

QUARTERLY MEETING MINUTES

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

LOCATION: Sunshine Creek Clubhouse
10680 SW Davies Rd.; Beaverton, OR 97008

DATE & TIME: August 21, 2025, at 5:00 PM

CALLED TO ORDER: 5:05 PM

QUORUM PRESENT: Yes

ATTENDEES:

Board Members:
Tamara Mills, Chair
Sue Lowry, Vice Chair
Absent - Danna Carlson, Secretary
Mike Reid, Director
Mike Grebenc – Director

Owners & Guests:
Matthew Phillips
Sandra Southall
Jan Hassell

Management:

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 and owners for attending. Tamara then turned the meeting over to Community Manager, Mark Vandervest, of FRESH START Real Estate, Inc. to facilitate 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 as written. 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:

- Pot Smoking:** An owner reported the strong smell of marijuana in the first two corridors. They do not know where it comes from.
- Decks:** An owner mentioned the Decks behind the buildings have worn wood stain. This is planned to be discussed in New Business tonight.
- Asphalt Repair:** An owner asked if the cracks in the driveways would be repaired soon. Mark said this was planned for 2026. The repairs will be done first and then seal coating will be done once the asphalt repairs are completed.

APPROVAL OF MINUTES FROM PRECEDING THE MEETING:

- May 15, 2025 Quarterly Meeting Minutes:** A motion was made and seconded to approve the previous Meeting Minutes from May 15, 2025 as written. There was no additional discussion, and the motion passed unanimously
- 2.

FINANCIAL REPORT(S):**Financial Summary as of 05/31/2025:**

§ Total Operating Funds:	\$ 42,174.84	including pending EFTs
§ Total Reserve Funds:	\$ 217,234.05	including reserves interest
§ Total Cash Assets:	\$ 259,408.89	
§ Total YTD income:	\$ 109,073.34	
§ Total YTD expenses:	\$ 79,432.23	including \$7,228.76 of Reserve Expenses
§ Budget vs. Actual <u>Income</u> :	51.05%	collected YTD.
§ Budget vs. Actual <u>Expenses</u> :	32.82%	including 13.82% of the total Reserve expenses
§ Total Delinquencies:	\$ 702.50	0 accounts 91+ days; 0 accounts 61-90 Days; 1 account 31-60 days; 0 accounts 0-30 days

Financial Summary as of 06/30/2025:

§ Total Operating Funds:	\$ 37,034.86	including pending EFTs
§ Total Reserve Funds:	\$ 221,501.18	including reserves interest
§ Total Cash Assets:	\$ 258,536.04	
§ Total YTD income:	\$ 131,510.59	
§ Total YTD expenses:	\$ 102,742.33	including \$13,756.96 of Reserve Expenses
§ Budget vs. Actual <u>Income</u> :	59.68%	collected YTD.
§ Budget vs. Actual <u>Expenses</u> :	40.01%	including 13.82% of the total Reserve expenses
§ Total Delinquencies:	\$ 0.00	0 accounts 91+ days; 0 accounts 61-90 Days; 0 accounts 31-60 days; 0 accounts 0-30 days

Financial Summary as of 07/31/2025:

§ Total Operating Funds:	\$ 40,147.25	including pending EFTs
§ Total Reserve Funds:	\$ 222,185.40	including reserves interest
§ Total Cash Assets:	\$ 262,332.65	
§ Total YTD income:	\$ 152,839.03	
§ Total YTD expenses:	\$ 102,274.16	including \$14,574.25 of Reserve Expenses
§ Budget vs. Actual <u>Income</u> :	67.83%	collected YTD.
§ Budget vs. Actual <u>Expenses</u> :	45.57%	including 14.64% of the total Reserve expenses
§ Total Delinquencies:	\$ 0.00	0 accounts 91+ days; 0 accounts 61-90 Days; 0 accounts 31-60 days; 1 account 0-30 days

Supporting financial documents, statements, and reconciliations are sent separately to the Board of Directors monthly. Please review the monthly Expense Report, as that will be the best way for the Board 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 contact management if you have any questions.

MANAGER'S REPORT (as of 8/19/2025):

1. REPAIRS, MAINTENANCE & UPDATES: The following maintenance updates are for informational purposes only and do not require Board action at this time:

1. Bark mulch spread throughout community
2. Buildings pressure washed.
3. Dead plants removed from planters at clubhouse
4. Bushes trimmed throughout community
5. All stairway corridors were blown, swept and cobwebs removed.
6. Security cameras serviced and software update installed.
7. Garbage: onsite trash management is ongoing.
8. Lighting: maintenance is ongoing.
9. Rodent station baiting is ongoing

2. ADMINISTRATION:

1. Violations (since last meeting – for informational purpose):

- a. Window Violation
- b. 2 Smoking Violations

2. Owner Correspondence & Administration (for Board information only):

- a. None

3. Owner Correspondence & Administration (Board Action requested):

- a. None

3. Unit Sales Data:

Sales year-to-date in **2025** are as follows:

No Closed Sales YTD in 2025

Active listings as of 8/19/2025:

Unit: 10660 #36	Sq. Ft.: 947	BR/Bth: 2/2	List Price: \$273,000	Days on Market: 39
Unit: 10690 #53	Sq. Ft.: 871	BR/Bth: 2/1	List Price: \$269,995	Days on Market: 133

Pending listings as of 8/19/2025:

None

Information provided courtesy of FRESH START Real Estate, Inc. extracted from the RMLS.

OLD BUSINESS:

1. HOA Dues Regarding Garage & Carport Ownership: Due to previous concerns that Units without garages or carports were being charged the same amount of dues as those with one or more carports or garages, Mark researched the issue and stated the ownership of a garage or carport was considered .00001% of the association per the governing Documents (CC&R). This percentage is so small it really cannot be figured into the HOA charges. However, Mark reminded the board that owners with garages do pay property taxes on the garage that owners without garages do not have to pay.

NEW BUSINESS:

1. **Pool Closing:** The pool & Spa are scheduled to close on September 30, 2025, rather than the customary closing date on Labor Day Weekend due to warmer than normal weather.
2. **Community Painting:**
 - Sanding handrails at Entrances have been started due to rust. These will be painted to match the light gray before the rainy season begins.
 - The lower parts of the trim at garage doors which are beginning to rot, will be replaced and then all trim around garage doors will be painted black. The bark mulch is in process of being delivered now with some having already arrived and more to come in the next few days. It will be installed over the next couple of weeks.
 - The pool equipment door is showing rust at the bottom and there is a hole rusted through in one spot. This will be evaluated for replacement.

ADJOURNMENT:

Next Meeting Date: **Thursday, November 20, 2025, at 6:00 pm at the Sunshine Creek Clubhouse**
It is the Board's intention to hold meetings quarterly on the third Thursday of every third month. Mark your calendars! The subsequent meetings in 2025 will be held on 11/20/2025 at 6:00 pm (Budget Meeting) We hope you can attend!

Meeting Adjourned: **5:58 PM**