

# MINUTES

**Association of Unit Owners of Sunshine Creek Condominiums**  
**Board of Directors Meeting ~ Monday July 22 2019 at 5:00pm**  
**Location: Sunshine Creek Condominium Clubhouse**  
**10680 SW Davies Rd.; Beaverton, OR 97008**

**Call to Order:** The Board Meeting of the Association of Unit Owners of Sunshine Creek Condominiums was called to Order by the Chairman, Joel Day at 5:00pm.

**Quorum Present:** Yes

**Board Members in attendance:** Joel Day, Chair  
Sue Lowry, Vice-Chairman  
Tammy McCausland, Secretary  
Sheri Bacon, Treasurer  
Mike Grebenc, Director

**Board Members absent:** None

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

**Guests in attendance:** None

**Proof of Notice:** 72 hours notice for the meeting was publicly posted in bulletin locations above the mailboxes in the Sunshine Creek Condominium community.

**Welcome & Introductions:** Chair Joel Day welcomed all of the Board Members in attendance and Mark and Cindy Vandervest of FRESH START Real Estate, Inc.

**Approval of Agenda:** Chair Joel Day requested a motion to approve the Agenda as written. A motion was made by Sue Lowry to approve the Agenda as written. The motion was seconded by Tammy McCausland and was unanimously approved.

**Owners Forum:** There were no other Owners in attendance.

**Approval of Minutes:** Approval of the minutes from the prior meeting was tabled until the next regular board meeting.

**Financial Report:** Review of the Association financials were tabled until the next regular board meeting.

## **Manager's Report:**

Mark Vandervest advised the Board that the minutes should reflect the Board's direction moving forward with the termination and turnover of Association Management Services NW (AMS) to FRESH START Real Estate, Inc. as follows:

Chair Joel Day motioned that the Board of Directors Direct the Management firms to process and complete the management turnover process as follows:

1. FRESH START Real Estate, Inc. (FSRE) shall provide notice to all Owners of the change in management and to begin receiving and processing all monthly assessments and other collections a necessary.
2. AMS is directed to cease any future disbursements of any kind without the prior authorization of the Board of Directors of Sunshine Creek Condominiums.
3. AMS shall issue payment of setup fee in the amount of \$1,500.00 payable to FRESH START Real Estate, Inc. for the initial setup fee defined in the management agreement dated July 15, 2019.
4. AMS shall issue check in the initial amount of \$5,000.00 payable to Sunshine Creek Condominiums from operating funds currently held in trust by AMS for the purpose of funding the existing "operating" funds account with Banner Bank.
5. AMS shall issue check in the initial amount of \$5,000.00 payable to Sunshine Creek Condominiums from "reserve" funds currently held in trust by AMS for the purpose of setting up a new reserve funds account with Banner Bank.
6. AMS is directed to immediately terminate all auto-drafts that may be set up for current or future monthly assessment collection and to forward any payments received directly to FRESH START Real Estate, Inc. for processing.
7. AMS is directed to promptly forward any and all accounts payable, receivable, or invoices received to FRESH START Real Estate, Inc. for payment or deposit.
8. AMS is directed to issue payment to Sunshine Creek Condominiums for all funds on hand from "operating" funds then held in trust by AMS for the calendar month they are received for the months of June 2019 and July 2019. Payments shall be released to FRESH START Real Estate, Inc. no later than the 10<sup>th</sup> day of the month following collection.
9. AMS is directed to issue payment to Sunshine Creek Condominiums all funds on hand from "reserve" funds then held in trust by AMS for the calendar month they are received for the months of July 2019 and August 2019. Payments shall be released to FRESH START Real Estate, Inc. no later than the 10<sup>th</sup> day of the month following collection.
10. AMS is directed to release and turn over all documents currently in their possession, electronic or otherwise, to FRESH START Real Estate, Inc. Such turnover shall be completed no later than August 31, 2019.
11. FRESH START Real Estate, Inc. is directed to initiate the establishment of "operating" and "reserve" accounts in the name of The Association of Unit Owners of Sunshine Creek Condominiums with Banner Bank. The authorized signers to the new trust accounts shall be the officers of the current Board of Directors of Sunshine Creek Condominiums, and the corporate officers of FRESH START Real Estate, Inc. Mark and Cindy Vandervest.

Tammy McCausland seconded the chair's motion. There was brief discussion about all points identified. The motion passed unanimously.

**Administration:** There was no additional discussion about Administrative actions or communications.

**Old Business:** There was no Old Business discussed.

**New Business:**

1. Mark Vandervest informed the Board that the domain [www.PaySCCDues.com](http://www.PaySCCDues.com) has been secured for the new Portal login page.
2. Mark Vandervest was informed about the weekly pool servicing schedule.
3. The Board expressed an interest about considering a security system upgrade in the future.
4. The Board requested that FRESH START schedule an electrician to complete the following repairs:
  - a. Install a photo sensor for the pool light.
  - b. Repair the yard lamp off of the northwest corner of the clubhouse
  - c. Troubleshoot and correct problems with the lights staying on all day in building 10660.
5. The Board requested that FRESH START request a key to the irrigation timer box from Enstrom Landscaping.
6. The Board requested that FRESH START follow up with RDH Consultants about the completion of exposed areas where siding had been removed.
7. The Board discussed concern about a possible leak in the spa, and correction of the spa jets to not face in an upwards position
8. The Board discussed FRESH START's onsite hours, which will be on Tuesdays from 10am to noon beginning 9/3/19 (except for Holidays, inclement weather and various scheduled dates).

**Schedule Next Meeting:** The next monthly meeting is scheduled for August 29, 2019 at 5:00pm in the Sunshine Creek Condominiums clubhouse.

**Adjournment:**

Joel motioned to adjourn the meeting at 6:15pm. Sheri seconded the motion. The motion passed unanimously.

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