



---

## **SUNSHINE CREEK CONDOMINIUMS 2026 OWNER PACKET**

### **TABLE OF CONTENTS**

#### **YEAR-END SUMMARY**

Sunshine Creek Condominiums Year-End Summary Points & Action Items..	2 - 4
--	-------

#### **2026 DOCUMENTS:**

2026 Notice of Dues Increase.....	5
2026 Annual Budget (approved).....	6
2026 Fee Allocation Schedule (approved).....	7
Vehicle Registration Form ( <b>Return no later than January 31<sup>st</sup></b> ).....	8
2021 Capital Contribution Bylaws Amendment (effective January 1, 2022)	9 - 10

The 2025 Reserve Study update can be found at [www.SunshineCreekCondos.com](http://www.SunshineCreekCondos.com)

**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 2026 budget at the regular meeting of the Board of Directors held on 11/20/2025. It is the result of a proposed budget presented by Management along with the review and input of each of the Board members.
- The 2026 overall increase is 11.95%. The increase in reserve contributions for 2026 is 15.0% and there is an increase of 10.65% 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 comprise 30.65% of the total monthly HOA payment and the Operating contributions will comprise 69.35% of the total monthly HOA payment. **The total HOA payment for each unit in 2026 will increase according to the Sunshine Creek 2026 Fee Allocation Schedule included in this Owner's Packet.**
- The combined operating and capital reserves for the 2026 budget is \$281,314.00 – compared to \$251,290.00 in 2025.
- Based on 2025 expenses, the Board approved the Budget expense categories as follows:

Ground & Maintenance Repair.....	+	8.51%
Building Repairs & Maintenance.....	-	2.55%
Total Utility Expenses.....	+	13.07%
General Operating Expenses .....	+	14.60%
Overall Increase from 2025 to 2026.....	+	11.95%

The above percentages are based on the needs from actual spending in 2025 and projected trends that are expected in 2026.

- Grounds and Maintenance accounts for 9.06% of the annual operating budget.
- Utility expenses account for 30.75% of the budget.
- Operating expenses account for 20.72% of the budget.
- The Board and Management are managing collections & delinquencies very effectively. There are ZERO delinquencies as of 10/31/2025!
- The Reserve Study and 30-year Maintenance plan has been updated and uploaded to the Association website [www.SunshineCreekCondos.com](http://www.SunshineCreekCondos.com). Projections indicate that the proposed funding model will adequately accommodate the needs of the Association. The outlined funding schedule requires a 15% annual increase for 2025 thru 2030, and then 10% annual increase thru 2035. The proposed funding model is projected 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.PayFreshStart.com](http://www.PayFreshStart.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 (and should) also be submitted from this portal. **Effective as of January 1, 2023 there will be a \$15.00 administrative fee for any paper check that requires processing.** Management still retains the right to process all checks electronically. Management is happy to help you set up or process payments.
- The Association website at [www.SunshineCreekCondos.com](http://www.SunshineCreekCondos.com) continues to grow with an abundance of information about the Association. You can 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 2025.

***Reminders & Action Items:***

- ✓ 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](http://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](mailto: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, 2025 to remain in compliance. Email your updated vehicle registration form to [Manager@FRESHSTARTofOregon.com](mailto:Manager@FRESHSTARTofOregon.com) or mail your vehicle registration form to the address shown at the top of this notice no later than January 31, 2025 to avoid a violation and fine.

- ✓ **Capital Contribution Bylaws Amendment:** On January 1, 2023 the Capital Contribution Amendment became effective. 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 Amendment 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 and are escalated for repeat offenses. Owners are responsible for Tenants and their guests.

- ✓ **Vandalism Concerns:** 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 the Beaverton Police non-emergency number 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 promptly and 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](http://www.SunshineCreekCondos.com).*



## **NOTICE OF DUES INCREASE**

- **This serves as your notice of increase in monthly HOA dues beginning January 1, 2026. Refer to the following Budget and 2026 Fee Allocation Schedule to determine the new amount of your monthly HOA Dues beginning January 1, 2026.**
- If your payment is auto drafted via the [www.PayFreshStart.com](http://www.PayFreshStart.com) portal, unless we hear differently from you, your monthly payment will automatically be adjusted for your January payment. If you access the portal to pay your HOA dues manually, you will need to increase your payment to the correct amount beginning 1/1/2026 to avoid late fees being assessed for shortages. Please do not call management for failure to update manual HOA payments, which result in late fees.
- As of September 1, 2019, paper checks are no longer accepted for payment of HOA dues. Please log into the HOA portal at [www.PayFreshStart.com](http://www.PayFreshStart.com) to make your payments electronically. **Beginning January 1, 2023 there will be a \$15.00 administrative fee for any check that requires processing.** Management retains the right to still process all checks electronically.
- Statements are emailed out on the 1<sup>st</sup> 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.PayFreshStart.com](http://www.PayFreshStart.com).

Sunshine Creek Condominiums 2026 Annual Budget						
Approved: 11/20/2025						
Revenues:	% of Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2025-2026 % Change
Assessment Income	69.35%	153,804.00	158,950.00	176,321.00	195,100.00	18,779.00 10.65%
Reserve Income	30.65%	63,105.00	68,153.00	74,969.00	86,214.00	11,245.00 15.00%
Bank Fee Income	0.00%	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 0.00%
Fee Income	0.00%	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 0.00%
Key Income	0.00%	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 0.00%
Parking Income	0.00%	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 0.00%
<b>TOTAL INCOME.....</b>	<b>100.00%</b>	<b>216,709.00</b>	<b>227,103.00</b>	<b>251,290.00</b>	<b>281,314.00</b>	<b>30,024.00 11.95%</b>
Expenses:		2023 Budget	2024 Budget	2025 Budget	2026 Budget	2025-2026 % Change
Landscape Contract - Base	5.87%	14,500.00	15,000.00	15,000.00	16,500.00	1,500.00 10.00%
Landscape Services (Additional)	0.53%	1,500.00	1,800.00	2,000.00	1,500.00	-500.00 -25.00%
Irrigation	0.89%	1,200.00	1,000.00	2,000.00	2,500.00	500.00 25.00%
Pest Control Services	1.78%	1,000.00	3,000.00	4,500.00	5,000.00	500.00 11.11%
Snow removal contracts	0.00%	0.00	0.00	0.00	0.00	0.00 0.00%
<b>Total Ground &amp; Maintenance Repair.....</b>	<b>9.06%</b>	<b>18,200.00</b>	<b>20,800.00</b>	<b>23,500.00</b>	<b>25,500.00</b>	<b>2,000.00 8.51%</b>
Cleaning Service	1.00%	2,500.00	2,500.00	2,450.00	2,800.00	350.00 14.29%
Electric Lamp/Ballast - R&M	0.53%	750.00	800.00	2,000.00	1,500.00	-500.00 -25.00%
Electrical R&M	1.07%	0.00	0.00	2,500.00	3,000.00	500.00 20.00%
Exercise Equipment Maint.	5.00%	300.00	300.00	500.00	250.00	-250.00 -50.00%
Fire & Life - Alarm Testing	0.25%	3,600.00	2,100.00	1,500.00	700.00	-800.00 -53.33%
General Bldg. - R&M	1.78%	7,000.00	8,000.00	6,000.00	5,000.00	-1,000.00 -16.67%
Gutters - R&M	0.00%	0.00	0.00	0.00	0.00	0.00 0.00%
Plumbing R&M	0.36%	500.00	750.00	1,000.00	1,000.00	0.00 0.00%
Pool Contract	2.77%	7,000.00	7,500.00	6,000.00	7,800.00	1,800.00 30.00%
Pool Maintenance & Supplies	0.27%	0.00	0.00	1,500.00	750.00	-750.00 -50.00%
Roof Maintenance R&M	5.88%	2,000.00	2,000.00	2,000.00	1,500.00	-500.00 -25.00%
Security Expenses	3.03%	0.00	0.00	0.00	500.00	500.00 0.00%
<b>Total Building &amp; Repairs &amp; Maintenance.....</b>	<b>8.82%</b>	<b>23,650.00</b>	<b>23,950.00</b>	<b>25,450.00</b>	<b>24,800.00</b>	<b>-650.00 -2.55%</b>
Garbage & Recycle (Waste Management)	4.98%	8,500.00	9,000.00	11,000.00	14,000.00	3,000.00 27.27%
Electricity - Common Area	1.78%	2,700.00	4,000.00	5,000.00	5,000.00	0.00 0.00%
Gas	0.89%	2,000.00	1,900.00	2,000.00	2,500.00	500.00 25.00%
Telephone/Cable/Internet Basic Service (Comcast)	1.42%	4,800.00	4,000.00	4,000.00	4,000.00	0.00 0.00%
Water/Sewer (12% anticipated increase, City of Be	21.68%	48,000.00	49,000.00	54,500.00	61,000.00	6,500.00 11.93%
<b>Utility Expenses.....</b>	<b>30.75%</b>	<b>64,000.00</b>	<b>67,900.00</b>	<b>78,500.00</b>	<b>86,500.00</b>	<b>10,000.00 13.07%</b>
Administrative Fee	0.09%	0.00	0.00	250.00	250.00	0.00 0.00%
Audit Fees	0.53%	2,500.00	2,000.00	2,000.00	1,500.00	-500.00 -25.00%
Bank Charges	0.18%	250.00	250.00	400.00	500.00	100.00 25.00%
Copy/Fax	0.09%	250.00	250.00	250.00	250.00	0.00 0.00%
General Liability Insurance	11.73%	23,000.00	23,000.00	26,500.00	33,000.00	6,500.00 24.53%
General Office Expenses	0.09%	500.00	250.00	250.00	250.00	0.00 0.00%
Legal Fees	0.53%	2,500.00	2,000.00	2,000.00	1,500.00	-500.00 -25.00%
Licenses/Fees/Permits	0.32%	1,000.00	1,000.00	500.00	900.00	400.00 80.00%
Management Fee - Base	6.58%	17,004.00	17,000.00	17,871.00	18,500.00	629.00 3.52%
Reserve Study Fee	0.30%	750.00	750.00	850.00	850.00	0.00 0.00%
Taxes, Income	0.28%	0.00	0.00	0.00	800.00	800.00 0.00%
<b>Operating Expenses.....</b>	<b>20.72%</b>	<b>47,754.00</b>	<b>46,500.00</b>	<b>50,871.00</b>	<b>58,300.00</b>	<b>7,429.00 14.60%</b>
<b>Total Ground, Building, Utility, &amp; Operating.....</b>	<b>69.35%</b>	<b>153,804.00</b>	<b>158,950.00</b>	<b>176,321.00</b>	<b>195,100.00</b>	<b>18,779.00 10.65% 69.35%</b>
		2023 Budget	2024 Budget	2025 Budget	2026 Budget	2025-2026 % Change
Reserves.....	30.65%	63,105.00	68,153.00	74,969.00	86,214.00	11,245.00 15.00% 30.65%
		2023 Budget	2024 Budget	2025 Budget	2026 Budget	2025-2026 % Change
Calculated Expenses Plus Reserves.....	100.00%	216,709.00	227,103.00	251,290.00	281,314.00	24,187.00 11.9479% 100.00%
2026 Annual Budget (proposed).....					281,314.00	

Sunshine Creek Condominiums 2026 Fee Allocations												
Unit Address	Unit Int.	Garage	Gar Int.	Carport	CP Int.	Tot. Int.	'26 Dues	Oper. %	Reser. %	'25-'26 Dif.	% Incr.	'25 Dues
10620 SW Davies Rd #1	1.39585			C-20	0.00001	1.39586	327	227	100	35	327	292
10620 SW Davies Rd #2	1.43880			C-20	0.00001	1.43881	337	234	103	36	337	301
10620 SW Davies Rd #3	1.43880					1.43880	337	234	103	36	337	301
10620 SW Davies Rd #4	1.39585			C-3	0.00001	1.39586	327	227	100	35	327	292
10620 SW Davies Rd #5	1.41302			C-4	0.00001	1.41303	337	234	103	36	337	301
10620 SW Davies Rd #6	1.41302			C-5	0.00001	1.41303	337	234	103	36	337	301
10620 SW Davies Rd #7	1.39585					1.39585	327	227	100	35	327	292
10620 SW Davies Rd #8	1.41302	G-2	0.00001	C-8	0.00001	1.41304	337	234	103	36	337	301
10620 SW Davies Rd #9	1.41302					1.41302	337	234	103	36	337	301
10620 SW Davies Rd #10	1.39585			C-7	0.00001	1.39586	327	227	100	35	327	292
10620 SW Davies Rd #11	1.41302	G-1	0.00001			1.41303	337	234	103	36	337	301
10620 SW Davies Rd #12	1.41302			C-1	0.00001	1.41303	337	234	103	36	337	301
10620 SW Davies Rd #13	1.39585					1.39585	327	227	100	35	327	292
10620 SW Davies Rd #14	1.41302					1.41302	337	234	103	36	337	301
10660 SW Davies Rd #15	1.41302			C-6	0.00001	1.41303	337	234	103	36	337	301
10640 SW Davies Rd #16	1.39586					1.39586	327	227	100	35	327	292
10640 SW Davies Rd #17	1.43880	G-3	0.00001			1.43881	337	234	103	36	337	301
10640 SW Davies Rd #18	1.43880	G-5	0.00001			1.43881	337	234	103	36	337	301
10640 SW Davies Rd #19	2.24412					2.24412	526	365	161	56	526	470
10640 SW Davies Rd #20	2.28063	G-6	0.00001	C-10	0.00001	2.28065	535	371	164	57	535	478
10640 SW Davies Rd #21	2.25915			C-17	0.00001	2.25916	530	368	162	57	530	474
10640 SW Davies Rd #22	2.31284	G-17	0.00001	C-9	0.00001	2.31286	543	376	166	58	543	485
10640 SW Davies Rd #23	2.31284			C-13	0.00001	2.31285	543	376	166	58	543	485
10640 SW Davies Rd #24	2.25915	G-12	0.00001	C-18	0.00001	2.25917	530	368	162	57	530	474
10640 SW Davies Rd #25	2.31284	G-11	0.00001	C-11, C-12	0.00002	2.31287	543	376	166	58	543	485
10660 SW Davies Rd #26	2.31284	G-8	0.00001			2.31285	543	376	166	58	543	485
10640 SW Davies Rd #27	2.24412	G-18	0.00001	C-14	0.00001	2.24414	526	365	161	56	526	470
10640 SW Davies Rd #28	2.28063					2.28063	535	371	164	57	535	478
10660 SW Davies Rd #29	2.02937			C-19	0.00001	2.02938	476	330	146	51	476	425
10640 SW Davies Rd #30	2.05300			C-15	0.00001	2.05301	482	334	148	51	482	430
10660 SW Davies Rd #31	2.05300			C-16	0.00001	2.05301	482	334	148	51	482	430
10660 SW Davies Rd #32	2.02937			C-26	0.00001	2.02938	476	330	146	51	476	425
10660 SW Davies Rd #33	2.05300			C-22	0.00001	2.05301	482	334	148	51	482	430
10660 SW Davies Rd #34	2.05300	G-13	0.00001	C-24	0.00001	2.05302	482	334	148	51	482	430
10660 SW Davies Rd #35	2.02998	G-4, G-7	0.00002	C-21	0.00001	2.03001	476	330	146	51	476	425
10690 SW Davies Rd #36	2.05300			C-25	0.00001	2.05301	482	334	148	51	482	430
10690 SW Davies Rd #37	2.05300	G-9	0.00001			2.05301	482	334	148	51	482	430
10660 SW Davies Rd #38	2.02937	G-16	0.00001	C-27	0.00001	2.02939	482	334	148	51	482	430
10660 SW Davies Rd #39	2.05300	G-15	0.00001	C-23	0.00001	2.05302	482	334	148	51	482	430
10660 SW Davies Rd #40	2.05300	G-14	0.00001			2.05301	482	334	148	51	482	430
10660 SW Davies Rd #41	2.02937	G-10	0.00001	C-32	0.00001	2.02939	476	330	146	51	476	425
10660 SW Davies Rd #42	2.05300			C-28	0.00001	2.05301	482	334	148	51	482	430
10660 SW Davies Rd #43	2.05300			C-29	0.00001	2.05301	482	334	148	51	482	430
10660 SW Davies Rd #44	2.02937	G-19	0.00001	C-33	0.00001	2.02939	476	330	146	51	476	425
10660 SW Davies Rd #45	2.05300			C-30	0.00001	2.05301	482	334	148	51	482	430
10660 SW Davies Rd #46	2.05300			C-31	0.00001	2.05301	482	334	148	51	482	430
10690 SW Davies Rd #47	1.87689			C-35	0.00001	1.87690	440	305	135	47	440	393
10690 SW Davies Rd #48	1.90911			C-36	0.00001	1.90912	447	310	137	48	447	399
10690 SW Davies Rd #49	1.82320			C-34	0.00001	1.82321	427	296	131	46	427	382
10690 SW Davies Rd #50	1.85757					1.85757	436	302	134	47	436	389
10690 SW Davies Rd #51	1.82320			C-38	0.00001	1.82321	427	296	131	46	427	382
10690 SW Davies Rd #52	1.85757			C-39	0.00001	1.85758	436	302	134	47	436	389
10690 SW Davies Rd #53	1.87689			C-40	0.00001	1.87690	440	305	135	47	440	393
10690 SW Davies Rd #54	1.90911			C-41, C-37	0.00002	1.90913	447	310	137	48	447	399
10680 SW Davies Rd.	HOA	G-20	0.00001			0.00001	0	0	0	0	0	0
<i>Totals.....</i>		100.00	0.00020		0.00041	100.00061	23,502	16,299	7,203	2,508	23,502	20,994
							2025 Total	Operating	Reserves	2024-2025	Verify/Statu	2025 Total
							23,443	16,258	7,185			20,941
							281,314	195,100	86,214			251,290
							5,210	3,613	1,597			4,654
										69%	31%	

# Sunshine Creek Condominiums

## Vehicle Registration Form

Click here to submit this form online: [SCC Vehicle Registration form | Home](#)

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](http://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 31<sup>st</sup> 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

**RECORDING COVER SHEET**  
**ORS 205.234**

This cover sheet has been prepared by the person presenting the attached instrument for recording. Any error in this cover sheet DOES NOT affect the transaction(s) contained in the instrument itself.

**A. AFTER RECORDING RETURN TO –**  
required by ORS 205.180(4) & 205.238:  
Southwest Portland Law Group, LLC  
8455 SW Beaverton-Hillsdale Hwy  
Portland, Oregon 97225

Washington County, Oregon      **2021-132883**  
D-R/BYAM      **12/30/2021 10:36:59 AM**  
Stn=61 N MEJIA      **\$91.00**  
\$15.00 \$11.00 \$5.00 \$60.00

I, Joe Nelson, Director of Assessment and Taxation and Ex-Officio County Clerk for Washington County, Oregon, do hereby certify that the within instrument of writing was received and recorded in the book of records of said county.

Joe Nelson, Director of Assessment and Taxation, Ex-Officio County Clerk

**B. TITLE(S) OF THE TRANSACTION(S) – required by ORS 205.234(1)(a)**

Note: "Transaction" means any action required or permitted by law to be recorded, including, but not limited to, any transfer, encumbrance or release affecting title to or an interest in real property. Enter descriptive title for the instrument:

2021 Amendment to the Bylaws of the Association of Unit Owners of Sunshine Creek Condominiums

**C. DIRECT PARTY / GRANTOR – required by ORS 234(1)(b)**

Sharon M. Bacon, President of the Association of Unit Owners of Sunshine Creek Condominiums and Tamara Mills, Secretary of the Association of Unit Owners of Sunshine Creek Condominiums

**D. INDIRECT PARTY / GRANTEE – required by ORS 234(1)(b)**

The Association of Unit Owners of Sunshine Creek Condominiums

**E. For an instrument conveying or contracting to convey fee title, the information required by ORS 93.260:**

**UNTIL A CHANGE IS REQUESTED,  
ALL TAX STATEMENTS SHALL BE  
SENT TO THE FOLLOWING  
ADDRESS:**

N/A      \$0

**F. TRUE AND ACTUAL CONSIDERATION**  
– required by ORS 93.030 for instrument  
conveying or contracting to convey fee title or  
any memorandum of such instrument:

**G. TAX ACCOUNT NUMBER OF THE PROPERTY, IF THE INSTRUMENT CREATES A LIEN OR OTHER INTEREST THAT COULD BE SUBJECT TO TAX FORECLOSURE –**  
required by ORS 312.125(4)(b)(B): N/A

2021 Amendment to  
THE BYLAWS OF THE ASSOCIATION OF UNIT OWNERS OF SUNSHINE CREEK  
CONDOMINIUMS

RECITALS

1. The Association of Unit Owners of Sunshine Creek Condominiums and the unit owners are governed by:
  - a. ORS Chapter 100, the Oregon Condominium Act;
  - b. Condominium Declaration for Sunshine Creek Condominiums, recorded August 14, 1998 in Washington County, Oregon, as document number 98089628, and any amendments thereto; and
  - c. Bylaws of the Association of Unit Owners of Sunshine Creek Condominiums.
2. The Bylaws may be amended by a majority of the total voting rights of the membership (ORS 100.410(5)(a)).
3. The Board of Directors of the Association has determined it is necessary and in the best interest of the Association to require one-time contributions to its general operating account by new purchasers of units.
4. The amendment below was approved by at least a majority of the total voting rights of the Association.

AMENDMENT

[Article VII Section 7.3(b) and (c) of the Bylaws shall read as follows]:

(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.

## CERTIFICATION

The undersigned President and Secretary of the Association of Unit Owners of Sunshine Creek Condominiums, an Oregon nonprofit corporation, hereby certify that the within Amendment has been adopted in accordance with ORS 100.410.

Frank M. Bacon

## President

Tomara Mills

Secretary

STATE OF OREGON )  
 ) ss  
County of Washington )

The foregoing instrument was acknowledged before me this 28 day of December, 2021, by Sheila M. Bacon, President of the Association of Unit Owners of Sunshine Creek Condominiums, on its behalf.



STATE OF OREGON )  
County of Washington )  
ss )

- The foregoing instrument was acknowledged before me this 25 day of December, 2021, by Victorin Lopez, Secretary of the Association of Unit Owners of Sunshine Creek Condominiums, on its behalf.



Notary Public for Oregon  
My Commission Expires: September 10, 2022