

ANNUAL MEETING MINUTES

ANNUAL MEMBERSHIP MEETING OF SUNSHINE CREEK CONDOMINIUMS:

LOCATION: **Sunshine Creek Clubhouse**
10680 SW Davies Rd, Beaverton, OR 97008
DATE & TIME: **02/26/2026 at 6:00 PM**
CALL TO ORDER: **06:07 PM**
QUORUM PRESENT: **Yes**

ATTENDEES:

Board Members:

Tamara Mills, Chair
Sue Lowry, Vice Chair
Danna Carlson, Secretary
Mike Grebenc – Director
Mike Reid, Director

Owners & Guests:

Austin Peters
Jan Reid
Illyana Stoeva
Martin Jensvold
Elizabeth Jesnvold
Jessie Espinoza (representing Unit 21)

Management:

Mark Vandervest – FSRE
Cindy Vandervest – FSRE
Absent – Sunny Arruda - FSRE

CALL TO ORDER:

Secretary Danna Carlson called the meeting to order and thanked all of the Board Members, owners, & guests for attending. Danna then turned the meeting over to Community Manager, Mark Vandervest, of FRESH START Real Estate, Inc. to facilitate the meeting.

CERTIFICATION OF PROXIES:

The returned proxies totaled 51.85% of the ownership and met the minimum required quorum to hold the Annual Meeting. Management discussed the importance of Owners returning their proxy in a timely manner every year whether they plan to attend the meeting or not. The HOA bylaws require that a majority response (more than 50%) either in person or by proxy is required to hold the Annual meeting. Having proxies ahead of the meeting can help prevent the need to postpone the meeting if the minimum proxy percentage is not met. Owners are asked to return their proxy promptly every year when requested.

PROOF OF NOTIFICATION OF THE MEETING:

Notice of the Annual Meeting has been sent to all owners, was posted on the front page of the Community website, in the clubhouse, and in the display boxes at the onsite mailbox banks.

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.

APPROVAL OF MINUTES FROM PRECEDING THE MEETING:

1. **February 20, 2025 Annual Meeting Minutes:** A motion was made and seconded to approve the previous Annual Meeting Minutes from February 20, 2025 as written. There was no additional discussion, and the motion passed unanimously.

OWNER'S FORUM:

1. **Presentation of Petition:** A representative for the owner of Unit 21 read a statement on behalf of the owner and presented a petition requesting that a Special Meeting of the membership be called to:
 - Discuss the proposed 2026 budget and the associated increase in monthly assessments.
 - Conduct a formal vote of ownership regarding the proposed assessment increase.

The petition contained 15 signatures. The Bylaws require signatures from at least 30% of the ownership in order to call a Special Meeting. Two additional emails were submitted in support of the petition; however, these did not qualify as valid signatures. Following the discussion, one owner requested that their signature be removed from the petition and scratched their name from the list and asked to remain anonymous. Management noted that under the Association's governing documents, the Board of Directors is responsible for administering the affairs of the Association, including the preparation and adoption of the annual budget. Owners are welcome and encouraged to attend Board meetings and provide input, and a budget meeting is held annually for that purpose. However, the governing documents place the authority to adopt the budget with the Board of Directors. Individual requests, emails, or informal petitions do not modify an adopted budget (Bylaws Article V, Section 5.2). A copy of the petition was provided by the representative for Unit 21. The representative then requested to read an additional statement regarding the mediation request submitted by Unit 21. Management explained that the mediation matter had already been reviewed and ruled upon by the Board of Directors and would not be reconsidered at this time. The Board noted that owners remain free to organize and submit petitions in accordance with the requirements outlined in the governing documents. Following the discussion of the petition, an owner approached management and expressed concerns regarding the door-to-door solicitation of signatures related to the petition. The owner stated that they felt uncomfortable with the interaction and felt pressured to sign. The owner also indicated that they believed the petition did not fully explain the circumstances surrounding the issue involving Unit 21 and noted that concerns regarding the budget had not previously been raised prior to the violation matter involving that unit.

Management acknowledged the comments and noted them for the record.

2. **Garbage Pickup:** An owner expressed concern that garbage was not being picked up twice per week and questioned whether the Association was paying for two garbage pickups per week. Management explained that recycling dumpsters are currently serviced twice per week, on Tuesdays and Fridays, while garbage had historically been picked up only once per week on Tuesday. Management confirmed that the Association has not been paying for garbage pickup twice per week. Once the complaint was received management contacted the service provider and arranged for an additional garbage pickup each week beginning February 20, 2026. This change will result in an additional expense that was not included in the 2026 budget and will need to be accounted for in the 2027 budget.

3. **Gutter Cleaning:** An owner expressed concern that the lower gutters attached to the patio railings on the back side of Building 10640 had not been cleaned when the rest of the gutters were cleaned. Management explained that the gutters in question were installed in connection with under-deck canopies located on three of the rear decks of Building 10640. A Board member noted that the canopies and gutters were not approved by the Board and that such installations would not conform with the Association's requirements for uniform exterior appearance. Management confirmed that there are no records indicating that the installation of these canopies or gutters was approved by the Board. Maintenance inspected the area and reported that the canopies were contributing to premature wood rot and rodent activity on the underside of the affected decks. Based on these findings, it was recommended that the canopies and associated gutters be permanently removed, as no other buildings within the Association have a similar installation. A motion was made to remove the canopies and associated gutters. The motion was seconded. There was no further discussion, and the motion passed unanimously.
4. **Power Washing:** The same owner complained that the power washing wasn't completed properly and they needed to return and clean the siding inside the stairways. Management explained that power washing was over 6 months ago and that the complaint would need to be reported right after the work was completed in order to have a vendor return. A board member assured the owner that the board member saw the walls being washed.
5. **Chimney Inspections:** An owner expressed concern that the chimneys needed cleaning. Management explained that the chimneys were inspected in 2025 and inspections are scheduled every 3 years. Cleanings are performed as recommended by the 3rd party licensed vendor who performs the inspections. Not every chimney requires cleaning, and only those which are recommended are cleaned.
6. **Dues Increases:** An owner expressed concern and dissatisfaction regarding the dues increase approved for 2026 and asked why dues needed to increase. Management explained that many of the Association's expenses increase annually and are outside of the Board's control. Several of the Association's largest expenses saw significant increases this year. For example, insurance premiums increased by more than 15%, electricity and gas costs increased by over 40%, and garbage service increased by approximately 28%. Other operating expenses such as water and sewer service, telephone and internet service, and general maintenance have also increased well beyond the inflation rate. Management further explained that monthly HOA dues are made up of two components: operating expenses, which cover the day-to-day costs of running the Association, and reserve contributions, which fund long-term and recurring repairs and replacement projects such as roofs, siding, pavement, and other major components. For 2026, the Board approved an increase to both portions of the dues in order to maintain adequate funding for both operating expenses and future reserve projects. Management clarified that the 15% increase referenced in the reserve study applies only to the reserve contribution portion of the dues (30.65% of the total dues payment), not to the total monthly HOA dues. For example, if your monthly dues payment is \$530.00, then the reserve component would be 30.65% of that amount, or \$162.00 per month. The 15% increase would be based on 15% of \$162.00 or \$24.30 per month. Management noted that reducing the approved increase could result in insufficient funding, which could require a special assessment to cover operating costs or planned reserve projects, such as roof replacements, asphalt repairs & replacement, etc.

Financial Reports:

Financial Summary as of 11/30/2025:

§ Total Operating Funds:	\$ 28,119.57	including pending EFTs
§ Total Reserve Funds:	\$ 231,052.18	including reserves interest
§ Total Cash Assets:	\$ 259,171.75	
§ Total YTD income:	\$ 240,407.41	
§ Total YTD expenses:	\$ 211,003.44	including \$42,451.55 of Reserve Expenses collected YTD.
§ Budget vs. Actual <u>Income</u> :	102.86%	including 42.66% of the total Reserve expenses
§ Budget vs. Actual <u>Expenses</u> :	77.13%	
§ Total Delinquencies:	\$ 467.50	0 accounts 91+ days; 0 accounts 61-90 days; 0 accounts 31-60 days; & 1 account 0-30 days

Financial Summary as of 12/31/2025 – YEAR END:

§ Total Operating Funds:	\$ 31,700.74	including pending EFTs
§ Total Reserve Funds:	\$ 235,595.67	including reserves interest
§ Total Cash Assets:	\$ 267,296.41	
§ Total YTD income:	\$ 261,909.23	
§ Total YTD expenses:	\$ 224,380.60	including \$43,051.55 of Reserve Expenses collected YTD.
§ Budget vs. Actual <u>Income</u> :	104.23%	including 43.26% of the total Reserve expenses
§ Budget vs. Actual <u>Expenses</u> :	81.34%	
§ Total Delinquencies:	\$ 1,383.10	0 accounts 91+ days; 0 accounts 61-90 days; 1 accounts 31-60 days; & 2 accounts 0-30 days

Financial Summary as of 01/31/2026:

§ Total Operating Funds:	\$ 40,175.88	including pending EFTs
§ Total Reserve Funds:	\$ 241,813.95	including reserves interest
§ Total Cash Assets:	\$ 281,989.93	
§ Total YTD income:	\$ 25,704.77	
§ Total YTD expenses:	\$ 12,901.39	Including \$0.00 of Reserve Expenses to date collected YTD.
§ Budget vs. Actual <u>Income</u> :	16.65%	including 0.00% of the total Reserve expenses
§ Budget vs. Actual <u>Expenses</u> :	7.97%	
§ Total Delinquencies:	\$ 75.00	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 call or email management if you have any questions.

Manager's Report (as of February 26, 2026)

The following maintenance update review is for informational purposes only and does not require Board action at this time:

1. Mitigate rot damage at units 21, 22, & 23 deck and siding areas.
2. Remove damaged siding on west elevation off garage 6 and replace with Hardi siding. Install bumper boards to prevent future dumpster damage.
3. DeckOver coating installed at Unit #10 patio
4. Friday garbage pickup added.
5. Garbage: Onsite trash management is ongoing.
6. Lighting: Maintenance is ongoing.
7. Pruning: Tree and bush pruning are ongoing.
8. Rodent Control: Rodent bait stations maintenance is ongoing.

Administration:

1. Violations & Warnings:

- a. Patio Violation

2. Homeowner Correspondence and Administration

Board information only:

- a. There have been complaints about the fire alarms frequently going off. Management stated that the alarm company has been out three times and have not been able to find what is causing the random alarm sounds. They believed it was a short, and scheduled inspections of each unit in building 10620. Nothing was found to be problematic. The alarm company will be putting together a proposal to replace the alarm boxes, as it is believed that they are original to the buildings.

3. Owner correspondence for Board Review

Board action requested:

- a. Petition from Unit 21 (see owner's forum #1)
- b. Request for mediation from Unit 21 (see new business #1)

4. Unit Sales Data:

Unit Sales in 2025 were as follows:

Date: 10/14/2025	Unit: 10690 #53	BR/Bth: 2/1	Sq. Ft.: 871	Sold Price: \$260,000	Days on Market: 170
Date: 10/09/2025	Unit: 10660 #36	BR/Bth: 2/2	Sq. Ft.: 947	Sold Price: \$264,500	Days on Market: 67

Active listings as of 02/26/2026:

No Active Listings

Pending listings as of 02/26/2026:

No Pending Listings

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

5. **Fee Update for 2026:** The following is the structure update for 2026. Beginning April 1, 2026, the following fee changes will take effect:

The following fees are paid by Buyers and Sellers in Real Estate transactions/closings/facility are not paid by the Association:

Transfer Fee:	Currently \$245.00	Increasing to \$275.00 (per transfer)
Title Company Demand Fee:	Currently \$175.00	Increasing to 195.00 (per demand)
Lease Review Fee:	Currently \$75.00	Increasing to \$100.00 (every new lease)
Condo Questionnaire Fee:	Currently \$350.00	Increasing to \$375.00 (each)
Capital Contribution Fee:	Currently 2x HOA dues	Remaining at 2x HOA dues
Key Card Fee:	Currently \$50.00	Increasing to \$75.00 (per key for 1 st 2 keys, \$100 per key thereafter)

The following fees are paid by the Association:

Monthly Management Fees:	Currently \$1,511.24	Increasing to \$1,556.58 (per month)
Monthly Cleaning Fee:	Currently \$200.00	Remaining at \$200.00
Maintenance Labor Rate:	Currently \$75.00	Increasing to \$79.00 (per hour)
Executive Labor Rate:	Currently \$150.00	Increasing to \$175.00 (per hour)
Bookkeeping/Clerical Rate:	Currently \$75.00	Increasing to \$95.00 (per hour)
CPA Audits, Ins. Claims:	Currently \$210.00	Increasing to \$250.00 (per occurrence)
Collections Assignment:	Currently \$150.00	Increasing to \$200.00 (per file)
Reserve Study Fee:	Currently \$850.00	Remaining at \$850.00
Domain Renewal & Hosting:	Currently \$500.00/yr	Increasing to \$550.00/yr
Tax Preparation Assistance:	Currently \$250.00/yr	Increasing to \$300.00/yr
Print Fees (Black & White):	Currently \$0.49/page	Increasing to \$0.55/page
Print Fees (Color):	Currently \$0.89/page	Increasing to \$0.95/page
Check Processing Fee:	Currently \$15.00	Remaining at \$15.00 (per check)

Voting for Board Director Vacancy Positions:

1. **Nominations from the Board:** Mike Reid and Sue Lowry's are at the end of their current term. Mike expressed the willingness to continue serving on the board. Sue said that she would sadly be leaving the board. Sue has been on the board for many years. She was thanked for all of her input over the years and everyone hoped that she would continue to attend the quarterly board meetings.
2. **Nominations from the Floor:** There were no nominations from the floor at this time. Matt Phillips had submitted an application to join the board, but in his absence it was determined to defer his vote until the next board meeting, if he was still interested.
3. **Election of Directors:** A motion was made and seconded to accept and re-elect Mike Reid to the Board of Directors. The motion was put to the vote and passed unanimously without further discussion. Mike was congratulated and welcomed by the Board of Directors for a term of 3 years, ending in 2029. The Board of Directors are as follows:

Tamara Mills	Term through 2028
Danna Carlson	Term through 2027
Mike Reid	Term through 2029
Mike Grebenc	Term through 2027
4. **Election of Officers of the Board of Directors:** The Board discussed officer positions. Tamara Mills expressed interest in stepping down from the chairperson's position. Mike Reid volunteered for the position of chairperson. Danna Carlson agreed to remain in the position of Secretary for another term. The position of Treasurer will remain vacant. A motion was made and seconded by the Board to accept the Board Officers in these positions. The motion passed unanimously without further discussion.

Board Officers are:

Chair: Mike Reid

Secretary: Danna Carlson

The officers were congratulated and thanked for their willingness to serve the Sunshine Creek community.

OLD BUSINESS:

1. **No old Business at this time.**

NEW BUSINESS:

1. **Ratification of Board Decision:** The Board reviewed a request for mediation submitted by the owner of Unit 21. The request and supporting materials previously submitted by the owner were reviewed by the Board prior to making its determination. A motion was made and seconded to ratify the Board's prior decision to decline the request for mediation. The Board noted that it did not believe mediation would be productive based on the circumstances and the extensive correspondence that had already occurred regarding the matter. There was brief discussion regarding the possibility of forwarding the matter to legal counsel if the owner continued to pursue the issue. There was no further discussion, and the motion passed unanimously.
2. **IRS Revenue Ruling 70.604:** The Board was reminded of the benefits of adopting IRS Revenue Ruling 70.604 annually. It was explained that Ruling 70.604 allowed the community to defer most income to another year thereby allowing the income to be tax free for the current year. A motion was made and seconded to adopt IRS Revenue Ruling 70.604 for 2025. The motion passed by unanimous vote without further discussion.

ADJOURNMENT:**Next Meeting Date:****Thursday, May 28, 2026, 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, although the day of the week may be changed depending on additional Board input. Mark your calendars! The subsequent meetings in 2026 are tentatively scheduled to be on **5/28/2026** at 6:00 pm, **8/27/2026** at 6:00 pm, and **11/19/2025** at 6:00 pm (Budget Meeting). Please remember that you can always check the home page on the website to see what date and time the next meeting is scheduled. We hope you can attend!*

Meeting Adjourned:**7:12 PM****Minutes Prepared By:****FRESH START Real Estate, Inc. - Community Manager**