

MINUTES

Minutes of the Board of Directors SPECIAL Meeting for the Sunshine Creek Condominium Owners Association held at 5:00pm on August 27, 2020 via Zoom at remote locations

Call to Order: Director Sheri Bacon called the meeting to order at 5:07pm.

Quorum Present: Yes

Board Members in attendance: Tammy McCausland, Secretary
Sue Lowry, Treasurer
Sheri Bacon, Director
Mike Grebenc, Director
Dominic DeMarco, 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
Danna Carlson Unit #46

Proof of Notice: Proof of Notice waived due to nature of special remote meeting due to Covid-19 gathering rules in place by the State of Oregon.

Welcome & Introductions: Manager Mark Vandervest opened the meeting by welcoming the board members 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. A motion was made by Tammy to approve the Agenda as written. The motion was seconded by Sheri. There was no additional discussion, and the motion was unanimously approved.

Owners Forum:

- Sheri noted that the gutter downspout in front of Unit #28 was still crushed. Mark said that he would get a length from Home Depot and install it.
- Sue noted that there is a tree that is leaning from the wetland towards the back of building 10660. Mark said that FRESH START could cut down the tree and have the debris removed. Dominic motioned to approve FRESH START cutting down the tree. Tammy seconded the motion. There was no additional discussion, and the motion passed unanimously.

Approval of Minutes: The minutes from the meeting on June 4, 2020 were reviewed. Dominic made a motion to approve the minutes as submitted. Mike seconded the motion. There was no further discussion and the motion passed unanimously.

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

Balance Sheet:

- Total operating funds as of 7/31/2020 was \$42,003.20 including pending EFTs.
- Total reserve funds as of 7/31/2020 was \$133,823.03
- Total cash assets as of 7/31/2020 was \$175,826.23

Budget vs. Actuals: As of 7/31/2020, 68.60% of the anticipated income for 2020 has been collected. As of 7/31/2020, only 43.93% of the budgeted expenses have been paid out, including 23.28% of the budgeted reserve expenses. This is below the projected amount for anticipated expenses in 2020, but the amount will begin to balance out as work progresses throughout the rest of the year.

Delinquencies: There were a total of \$3,133.22 in delinquent assessments as of 7/31/2020. Management has been in contact with the two parties that represent the delinquency amounts and are working to resolve the delinquencies.

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. Matt power washed the stairway going down to Unit 44, which had garbage juice stains on them.
2. Three dryer vents were replaced on the back of building 10660
3. Garbage onsite management is ongoing. There continues to be a lot of garbage placed outside of the overfilled dumpsters.
4. Computer upgrade has been purchased and Management is waiting for Advance Locking Solutions to schedule the upgrade.
5. Lighting maintenance is ongoing

ADMINISTRATION

1. Violations:

For informational purpose:

- a. Two garbage violations were issued
- b. One smoking violation was issued
- c. One noise violation was issued
- d. One vehicle repair violation

2. Homeowner Correspondence and Administration

For informational purpose:

- a. None

Old Business:

1. **Noise Violation from Unit #42:** Dominic stated that the noise from one or more of the ceiling fans continues to be a problem. Additionally, he believes that they Resident or their guest is smoking in the unit or on the patio because there is odor penetrating their unit. Sheri said that water is dripping down onto her patio from Unit 42's plants and does not believe they have installed the necessary catch trays. Management will address the issues with the Owner's management agency.
2. **Defibrillator Battery:** Mark asked if the Board had ordered the new defibrillator battery as the beeping unit has been stored in the spa pump closet. There is no urgency due to the facilities being closed by State mandates.

New Business:

1. **Landscaping Contract & Repairs:** Enstrom Landscape Services provided a notice that they will no longer be servicing Sunshine Creek beginning 9/1/2020. Mark recommended Great Gardens Landscaping to take on the landscaping throughout the community as they are currently serving three other associations managed by FRESH START, and that they do an incredibly good job. A proposal was provided by Great Gardens in the amount of \$1,200.00 per month for landscape maintenance. This is slightly higher than the \$1,100.00 that was being paid to Enstrom. Sheri asked what the difference would be for the additional \$100.00 per month. Given that Enstrom had been dropping the ball on maintenance for many months, Mark stated that he believed that the service from Great Gardens would be better. Mark reminded the Board that it was Javier and Great Gardens Landscaping who was able to repair the water main leak on the front of Building 10660 when no other plumbers were available on a holiday weekend. Dominic motioned to approve the new monthly contract from Great Gardens Landscaping. Tammy seconded the motion. There was no additional discussion and the motion passed unanimously.
2. **Landscaping Repairs:** Great Gardens Landscaping provided a proposal in the amount of \$670.00 to install a curtain drain off the southeast corner of building 10660 to alleviate that ponding and drainage issues. Sheri motioned to approve the proposal. Tammy seconded the motion. There was no further discussion and the motion passed unanimously.
3. **Pressure Washing:** Mark noted that much of the siding throughout the community is discoloring and requires pressure washing. Sheri noted that in the past Matt Philips has helped with the pressure washing. However, the pressure washer that is in the garage is her son-in-law's pressure washer and he may be needing that back soon. Mark reached out to Matt to see if he would be able to accommodate the pressure washing needs if the HOA purchased a pressure washer. Unfortunately, Matt is now busy and would not be able to commit to helping with that project. Mark stated that FRESH START would be happy to perform the service on a time and materials basis. The billable rate would be \$55.00 per hour. Payment is allocated from the 2020 reserve funds. Sheri motioned to have FRESH START proceed with the needed pressure washing. Tammy seconded the motion. There was no additional discussion and the motion passed unanimously.
4. **Ratify HOA Computer Upgrade:** A laptop computer upgrade was discussed by the board via email in the month prior to this meeting. Tammy motioned to ratify the vote to approve the laptop upgrade purchase in the amount of \$609.98. Dominic seconded the motion. There was no additional discussion and the motion passed unanimously.

Schedule Next Meeting:

The next bi-monthly meeting will be held on October 22, 2020 at 5:00pm either via Zoom, or if State mandates have been lifted, in the Sunshine Creek Clubhouse. The Board agreed to send the draft minutes of this Zoom Meeting to the Owners and invite all owners to the next meeting.

Adjournment:

Sheri motioned to adjourn the meeting at 6:05pm. Tammy seconded the motion.

Submitted by:

FRESH START Real Estate, Inc. ~ Community Manager