

QUARTERLY MEETING MINUTES

QUARTERLY MEMBERSHIP MEETING OF SUNSHINE CREEK CONDOMINIUMS:

LOCATION: Sunshine Creek Clubhouse
10680 SW Davies Rd, Beaverton, OR 97008
DATE & TIME: 05/15/2025 at 5:00 PM
CALLED TO ORDER: 05:04 PM
QUORUM PRESENT: Yes

ATTENDEES:

Board Members:

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

Owners & Guests:

Management:

Mark Vandervest – FSRE
Cindy Vandervest – FSRE
Sunny Arruda – FSRE

CALL TO ORDER:

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

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.

OWNER'S FORUM:

1. **Garages & HOA Dues:** An owner asked why Units without garages or carports pay the same dues as those who have them. Units have been paying HOA dues based on the size of the unit without taking into consideration whether or not they also have a garage, carport, or a combination of them. Mark stated he would look into the founding documents and see if that was the way it is declared and would report back on a future agenda.

APPROVAL OF MINUTES FROM PRECEDING THE MEETING:

1. **November 21, 2024 Quarterly Meeting Minutes:** A motion was made and seconded to approve the previous Annual Meeting Minutes from November 21, 2024 as written. There was no additional discussion, and the motion passed unanimously.
2. **February 20, 2025 Annual Meeting Minutes:** The Annual Meeting Minutes from February 20, 2025 were presented for review only and will remain in draft form until the next annual meeting.

FINANCIAL REPORT(S):

Financial Summary as of 02/28/2025:

§ Total Operating Funds:	\$ 38,332.99	including pending EFTs
§ Total Reserve Funds:	\$ 196,493.94	including reserves interest
§ Total Cash Assets:	\$ 234,826.93	
§ Total YTD income:	\$ 43,702.25	
§ Total YTD expenses:	\$ 38,643.10	including \$4,455.00 of Reserve Expenses
§ Budget vs. Actual <u>Income</u> :	24.91%	collected YTD.
§ Budget vs. Actual <u>Expenses</u> :	16.19%	including 4.48% of the total Reserve expenses
§ Total Delinquencies:	\$ 561.50	0 accounts 91+ days; 0 accounts 61-90 Days; 1 account 31-60 days; 0 accounts 0-30 days

Financial Summary as of 03/31/2025:

§ Total Operating Funds:	\$ 38,749.57	including pending EFTs
§ Total Reserve Funds:	\$ 203,474.90	including reserves interest
§ Total Cash Assets:	\$ 242,224.47	
§ Total YTD income:	\$ 65,368.57	
§ Total YTD expenses:	\$ 52,911.88	including \$4,455.00 of Reserve Expenses
§ Budget vs. Actual <u>Income</u> :	33.51%	collected YTD.
§ Budget vs. Actual <u>Expenses</u> :	20.63%	including 4.48% of the total Reserve expenses
§ Total Delinquencies:	\$ 608.50	0 accounts 91+ days; 0 accounts 61-90 Days; 1 account 31-60 days; 2 accounts 0-30 days

Financial Summary as of 04/30/2025:

§ Total Operating Funds:	\$ 41,901.98	including pending EFTs
§ Total Reserve Funds:	\$ 220,334.52	including reserves interest
§ Total Cash Assets:	\$ 252,236.50	
§ Total YTD income:	\$ 86,977.05	
§ Total YTD expenses:	\$ 64,508.33	including \$4,455.00 of Reserve Expenses
§ Budget vs. Actual <u>Income</u> :	41.98%	collected YTD.
§ Budget vs. Actual <u>Expenses</u> :	24.55%	including 4.48% of the total Reserve expenses
§ Total Delinquencies:	\$ 705.50	0 accounts 91+ days; 0 accounts 61-90 Days; 1 account 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 contact management if you have any questions.

MANAGER'S REPORT (as of 2/20/2025):

1. **REPAIRS, MAINTENANCE & UPDATES:** The following maintenance updates are for informational purposes only and do not require Board action at this time:

1. Bark Mulch purchased and is being delivered now.
2. Garbage: onsite trash management is ongoing.
3. Lighting: maintenance is ongoing.
4. Rodent station baiting is ongoing.

2. **ADMINISTRATION:**

1. **Violations (since last meeting – for informational purpose):**
 - a. None
2. **Owner Correspondence & Administration (for Board information only):**
 - a. None
3. **Owner Correspondence & Administration (Board Action requested):**
 - a. None

3. **Unit Sales Data:**

Sales year-to-date in 2025 are as follows:
None

Active listings as of 5/15/2025:

Unit: 10690 #53 **Sq. Ft.:** 871 **BR/Bth:** 2/1 **List Price:** \$277,995 **Days on Market:** 37

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

OLD BUSINESS:

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

NEW BUSINESS:

1. **Pool Opening:** The pool & Spa are scheduled to open on Friday, May 30, 2025. Secretary Danna will schedule volunteers for pool monitoring
2. **Bark Mulch:** The bark mulch is in process of being delivered now with some having already arrived and more to come in the next few days. It will be installed over the next couple of weeks.

ADJOURNMENT:

Next Meeting Date: **Thursday, August 21, 2025, at 5:00 pm at the Sunshine Creek Clubhouse**
*It is the Board's intention to hold meetings quarterly on the third Thursday of every third month. Mark your calendars! The subsequent meetings in 2025 will be held on **11/20/2025** at 5:00 pm (Budget Meeting) We hope you can attend.*

Meeting Adjourned: **5:31 PM**

Minutes Prepared By: **FRESH START Real Estate, Inc. - Community Manager**