

MINUTES

Minutes of the Board of Directors Meeting for the Sunshine Creek Condominium Owners Association held at 5:00pm on October 28, 2021 via Zoom at remote locations

- Call to Order:** President Sheri Bacon called the meeting to order at 5:17pm.
- Quorum Present:** Yes
- Board Members in attendance:** Sheri Bacon, President
Sue Lowry, Treasurer
Mike Grebenc, Director
Tamara Mills, Director
Danna Carlson, Director
- Board Members absent:** None
- Others in attendance by invitation:** Mark & Cindy Vandervest, Community Managers
FRESH START Real Estate, Inc.
- Guests in attendance:** Lisa Usselman – Unit 17
- Proof of Notice:** Meeting Notices posted in display cases above mailboxes and broadcast to all owners via email.
- Welcome & Introductions:** President Sheri Bacon opened the meeting by welcoming the board members and guest 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 Danna to approve the Agenda as written. The motion was seconded by Sue. There was no additional discussion, and the motion was unanimously approved.
- Owners Forum:**
- Sheri asked if the meeting notices could be sent out earlier. Management will work on that. Generally, the Agenda is determined pretty close to the meeting dates, that is why historically the notices have been broadcast 3-5 days prior to the meeting date.
 - Sheri asked if Management has been able to make contact with the insurance agent to come to a meeting. Mark reported that they are working on some dates in early to mid December for the insurance agent to attend a board meeting.
 - Sheri asked if lines could be painted for the basketball hoop area to prevent parking too close to the hoop. Management will get the pavement painted as soon as there is a streak of dry weather.
 - Tamara mentioned that the treadmill in the fitness room appeared to not be working. Management will check it out and get maintenance scheduled, if needed.

Approval of Minutes: The minutes from the meeting on September 30, 2021 were reviewed. Danna made a motion to approve the minutes as written. Mike seconded the motion. There was no further discussion and the motion passed unanimously. Management will upload the approved minutes to the website.

Financial Report: Management reported the following information to the financial report:

Financials as of 9/30/2021:

§ Total operating funds:	\$ 74,507.44	including pending EFTs.
§ Total reserve funds:	\$ 180,416.67	
§ Total cash assets:	\$ 254,924.11	
§ Total YTD income:	\$ 202,315.75	
§ Total YTD expenses:	\$ 157,732.06	including \$19,200.02 of Reserve expenses.
§ Budget vs. Actual <u>Income</u> :	106.06%	collected YTD.
§ Budget vs. Actual <u>Expenses</u> :	78.30%	paid YTD incl. 31.99% of Reserve expenses
§ Total delinquencies:	\$ 487.40	Three accounts 0-30 days with past due.

Please review the **September** Expenses, 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:

REPAIRS, MAINTENANCE & UPDATES

The following maintenance updates are for informational purposes only and do not require Board action at this time:

1. AC Unit removed from Clubhouse office
2. Garbage: onsite trash management is ongoing
3. Lighting: maintenance is ongoing

ADMINISTRATION

1. Violations (since last meeting):

For informational purpose:

- a. None

2. Homeowner Correspondence and Administration

For informational purpose:

- a. None

3. Correspondence for Board Review

Board action requested:

- a. None

Old Business:

1. **Capital Contribution Bylaws Amendment:** Some people are having difficulty for the voting link for the electronic vote. Management will connect the law firm to figure out what is going on. The voting trend appears that the amendment will likely pass, but a majority vote has not yet been received as of this meeting date.

2. **Board Member Ratification:** The Board had voted electronically to approve Danna Carlson from unit # as a board member to fill former Director Dominic DeMarco's position. Sue motioned to ratify the approval of Danna as a board member. Sheri seconded the motion. There was no additional discussion and the motion passed unanimously. Welcome Danna to the Board!
3. **Gutter & Dryer Vent Cleaning:** Scheduled for the 2nd week of November. Notice will be broadcast to Owners.
4. **Clubhouse Cleaning Contract.** The Board discussed hiring Quinn Carlson to clean the clubhouse bi-weekly during the winter and weekly during the summer. The approved budget for cleaning is \$50 per clean, not to exceed \$200 per month. Sue motioned to approve Quinn Carlson to clean the clubhouse as proposed. Sheri seconded the motion. There was no additional discussion and the motion passed unanimously.
5. **Mini-split installations:** Unit 46 has submitted an ARC form to install a mini-split in their unit. Unfortunately, there is very limited space on the balconies to install the exterior condenser unit. Mark has a meeting scheduled on 11/4/2021 at 10am with the HVAC contractor to discuss options.
6. **Pool Pump Installation:** Mark has had communication with Wet Kat regarding the pool pump installation. The goal is to install the pump in the first quarter of 2022 so that the pool is ready to go by Memorial Day.
7. **Pool Plastering:** Wet Kat is contacting vendors to provide pricing on the pool plastering project. Again, the goal would be to get the plastering completed so that the pool will be ready to open my Memorial Day.

New Business:

1. **Water Shut Offs in the Community:** There have been several requests over the last few months for water heater replacements and shower valve replacements. Generally, it is the Owner's responsibility to contact the City of Beaverton to facilitate water shutoffs to buildings. Management will post notices. Sheri mentioned that she thought the Association could shut off water to buildings on its own. Management explained that while this has happened in the past, the City of Beaverton prefers to be involved because if anything goes wrong with the meter it would be a City responsibility. Otherwise, if the Association turns the meter off and something goes wrong with the meter, the Association would bear the cost of repair and/or replacement of the meter.
2. **Office Hours:** Augie will be onsite in the clubhouse a couple times per week in the event any Owners or residents have any questions. Days and hours will be determined in the near future.
3. **2021 Reserve Study Update:** Management went over the 2021 update to the Reserve Study prepared by FRESH START Real Estate, Inc. The Reserve Study is a 30-year maintenance plan for capital and ongoing repairs and maintenance. A portion of each monthly HOA dues payments funds the Reserves. This year management proposed adding in costs to re-roof the garage units, which still have original roofing on them. Management also proposed the addition of ongoing tree trimming throughout the community. The funding model for the Reserve Study shows a 3% annual increase n 2022, 5% annual increases from 2023 through 2025, and 8% annual increases from 2026 through 2035. These increases are necessary in order to project the necessary funding for the defined upcoming projects.

4. **2022 Annual Budget:** Management presented a proposed budget for 2022. The proposed increase over 2021 came in at 1.17%, which is very low considering that the City of Beaverton is projecting a 15% increase in water/sewer costs in 2022. Categorically, Grounds R&M stated level with a 0.00% increase over 2021. Building R&M decreased 1.17% due to some of the expenses moving over to the Reserve Study in ongoing maintenance. Utility expenses increased 1.9%, and Operating expenses remained level with a 0.00% increase. Reserves increased 3% as per the funding model in the Reserve Study. The total proposed budget for 2022 is up \$2,400.00 from 2021 at \$206,950.00. The proposed budget would result in a monthly dues increase ranging from \$5.00 per month to \$8.00 per month depending on the size of the unit. Tamara motioned to approve the proposed budget as presented. Danna seconded the motion. There was no additional discussion and the motion passed unanimously.

Schedule Next Meeting:

The next meeting of the Board of Directors is tentatively scheduled for December 9, 2021 at 5:00 p.m. via Zoom if the insurance agent can make that meeting.

Adjournment:

Sheri motioned to adjourn the meeting at 6:16 p.m. Tamara seconded the motion.

Respectfully submitted by:

FRESH START Real Estate, Inc. ~ Community Manager