

MINUTES

Minutes of the Annual Board of Directors Meeting for the Sunshine Creek Condominiums Owners' Association held at 7:00 pm on February 24, 2022, via Zoom Meeting at remote locations

Call to Order: Chair Sheri Bacon called the meeting to order at 5:07 PM

Quorum Present: Yes.

Board Members in attendance: Sheri Bacon, Chair
Susan Lowry, Vice Chair
Tamara Mills, Secretary
Mike Grebenc, Director
Danna Carlson - Director

Board Members absent None

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

Guests in attendance: John Bunnell
Stephan Smith
Mike Reid
Joanie Dwire
Beth Vanhorn
Grenalin Dumale
Jessica Weber
Lisa Usselman

Welcome & Introductions: Chair Sheri opened the meeting by welcoming the board members, owners, and guests in attendance. Sheri asked community manager, Mark Vandervest to run the meeting. Mark introduced himself, Cindy Vandervest & Sunny Arruda from Fresh Start Real Estate Inc. and moved forward with the meeting.

Certification of Proxies: Manager Mark Vandervest certified proxies submitted for the annual meeting representing **51.85%** of the voting rights in attendance by proxy, or by person.

Proof of Notice: 72-hours' Notice for the meeting was electronically e- mailed to Owners with email addresses on record and mailed via US mail to those Owners without email. Notices were also publicly posted in both mailbox areas of the Sunshine Creek Community, as well as on the HOA website at www.SunshineCreekCondos.com.

Owner's Forum: An owner mentioned she continues to have on going issues with dogs barking in the units above and below her. Suggested this issue go to the board for consideration of escalating fines and other means of handling this issue.

Approval of Agenda: A motion was made and seconded to approve the Agenda as written. Without additional discussion, the motion was unanimously approved.

Approval of Minutes: The minutes from the annual meeting on March 23, 2021, were reviewed. A motion was made and seconded to approve the minutes as written. The motion passed unanimously.

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

Financials as of 12/31/2021:

Total year-end operating funds:	\$ 63,513.85	including pending EFTs.
Total year-end reserve funds:	\$200,134.02	
Total year-end cash assets:	\$264,046.87	
Total year-end income:	\$253,880.12	
Total year-end expenses:	\$200,173.67	including \$25,851.89 of Reserve expenses.
Budget vs. Actual year-end <u>income</u> :	124.12%	collected.
Budget vs. Actual <u>expenses</u> :	97.07%	paid incl. 43.07% of Reserve expenses
Total delinquencies:	\$388.40	Two accounts 31-60 days

Please review the December Expenses, as that will be the best way 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 me if you have any questions.

Financials as of 01/31/2022:

Total operating funds:	\$ 69,996.97	including pending EFTs.
Total reserve funds:	\$202,604.50	
Total cash assets:	\$271,601.47	
Total YTD income:	\$ 17,605.45	
Total YTD expenses:	\$ 9,050.85	including \$0.00 of Reserve expenses.
Budget vs. Actual <u>income</u> :	15.63%	collected.
Budget vs. Actual <u>expenses</u> :	8.5%	paid incl. 0.0% of Reserve expenses
Total delinquencies:	\$1198.40	

Please review the January Expenses, as that will be the best way 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 me if you have any questions.

Manager's Report:

The following maintenance update review is for informational purposes only and does not require Board action at this time:

1. Capital Contribution Bylaws Amendment Passes (effective 2/1/2022):
 - a. 38 Votes Received (70.37%)
 - b. 32 Votes In Favor (59.26%)
 - c. 6 Votes Against (11.11%)
2. Backflow valves were tested.
3. Bark mulch installed at entry locations and around various buildings.
4. Security lock program software upgraded.
5. Security cameras upgraded, a few cameras still have issues and that is being worked on.
6. The elliptical machine wasn't working and all it needed an extension cord to it.
7. A second treadmill and a stationary bike were added in the fitness room.
8. Pressure washing of most concrete areas.
9. Gutters were all cleaned in November along with dryer vents
10. Trees trimmed at various locations; vegetation cut away from siding areas.
11. Two attics were mitigated for organic matter (mold/mildew).
12. Lighting maintenance is ongoing.
13. Garbage management is ongoing.
14. Pool, spa, & clubhouse maintenance is ongoing.

Administration:

1. **Violations & Warnings:**

For informational purpose:

2021: (3) Noise Violations
2022: None to date

2. **Homeowner Correspondence and Administration**

Board information only:

- a. None

3. **Owner correspondence for Board Review**

Board action requested:

- a. None

Board Member Elections:

Manager Mark Vandervest expressed a sincere thank you to the five board members that have served this last year. The chair position was up for re-election and the position of secretary was also vacant. Both Sheri & Tamara indicated that they were interested in renewing their positions on the board. There were no additional nominations from the floor. A motion was made and seconded to approve Sheri & Tamara as board members. There was no additional discussion and the motion passed unanimously.

The Board briefly discussed officer positions. A motion was made and seconded to vote unanimously for the following officers:

1. The 2022 Board of Directors are:
 - a. Sheri Bacon, Chair
 - b. Sue Lowry, Vice Chair
 - c. Tamara Mills, Secretary
 - d. Mike Grebenc, Director
 - e. Danna Carlson - Director

Mark thanked all the Board members again for their time and effort and encouraged Owners to become actively involved with the HOA and continue attending Board meetings as there is always a need for new and fresh input, and one position remains open for the Board of Directors.

Outstanding Business: There was no outstanding business to be reported as all outstanding business was discussed in the Manager's report.

New Business:

1. Pool replastering – two proposals were given to replaster the pools. The goal is to have the replastering done in time to open the pool on Memorial Day weekend.
 - a. Custom Pools & Spas \$19,680.00
 - b. Oregon Pool Plastering \$18,610.00
 - c. A motion was made and seconded to approve the replastering project not to exceed \$18,610.00. Motion passed unanimously.
2. IRS Resolution 70.604 which provides that any HOA income can pass to the following tax year. This annual resolution is a benefit for the HOA for tax purposes.
 - a. A motion was made and seconded to approve the adoption of IRS 70.604. Motion passed unanimously

Schedule Next Meeting:

The next meeting will be a regular Board Meeting on April 28, 2022, at 5:00pm via Zoom.

Adjournment:

A motion was made and seconded to adjourn the meeting at 6:14pm. There was no further discussion and the motion passed unanimously.

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