 Total	2020 Total	2021 Total	2022 Total	2023 Total	Operating	Reserves
					Monthly Budget:		14,857	16,696	17,046	17,246	18,059	12,800	5,259
					Annual Budget:		178,285	200,350	204,550	206,950	216,709	153,604	63,105
					Avg. Ann. p/door:		3,302	3,710	3,788	3,832	4,013	2,845	1,169
					% of budget:							71%	29%

Sunshine Creek Condominiums

Vehicle Registration Form

OWNER NAME _____

UNIT ADDRESS _____

MAILING ADDRESS _____

PRIMARY PHONE _____ EMAIL _____

IF UNIT IS RENTED, THE FOLLOWING INFORMATION MUST BE COMPLETED

TENANT NAME(S) _____

PRIMARY PHONE _____ SECOND PHONE _____

LEASE TERM _____ EMAIL _____

VEHICLE INFORMATION

Registration is **required** for **ALL** vehicles per Sunshine Creek Condominiums Parking Resolution. Failure to register a vehicle is subject to a violation and fine as defined in the Sunshine Creek Enforcement & Fine Resolution.

- | | | | |
|----|-----------------------------|---------------------------------------|---------------------------|
| 1. | _____
YEAR, MAKE & MODEL | _____
STATE & LICENSE PLATE NUMBER | _____
COLOR OF VEHICLE |
| 2. | _____
YEAR, MAKE & MODEL | _____
STATE & LICENSE PLATE NUMBER | _____
COLOR OF VEHICLE |
| 3. | _____
YEAR, MAKE & MODEL | _____
STATE & LICENSE PLATE NUMBER | _____
COLOR OF VEHICLE |

AGREED: The Residents of this property have been advised that they are living in a Condominium Association and have been provided with copies of the Declarations, Bylaws, and adopted Rules & Regulations, which include Parking Rules established in the Governing Documents and by the Board of Directors and can be found at www.SunshineCreekCondos.com. Signature on this form verifies that Owners and Tenants agree to abide by the above documents and rules set forth therein.

Owner Signature

Tenant Signature (if applicable)

Owner Signature

Tenant Signature (if applicable)

Date

Date

Please mail or email completed form on or before January 31st of each year to:

FRESH START Real Estate, Inc.
6107 SW Murray Blvd., #313; Beaverton, OR 97008
(503) 319-5848 Cell-Text-MMS/SMS
Manager@FRESHSTARTofOregon.com

**THE ASSOCIATION OF UNIT OWNERS OF SUNSHINE CREEK CONDOMINIUMS
BOARD RESOLUTION FOR CAPITAL CONTRIBUTION BY NEW OWNERS**

The following Resolution was adopted on July 29, 2021, by the Board of Directors ("Board") of the Association of Unit Owners of Sunshine Creek Condominiums.

RECITALS

WHEREAS, the Board has authority pursuant to Sections 13.4 and 13.6 of the Declaration Submitting Sunshine Creek Condominiums to Condominium Ownership (the "Declaration"), Section 5.2 of the Bylaws of the Association of Unit Owners of Sunshine Creek Condominiums (the "Bylaws"), and ORS 100.405(4)(b) and (g) to levy assessments for the maintenance, repair, and replacement of the commonly maintained property; and

WHEREAS, the Board, after review of the Association's general operating reserve fund, has determined that it is necessary and in the best interest of the Association to propose an amendment to the Bylaws that would require future buyers of any units within the Association to pay the Association, upon title transfer, a capital contribution in a sum equal to one-sixth (1/6th) of the then annual assessment with respect to the particular unit being purchased; and

WHEREAS, Article XIII of the Bylaws provides, in part, that the Bylaws may be amended by Unit Owners holding a majority of the total voting rights allocated to the Units in a duly-constituted meeting or by ballot called for such purpose; and

WHEREAS, Section 4.5 of the Bylaws allows that, upon resolution of the Board, any vote of Unit Owners to approve a particular matter may be held at a properly noticed Special Meeting of the Association; and

WHEREAS, under Section 2.7 of the Bylaws and ORS 100.425 the Board has discretion to propose a vote on an amendment to the Bylaws to be conducted by written proxy ballot in lieu of a formal meeting.

NOW, THEREFORE, IT IS HEREBY

RESOLVED, that the Board hereby directs Association Management to prepare and deliver written ballots to all owners under Sections 2.7 and 4.5 of the Bylaws seeking a "yes" or "no" vote on the following proposed amendment to the Article VII Section 7.3(b) and (c) of the Bylaws:

(Proposed additions to the Bylaws are italicized; proposed deletions from the Bylaws are struck through):

(b) **Working Capital Contribution Fund.** ~~A working capital reserve fund in the amount of two months of (that is one sixth of the annual) estimated common expense assessments based on substantial or full occupancy of the Residential Units shall be established by the Declarant and is held by the Association to meet unforeseen expenditures or to purchase~~

any additional equipment or services. ~~[FNMA, sec. 606.02]. Upon the closing of every sale or transfer of any Residential Unit to a new owner, the buyer or transferee shall pay a one-time contribution to the working capital of the Association in a sum equal to one-sixth (1/6th) of the then current annual assessment amount for the Residential Unit sold or transferred either at the time the first sale of the such Unit is closed or at the Turnover Meeting, whichever first occurs. Amounts paid into this fund shall not be considered advance payments of regular assessments. The working capital contribution required hereunder shall be in addition to regular or special assessments and shall not be used as a prepayment of regular or special assessments by any Owner. The working capital contribution shall be allocated to the General Operating Account provided for in Section 7.3(c) of these Bylaws. The fund shall be transferred to the Association for deposit to a segregated fund at the time of the Turnover Meeting. The Declarant shall be prohibited from using the working capital funds to defray any of its expenses, reserve contributions, or construction costs or to make up any budget deficits while Declarant is in control of the Association. When a Residential Unit is first sold, the Declarant may reimburse itself for funds it paid the Association for the unsold Unit's share of the working capital fund by using funds collected at closing of the Unit. [FNMA, sec. 606.02].~~

(c) General Operating Account Reserve. ~~In the discretion of tThe Board, it may shall maintain a general operating account by allocation and payment thereto monthly of an amount determined by the Board. Working capital contributions collected as set forth in Section 7.3(b) of these Bylaws shall also be allocated and paid into the general operating account.~~

(As amended, the proposed amendment to the Article VII Section 7.3(b) and (c) of the Bylaws shall read):

(b) Working Capital Contribution. Upon the closing of every sale or transfer of any Residential Unit to a new owner, the buyer or transferee shall pay a one-time contribution to the working capital of the Association in a sum equal to one-sixth (1/6th) of the then current annual assessment amount allocated to the Residential Unit sold or transferred. The working capital contribution required hereunder shall be in addition to regular or special assessments and shall not be used as a prepayment of regular or special assessments by any Owner. The working capital contribution shall be allocated to the General Operating Account provided for in Section 7.3(c) of these Bylaws.

(c) General Operating Account. The Board shall maintain a general operating account by allocation and payment thereto monthly of an amount determined by the Board. Working capital contributions collected as set forth in Section 7.3(b) of these Bylaws shall also be allocated and paid into the general operating account.

RESOLVED, if the Unit Owners vote to approve the proposed amendments to Article VII Section 7.3(b) of the Bylaws, any Residential Unit sold thereafter shall be subject to the working capital contribution as set forth in this Resolution; and it is hereby further,

RESOLVED, if the Unit Owners vote to approve the proposed amendments to Article VII Section 7.3(c) of the Bylaws, the Board is hereby authorized and directed on behalf of the Association to establish a general operating reserve account as set forth in this Resolution and pursuant to Section 5.2(w) of the Bylaws; and it is hereby further,

RESOLVED, if the Unit Owners vote to approve the proposed amendments to Article VII Section 7.3 (c) of the Bylaws, the Board is hereby authorized and directed to utilize the general operating reserve account for the purpose of meeting the Association's unforeseen expenditures or to purchase any additional equipment or services, as determined in the Board's discretion; and it is hereby further

RESOLVED, that the Board directs Association Management to send all owners a copy of this Resolution along with the written proxy ballot in accordance with Section 2.7 of the Bylaws. This Resolution will be effective upon mailing.

This Resolution was passed by the Board of Directors on the 29th day of July, 2021.

Sharon M. Bacon
Title: PRESIDENT

ATTEST:

Sharon J. Lough
Title: VICE PRESIDENT