

# MINUTES

## Minutes of the Board of Directors Meeting for the Sunshine Creek Condominium Owners Association held at 5:00pm on January 21, 2021 via Zoom at remote locations

**Call to Order:** President Sheri Bacon called the meeting to order at 5:03pm.

**Quorum Present:** Yes

**Board Members in attendance:** Sheri Bacon, President  
Tammy McCausland, Secretary  
Sue Lowry, Treasurer  
Mike Grebenc, Director  
Dominic DeMarco, Director

**Board Members absent:** None

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

**Guests in attendance:** John Bunnell – Unit 48  
Augie Glaab – Unit 50  
Sandra Timm – Unit 30

**Proof of Notice:** Meeting Notices posted in display cases above mailboxes.  
Proof of additional Notice waived due to nature of remote meeting due to Covid-19 gathering rules in place by the State of Oregon.

**Welcome & Introductions:** Manager Mark Vandervest opened the meeting with Happy New Year and welcomed the board members and guests 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. A motion was made by Tammy to approve the Agenda as written. The motion was seconded by Mike. There was no additional discussion, and the motion was unanimously approved.

### Owners Forum:

- Resident John Bunnell discussed the feasibility of starting a recycling service pick up for larger items, styfoam, batteries, and hazardous materials. He had contacted several vendors who were going to get back to him with prices. There was additional discussion that this type of service might be very costly to the HOA, and that Owners may not be willing to store such materials in their unit until it is picked up once a month. More research will follow to determine if such a service would benefit the community.
- Resident Augie Glaab asked management what the plans were for paving and restriping of the parking lot. Mark stated that there was paving scheduled for this year in 2021 and that work typically happens in July or August. Sealcoating and restriping are typically performed the year after the asphalt. This helps to maintain the longevity of the asphalt and sealcoating.

**Approval of Minutes:** The minutes from the meeting on October 22, 2020 were reviewed. Everything looked in order. Tammy 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:

**Financials as of 12/31/2020:**

- Total operating funds: \$45,329.34 including pending EFTs.
- Total reserve funds: \$165,011.08
- Total cash assets: \$210,340.42
- Total YTD income: \$209,208.19
- Total YTD expenses: \$133,496.16 including \$20,328.84 of Reserve Expenses collected YTD
- Budget vs. Actual Income: 104.42%
- Budget vs. Actual Expenses: 62.82% paid YTD incl. 29.54% of Reserve Expenses
- Total delinquencies: \$1,711.22 5 units (only one unit over 60 days)

**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. Damaged section of speed bump removed
2. Two trees cut up and removed from site
3. Advanced Lock software update completed and new software installed on new office PC.
4. Two lower stairwells were cleaned in building 10620.
5. Garbage cubicle repairs including new corner braces and fence-mount tubing.
6. Garbage: onsite trash management is ongoing
7. Lighting: maintenance is ongoing

**ADMINISTRATION**

**1. Violations (since last meeting):**

*For informational purpose:*

- 11/5/2020: Smoking violation
- 12/15/2020: Noise nuisance violation (barking dogs)
- 12/17/2020: Window covering violation

**2. Homeowner Correspondence and Administration**

**For informational purpose:**

- a. None

**2. Correspondence for Board Review**

**Board action requested:**

- a. None

**Old Business:**

1. **Electronic Key Software Update:** Mark stated that the work has been completed. The new software has been uploaded to the new office PC. All keys have been deactivated due to Covid restrictions, except for Board Members who can access the clubhouse if necessary.
2. **Security Camera Upgrade Update:** Mark explained that most vendors are not very timely lately, and are hard to get to even provide proposals and estimates. However, Focus Security Group did an onsite evaluation with management in November and stated that they would have their paperwork sent to FRESH START by 1/22/2021.

## **New Business:**

1. **Ratification of 2021 Insurance Policies:** The Board had previously voted to renew the Association insurance policies with the current carrier ABI Insurance. The renewal premium is slightly less than what was budgeted, including an increase in the crime limit as evidenced by the current cash assets. Dominic motioned to ratify the prior approved vote to renew the insurance policies. Tammy seconded the motion. There was no additional discussion and the motion passed unanimously.
2. **Bylaws Amendment proposing a Capital Contribution:** Mark had previously explained that many Associations have a “Capital Contribution” paid by Buyers on the sale of any property. The Capital Contribution does not affect the current Owners but the Association benefits from occasional funding to the operating budget each time a unit sells or a title is transferred on a unit within the Condominium. Management stated that they have been working with Southwest Portland Law Group, who stated that the cost to draft and process the proposal for the Bylaws Amendment would cost approximately \$1,500.00 plus any recording fees. Dominic motioned to engage Southwest Portland Law Group to begin the process of the Bylaws Amendment. Tammy seconded the motion. There was no additional discussion and the motion passed unanimously. Management will reach out to the law firm to begin the process.
3. **HOA Basketball Hoop:** The Board discussed purchasing a basketball hoop to be placed in the back parking to the right of the existing recycle bin. There used to be a basketball hoop in that location and a lot of people enjoyed it. Given that the fitness room, pool & spa have been closed for a year due to State mandates, the Board agreed that this would be something that could be given back to the Association. Sheri motioned to purchase a basketball hoop at a cost not to exceed \$500.00. Sue seconded the motion. There was not additional discussion and the motion passed unanimously. Management and Sheri will begin looking for a hoop in the near future. Either the board will volunteer to assemble the hoop or maintenance could also assemble the hoop if desired.
4. **Annual Meeting Date:** The HOA has typically held their annual meetings in the month of February. With the bi-monthly schedule that is in place for board meetings, management suggested that the Annual Business Meeting be pushed back to March. The Board did not have any objection to that. The date of Thursday March 25<sup>th</sup> at 5:00pm worked for all of the Board members and was decided upon.

## **Schedule Next Meeting:**

As discussed in New Business, the Annual Business Meeting will be held on March 25, 2021 at 5:00pm. The meeting will likely have to be held via Zoom unless the Start of Oregon opens up. Annual meeting packets will be sent out by Management.

## **Adjournment:**

Sheri motioned to adjourn the meeting at 6:10pm. Tammy seconded the motion.

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