**THESE MINUTES ARE A DRAFT AND MAY BE APPROVED AND/OR MODIFIED AT THE NEXT REGULAR MEETING OF THE BOARD OF DIRECTORS.**

# MINUTES

**REGULAR MEETING OF THE BOARD OF DIRECTORS OF:**

**SUNSHINE CREEK CONDOMINIUMS**

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| **LOCATION:** | **Sunshine Creek Condominium Clubhouse** |
| **DATE & TIME:** | **06/21/2023 at 5:00 pm** |
| **CALLED TO ORDER:****QUORUM PRESENT:**  | **05:03 pm****Yes** |

###### ATTENDEES (Board Members Bolded)

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| **Tamara Mills- Chair** | Janie Jenkins-Cuddy |
| **Susan Lowry – Vice Chair** |  |
| **Danna Carlson – Secretary** |  |
| **Mike Grebenc - Director** |  |
| **Mike Reid - Director** |  |
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| Mark Vandervest - FSRE |  |
| Cindy Vandervest – FSRE |  |
| Sunny Arruda - FSRE |  |

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| **CALL TO ORDER** |

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| Chair Tamara Mills called the meeting to order and thanked all of the Board Members for attending. Tamara then turned the meeting over to Community Manager, Mark Vandervest, of FRESH START Real Estate, Inc. to facilitate the meeting. |

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| **APPROVAL OF AGENDA** |

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| Manager Mark Vandervest asked for a motion to approve the agenda. A motion was made and seconded to approve the Agenda. 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.*** |

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| **OWNER’S FORUM** |

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| * An Owner asked if the bird feeders have all been removed due to the rat activity they caused. It appears they are gone.
* An Owner mentioned it still smells of marijuana in the area around unit 44. And cigarette butts have been found in the recycling areas.
* Owners agree Wet Kat is doing a goo**d** job with the pool and spa. Owners were reminded Wet Kat will post a notice when they have to shock the pool, letting people know not to use it for a specific amount of time.
* Dry Rot repairs have been made on some porches
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| **APPROVAL OF MINUTES** |
| A motion was made and seconded to approve the minutes from the Regular meeting held on March 15, 2023, as written. The motion passed unanimously without further discussion. |
| **FINANCIAL REPORT** |
| **Financial Summary as of 3/31/2023:**

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| --- | --- | --- |
| § Total Operating Funds: | **$ 57,577.45** | including pending EFTs |
| § Total Reserve Funds: | **$ 222,776.03** | including reserves interest |
| § Total Cash Assets: | **$ 280,353.48** |  |
| § Total YTD income: | **$ 55,995.45** |  |
| § Total YTD expenses: | **$ 51,138.40** | including **$11,081.06** of Reserve Expenses |
| § Budget vs. Actual Income: |  **32.94%** | collected YTD. |
| § Budget vs. Actual Expenses: |  **24.37%** | including **15.20%** of Reserve Expenses paid year to date |
| § Total Delinquencies: |  **$ 103.50** | **0 accounts 91+ days; 0 accounts 61-90 days;** |

**Financial Summary as of 4/30/2023:**

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| § Total Operating Funds: |  **$ 58,547.54** | including pending EFTs |
| § Total Reserve Funds: |  **$ 223,366.41** | including reserves interest |
| § Total Cash Assets: |  **$ 281,913.95** |  |
| § Total YTD income: |  **$ 74,663.68** |  |
| § Total YTD expenses: |  **$ 68,246.16** | including **$19,081.06** of Reserve Expenses |
| § Budget vs. Actual Income: |  **15.53%** | collected YTD. |
| § Budget vs. Actual Expenses: |  **8.85%** | including **26.17%** of Reserve Expenses paid year to date |
| § Total Delinquencies: |  **$ 19.90** | **0 accounts 91+ days; 0 accounts 61-90 days;** |
|  |  | **0 accounts 31-60 days; 0 account 0-30 days** |

**Financial Summary as of 5/31/2023:**

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| § Total Operating Funds: | **$ 43,372.74** | including pending EFTs |
| § Total Reserve Funds: | **$ 224,019.80** | including reserves interest |
| § Total Cash Assets: | **$ 267,392.54** |  |
| § Total YTD income: | **$ 93,382.69** |  |
| § Total YTD expenses: | **$ 101,486.58** | including **$39,954.95** of Reserve Expenses |
| § Budget vs. Actual Income: |  **50.25%** | collected YTD. |
| § Budget vs. Actual Expenses: |  **46.18%** | including **54.80%** of Reserve Expenses paid year to date |
| § Total Delinquencies: |  **$ 0.00** | **0 accounts 91+ days; 0 accounts 61-90 days;** |
|  |  | **0 accounts 31-60 days; 1 account 0-30 days** |

Complete financials are sent to the Board of Directors prior to each meeting including: Balance Sheet, YTD Income Statement, Expense Report, Actual vs. Budget Report, Delinquency Report, and supporting bank statements and reconciliations. As always, please contact 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. Pool & Spa opened on Memorial Day Weekend. – Pool Rules Need to be reviewed after kids from outside of the community were seen in the pool without a resident present.
2. New camera installed in fitness room, and defective camera replaced on north clubhouse exterior soffit. Cameras in the Clubhouse don’t seem to be working.
3. Water Main leak repaired on north side of unit 49 repaired (new sidewalk needed) A 3 inch pipe broke and a 1 inch irrigation pipe has a small leak too!
4. Siding elevation at unit #41-46 completed – Lighting (up & down) look great at night.
5. Siding elevation at unit #35-40 completed (except for new lighting)
6. Rotted structure at back of Unit 53 repaired
7. Lower back patio rails stained on building 10690
8. HOA Pressure washer purchased and in HOA garage
9. Carport light fixtures being updated to LED as the florescent fixtures go out.
10. Spot dryer vent cleanings performed as needed.
11. Garbage: onsite trash management is ongoing.
12. Lighting: maintenance is ongoing. Photocell on South Garages will be checked.

**ADMINISTRATION*** + - 1. **Violations (since last meeting):**

***For informational purpose:***1. 5/25/2023 Smoking Violation
2. **Homeowner Correspondence and Administration**
3. Board information only:
	* 1. None
4. **Owner correspondence for Board Review**
5. Board action requested:
	* 1. None
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| **OLD BUSINESS** |
| **Elevation Updates*** There have only been a small amount of rot found in the newly completed areas which is helping to keep the costs down.
* Unit 3 will need the deck replaced due to rot, discovered in an inspection for sale.
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| **Camera System Updates*** Camera system was repaired but it seems there are still cameras that aren’t working. This will be checked out
* It is recommended to install an additional camera in the fitness room.
* Reminder to community – Keep cars locked and don’t leave anything of value or in view inside vehicles. Management noted that they have viewed security footage at another community and vandals will typically check to see if doors are locked. Unlocked vehicles are vandalized much more than locked vehicles.
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|  **NEW BUSINESS** |
| **Deck Updates*** The decks are being painted brown to match the new elevations and the “ribbon” on the deck will be black to give contrast.
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| **Board Meetings*** The Clubhouse will be the location for meetings until further notice.
* The Board members will be sitting at the table, which worked well for this meeting.
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| **ADJOURNMENT** |

NEXT MEETING DATES: **Tuesday, October 18, 2023 at 5:00 pm** In Person

 This will be the annual Budget Meeting

MEETING ADJOURNED: **5:50 PM**

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| --- END OF MEETING MINUTES --- |

MINUTES PREPARED BY: **FRESH START Real Estate, Inc.**

 Community Manager