

MINUTES

Minutes of the Board of Directors Meeting for the Sunshine Creek Condominium Owners Association held at 5:00pm on September 30, 2021 via Zoom at remote locations

Call to Order: President Sheri Bacon called the meeting to order at 5:04pm.

Quorum Present: Yes

Board Members in attendance: Sheri Bacon, President
Tamara Mills, Secretary
Sue Lowry, Treasurer
Mike Grebenc, Director
Danna Carlson, Director

Board Members absent: None

Others in attendance by invitation: Mark & Cindy Vandervest, Community Managers
FRESH START Real Estate, Inc.

Guests in attendance: Sandra Timm, Unit #30

Proof of Notice: Meeting Notices posted in display cases above mailboxes and broadcast to all owners via email.

Welcome & Introductions: President Sheri Bacon opened the meeting by welcoming the board members and guest 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. Sheri asked to add the topic of the Insurance Claim Update under Old Business on the agenda. A motion was made by Danna to approve the Agenda as modified. The motion was seconded by Sue. There was no additional discussion, and the motion was unanimously approved.

Owners Forum:

- Sheri asked if the insurance agent would be invited to an upcoming meeting. Mark will contact the insurance agent and try to get that scheduled.
- There was discussion about loud stomping in Unit #31. Management reminded everyone that in order to issue a violation, evidence is needed. Evidence can be as simple as recording a time-stamped video on a cell phone.

Approval of Minutes: The minutes from the meeting on July 29, 2021 were reviewed. Danna made a motion to approve the minutes as written. Sheri seconded the motion. There was no further discussion and the motion passed unanimously.

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

Financial Report Summary:

Financials as of 8/31/2021:

§ Total operating funds:	\$ 59,914.34	including pending EFTs.
§ Total reserve funds:	\$ 180,403.02	
§ Total cash assets:	\$ 240,317.36	
§ Total YTD income:	\$ 174,775.37	
§ Total YTD expenses:	\$ 144,798.43	including \$18,487.02 of Reserve expenses.
§ Budget vs. Actual <u>Income</u> :	92.77%	collected YTD.
§ Budget vs. Actual <u>Expenses</u> :	72.58%	paid YTD incl. 31.41% of Reserve expenses
§ Total delinquencies:	\$ 523.90	Two accounts 0-30 days with past due fines (#20 & #26); and one account 0-30 days which is scheduled to be paid off in September (#42)

Please review the **August** Expenses, 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. Please do not hesitate to call or email 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. Corridors at Units 16 & 43 debris was cleaned up from lower level
2. Loose steps to Units 43 @ 46 were tightened
3. A sagging corridor soffit was repaired at unit #18
4. Bark mulch was added at entry around clubhouse and trees in main drive path.
5. Basketball hoop was purchased, assembled, and installed in back parking lot for resident use.
6. Woodpecker damage seems to have ceased.
7. Garbage: onsite trash management is ongoing
8. Lighting: maintenance is ongoing

ADMINISTRATION

1. Violations (since last meeting):

For informational purpose:

8/24/2021: Smoking Violation

9/13/2021: Noise Violation (barking dogs)

2. Homeowner Correspondence and Administration

For informational purpose:

- a. None

3. Correspondence for Board Review

Board action requested:

- a. None

Old Business:

1. **Capital Contribution Bylaws Amendment:** The signed resolution was sent to the attorney and the voting is anticipated to begin in mid to late October.
2. **Pool & Spa closure update:** The pool and spa have been closed for the season due to a broken pool pump. Wet Kat Pool Service will be winterizing and covering up the pool and spa in the coming month.
3. **Gutter & Dryer Vent Cleaning:** KJ Maintenance Service has been contracted to perform gutter cleaning and exterior dryer vent cleaning in November.
4. **Insurance Claim Update:** Management reported that all work has been completed relative to the water damage in Units 4, 5, & 6. The insurance company has paid the claim and the Owner of Unit #4 has paid their deductible amount.

New Business:

1. **Board Position Ratification:** The Board had voted electronically to approve Tamara Mills as the Secretary of the Association replacing Director Dominic DeMarco's position. Sheri motioned to ratify the approval of Tamara as Secretary. Danna seconded the motion. There was no additional discussion and the motion passed unanimously. Thank you Tamara!
2. **Pool Pump Installation Ratification:** The Board had voted electronically to approve the replacement of the pool pump by Wet Kat Pool Service at a cost of \$1,947.00. Sue motioned to ratify the approval of the pool pump installation. Sheri seconded the motion. There was a brief discussion about when the pump would be replaced and the Board preferred a replacement in March, if possible to allow time for an acid wash and possible re-plastering during the off season if needed. Mark will communicate that information to Wet Kat Pool Service. There was no additional discussion. The board voted and unanimously approved the pool pump installation which will be ready for use in 2022.

Schedule Next Meeting:

The next meeting of the Board of Directors is scheduled for October 28, 2021 at 5:00pm via Zoom. This meeting will be for review of the Reserve Study and the 2022 Budget.

Adjournment:

Sheri motioned to adjourn the meeting at 6:01 p.m. Tamara seconded the motion.

Respectfully submitted by:
FRESH START Real Estate, Inc. ~ Community Manager