

# ANNUAL MEETING MINUTES

## ANNUAL MEMBERSHIP MEETING OF: AUO SUNSHINE CREEK CONDOMINIUMS

LOCATION: Sunshine Creek Clubhouse 10680 SW Davies Rd, Beaverton, OR 97008  
DATE & TIME: 02/21/2024 at 5:00 PM  
CALLED TO ORDER: 05:06 PM  
QUORUM PRESENT: Yes

### **ATTENDEES:**

#### **Board Members:**

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

#### **Owners & Guests:**

Matthew Phillips  
Jennifer Phillips  
Ronald Helfand  
Jessica Weber

#### **Management:**

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

### **CALL TO ORDER:**

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

### **CERTIFICATION OF PROXIES:**

The returned proxies totaled 53.7% of the ownership and met the minimum required quorum to hold the Annual Meeting. Management discussed the importance of Owners returning their proxy in a timely manner whether they plan to attend the meeting or not. The HOA bylaws require that a majority response (more than 50%) either in person or by proxy is required to hold the Annual meeting. Having proxies ahead of the meeting can help prevent the need to postpone the meeting if the minimum proxy percentage is not met. Owners are asked to return their proxy promptly every year when requested.

### **PROOF OF NOTIFICATION OF MEETING:**

Notice of the Annual Meeting has been sent to all owners, was posted on the front page of the Community website, and in the display boxes at the onsite mailbox banks.

### **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. **Fire Alarms:** Fire alarms continue to go off. Action Technologies have been out and were able to access all but 4-5 units but have been unable to find the problem yet. They will return to continue troubleshooting. It is possible a unit has a short in their red box/sensor. Owners are strictly prohibited from removing or tampering with the smoke alarms inside of the units. Doing so causes sirens at the alarm panel and requires costly service calls to remedy.
2. **Dog Feces:** It was reported that an Owner continues to allow their dog to go outside unattended and off leash at night to relieve itself and then the dog owner does not pick up the feces. Another violation will be issued.
3. **Pool:** An owner asked if the pool could be opened earlier than the traditional Memorial Day weekend. After some discussion it was decided the pool could be open earlier if the weather is good enough. Wet Kat will be notified so they can begin prepping the pool and spa for early opening. Volunteers will need to start recording the readings earlier as well.

Two new umbrellas are needed for the pool area, and a lounge cushion in a deep blue is needed for the lounge that was acquired last summer.

Pool Inspectors will be here this year. Everything seems to be in place. The AED unit will require service though, as it continues to beep even though the battery has been changed twice.

4. **Concrete Curb Repair:** Several owners commented that the concrete curb repair looks really nice.
5. **Repairs to Elevations:** An owner asked about the remaining elevations that require repair and was told the plan was to continue the work as soon as the weather allows. Only four elevations are left to do.
6. **Security Cameras:** All cameras are working!
7. **Xfinity in the Clubhouse:** Since Ziplly Fiber provides the internet service, Xfinity only provides the cable tv. Cancelling Xfinity and using a Firestick or Roku for streaming tv was discussed and made sense to all present. Xfinity may have a contract in place which needs to be checked before the change can go into effect.

## **APPROVAL OF MINUTES FROM PRECEDING MEETING:**

1. **January 18, 2023 Annual Meeting Minutes:** A motion was made and seconded to approve the previous Annual Meeting Minutes from January 18, 2023 as written. There was no additional discussion, and the motion passed unanimously.

## FINANCIAL REPORT(S):

### Financial Summary as of 11/30/2023:

|                                       |               |                                                                                                    |
|---------------------------------------|---------------|----------------------------------------------------------------------------------------------------|
| § Total Operating Funds:              | \$ 44,496.851 | including pending EFTs                                                                             |
| § Total Reserve Funds:                | \$ 212,289.75 | including reserves interest                                                                        |
| § Total Cash Assets:                  | \$ 256,786.60 |                                                                                                    |
| § Total YTD income:                   | \$ 208,117.01 |                                                                                                    |
| § Total YTD expenses:                 | \$ 56,484.51  | including \$63,226.47 of Reserve Expenses                                                          |
| § Budget vs. Actual <u>Income</u> :   | 102.97%       | collected YTD.                                                                                     |
| § Budget vs. Actual <u>Expenses</u> : | 101.73%       | including 87.16% of the total Reserve expenses                                                     |
| § Total Delinquencies:                | \$ 8,167.72   | <b>0 accounts 91+ days; 0 accounts 61-90 Days;<br/>0 accounts 31-60 days; 0 accounts 0-30 days</b> |

### Financial Summary as of 12/31/2023:

|                                       |               |                                                                                                    |
|---------------------------------------|---------------|----------------------------------------------------------------------------------------------------|
| § Total Operating Funds:              | \$ 46,550.51  | including pending EFTs                                                                             |
| § Total Reserve Funds:                | \$ 218,462.85 | including reserves interest                                                                        |
| § Total Cash Assets:                  | \$ 265,013.36 |                                                                                                    |
| § Total YTD income:                   | \$ 227,094.73 |                                                                                                    |
| § Total YTD expenses:                 | \$ 237,577.80 | including \$63,546.00 of Reserve Expenses                                                          |
| § Budget vs. Actual <u>Income</u> :   | 104.79%       | collected YTD.                                                                                     |
| § Budget vs. Actual <u>Expenses</u> : | 104.89%       | including 87.16% of the total Reserve expenses                                                     |
| § Total Delinquencies:                | \$ 0.00       | <b>0 accounts 91+ days; 0 accounts 61-90 Days;<br/>0 accounts 31-60 days; 0 accounts 0-30 days</b> |

### Financial Summary as of 01/31/2024:

|                                       |               |                                                                                                   |
|---------------------------------------|---------------|---------------------------------------------------------------------------------------------------|
| § Total Operating Funds:              | \$ 43,988.21  | including pending EFTs                                                                            |
| § Total Reserve Funds:                | \$ 224,193.13 | including reserves interest                                                                       |
| § Total Cash Assets:                  | \$ 268,181.34 |                                                                                                   |
| § Total YTD income:                   | \$ 20,009.99  |                                                                                                   |
| § Total YTD expenses:                 | \$ 16,842.01  | including \$2,430.00 of Reserve Expenses                                                          |
| § Budget vs. Actual <u>Income</u> :   | 15.59%        | collected YTD.                                                                                    |
| § Budget vs. Actual <u>Expenses</u> : | 10.01%        | including 2.27% of the total Reserve expenses                                                     |
| § Total Delinquencies:                | \$ 389.00     | <b>0 accounts 91+ days; 0 accounts 61-90 Days;<br/>0 accounts 31-60 days; 1 account 0-30 days</b> |

*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 2/21/2024):**

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

- a. All Gutters have been cleaned.
- b. Dryer vents were cleaned from the exterior of the buildings.
- c. Electrical repairs to yard lamps have been completed.
- d. Water leak mitigation in units 22 & 23 completed.
- e. Need two umbrellas and possibly one stand before the next pool opening.
- f. New Spa heater installed by WetKat.
- g. Baiting rodent stations ongoing.
- h. Monthly lighting maintenance is ongoing.
- i. Garbage onsite trash management is ongoing.

**2. ADMINISTRATION:**

- a. Violations (since last meeting – for informational purpose):
  - i. None
- b. Owner Correspondence & Administration (for Board information only):
  - i. None
- c. Owner Correspondence & Administration (Board Action requested):
  - i. None

## **Voting for Board Director Vacancy Positions:**

1. **Nominations from the Board:** Danna Carlson and Mike Grebenc were both at the end of the current term. Both of them expressed the willingness to continue serving on the board.
2. **Nominations from the Floor:** There were no additional volunteers from the floor to serve on the board.
3. **Election of Directors:** A motion was made and seconded to accept and re-elect Danna Carlson and Mike Grebenc as Board Members. The motion was voted on and passed unanimously without further discussion. Danna & Mike G. were congratulated and welcomed to the Board of Directors for a term of 3 years, ending in 2027. The Board of Directors are as follows:

|               |                   |
|---------------|-------------------|
| Tamara Mills  | Term through 2025 |
| Sue Lowry     | Term through 2026 |
| Danna Carlson | Term through 2027 |
| Mike Reid     | Term through 2026 |
| Mike Grebenc  | Term through 2027 |

4. **Election of Officers of the Board of Directors:** The Board discussed officer positions. Tamara Mills agreed to remain in the position of Chair for another term. Sue Lowry agreed to continue as Vice-Chair for another Term. Danna Carlson agreed to remain in the position of Secretary for another term. Mike Reid volunteered to fill the open position of Treasurer. A motion was made and seconded to accept the Board Officers in these positions. The motion passed unanimously without further discussion.

### **Board Officers are:**

|                          |                       |
|--------------------------|-----------------------|
| Chair: Tamara Mills      | Vice Chair: Sue Lowry |
| Secretary: Danna Carlson | Treasurer: Mike Reid  |

All of the new officers were congratulated and thanked for their willingness to serve the Sunshine Creek community.

**OLD BUSINESS:**

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

**NEW BUSINESS:**

1. **IRS Revenue Ruling 70.604:** The Board was reminded of the benefits of adopting IRS Revenue Ruling 70.604 annually. It was explained Ruling 70.604 allowed the community to defer most income to another year thereby allowing the income to be tax free for the current year. A motion was made and seconded to adopt IRS Revenue Ruling 70.604 for 2024. The motion passed by unanimous vote without further discussion.
2. **Pool Rules & Fines:** Community Manager, Mark reminded the Board of an incident involving teenagers at the pool last season. SCC currently does not have written rules regarding the pool & spa. Mark presented a list of basic rules used at other communities for the Board's review. After each Board member had a chance to read the list they decided to adopt the rules immediately. A motion was made and seconded to adopt the rules as presented and to set the fine for violation of pool rules at \$100 per violation with incremental increases for recurring violations. The motion passed unanimously without further discussion. The Pool rules will be incorporated into the Rules & Regulations document and notice will be sent to all owners informing them of the newly adopted Pool Rules and Fines.
3. **Board Meeting Schedule for 2024:** Due to a scheduling conflict for a member of the Board, the Quarterly Meetings of the Board of Directors will now occur on the 3<sup>rd</sup> Thursday of every 3<sup>rd</sup> month. The next meeting will be held on May 16, 2024.

**ADJOURNMENT:**

**Next Meeting Date:**

**Thursday, May 16, 2024 at 5:00 pm via Zoom**

*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 2024 will be held on **8/15/2024** at 5:00 pm, and **11/21/2024** at 5:30 pm (Budget Meeting) We hope you can attend.*

**Meeting Adjourned:**

**6:10 PM**

**Minutes Prepared By:**

**FRESH START Real Estate, Inc. - Community Manager**