

MINUTES

Minutes of the Board of Directors Meeting for the Sunshine Creek Condominium Owners Association held at 5:00pm on December 19, 2019 in the clubhouse at 10680 SW Davies Rd.; Beaverton, OR 97008

Call to Order: President Joel Day called the meeting to order at 5:07pm.

Quorum Present: Yes

Board Members in attendance: Joel Day, President
Tammy McCausland, Secretary
Sue Lowry, Treasurer
Mike Grebenc, Director

Board Members absent: Sheri Bacon

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

Guests in attendance: Augie Glaab, Unit 10690-50

Proof of Notice: 72 hours notice for the meeting was publicly posted at both mailbox locations in the Sunshine Creek Condominium community.

Welcome & Introductions: Chair Joel opened the meeting by welcoming the board members and guest in attendance. Joel asked community manager Mark Vandervest to run the meeting. Mark introduced himself and moved forward to the Approval of the Agenda.

Approval of Agenda: Mark requested a motion to approve the Agenda as written. A motion was made by Torey to approve the Agenda as written. The motion was seconded by Mike and was unanimously approved.

Owners Forum:

- Tammy stated that water is pooling in front of garage #4 and running into the garage under the overhead door. Mark will evaluate and report back to the board.
- Joel stated that the Tenant in Unit #24 was dumping trash outside of the dumpster containers and left a mess about 6 times within 3 hours. Joel took photos and spoke with the resident.
- Joel stated that there is a vehicle that has been parking in the handicap parking space without displaying a handicap permit or placard. A photo will be supplied to management the next time the event happens.
- Sue noted that there was a dog defecating in front of her window and the resident was not cleaning it up. It was unclear as to who the resident was, but Management encouraged photos to be taken if ever observed so that a violation could be issued.

Approval of Minutes: The minutes from the meeting on 10/24/19 were reviewed. Joel made a motion to approve the minutes as submitted, Tammy seconded the motion, there was no further discussion and the motion passed unanimously.

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

Balance Sheet:

- Total operating funds as of 11/30/19 was \$26,425.72 including pending EFTs and undeposited funds.
- Total reserve funds as of 11/30/19 was \$108,976.59
- Total cash assets as of 11/30/19 was \$135,402.31

Delinquencies: Not including accounts in collections, there were a total of \$6,491.79 in delinquent assessments as of 11/30/2019 which consisted of 12 Units. \$2,753.59 was less than 30-days past due. \$2,228.91 was less than 60-days past due. \$1,238.41 was less than 90-days past due. \$270.88 was over 90-days past due. Management stated that these delinquencies will likely diminish in the very near future.

The Operating ledger, expenses, and actual expenses vs. budget, were reviewed and discussed:

- Pool Cover Invoice: Joel noted that he recalled the cost of the pool cover being paid in advance, or at least a deposit being paid. Management had no record from the prior management firm of payment to Orca Pool Services for the pool cover. Management will do further research on the Orca Invoice and report back to the board.

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. An attic inspection was performed on Unit #46 due to drywall damage. The bath fan venting was reconfigured and routed to a roof vent at the peak of the attic. This attic will require additional mold remediation.
2. A light fixture was repaired at Unit #17.
3. A seat on the fitness room rowing machine was repaired.
4. Bulbs that were out in the fitness room were replaced.

ADMINISTRATION

1. Violations (10/25/19 thru 12/19/2019):

For informational purpose:

- a. 1 common area violation (bicycles left in common area)

2. Homeowner Correspondence and Administration

For informational purpose:

None at this time

3. Owner correspondence for Board Review

Board action requested:

None at this time

Old Business:

1. 2020 Budget Ratification: The Budget that was reviewed by the board in October was further discussed. The proposed Operating Budget for 2020 is \$143,700.00 and the proposed Reserve Budget for 2020 is \$56,650.00. The proposed total 2020 budget is \$200,350.00. Joel motioned to approved the 2020 Budget as presented. Tammy seconded the motion. There was no additional discussion and the vote passed unanimously.

New Business:

1. Insurance Renewal: Mark presented the insurance renewal from ABI Insurance in the amount of \$13,975 per year. A competitive proposal was provided by American Family Insurance in the amount of \$12,000 per year. After further discussion, Joel motioned to leave the insurance coverage renew through ABI. Sue seconded the motion, and the motion passed unanimously.
2. Gutter Repairs: Several gutters have been damaged by large vehicles backing into them. Two proposals were presented, one for \$655.00 through JT West Coast Gutters and a second for \$685.00 through NW Gutters. Joel motioned to approve the proposal with JT West Coast Gutters. Mike seconded the motion. There was no additional discussion, and the vote passed unanimously.
3. CPA Review & Audit: The CPA Audit completed by Ihde CPA PC for the tax year ending 2018 was reviewed and acknowledged with signature by President Joel Day.
4. Meeting Schedules: The Board discussed moving board meetings to a bi-monthly schedule unless more frequent meetings are needed. Joel motioned to schedule meetings on a bi-monthly schedule moving forward. Tammy seconded the motion. There was no additional discussion and the motion passed unanimously.
5. Clubhouse Cleaning: The clubhouse had not been cleaned since at least July 2019. The Board asked Management to reach out to Sandi about additional cleaning, and if she no longer wished to clean the clubhouse and fitness rooms, to obtain an alternate bid.

Schedule Next Meeting:

The next bi-monthly meeting will be the Annual Meeting to be held on February 27, 2020 at 5:00pm in the Sunshine Creek Clubhouse.

Adjournment:

Joel motioned to adjourn the meeting at 6:15pm. Sue seconded the motion.

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