

# MINUTES

## Minutes of the Board of Directors SPECIAL Meeting for the Sunshine Creek Condominium Owners Association held at 5:00pm on June 4, 2020 via Zoom at remote locations

**Call to Order:** Director Sheri Bacon called the meeting to order at 5:02pm.

**Quorum Present:** Yes

**Board Members in attendance:** Tammy McCausland, Secretary  
Sue Lowry, Treasurer  
Sheri Bacon, Director  
Mike Grebenc, Director  
Dominic DeMarco, Director

**Board Members absent:** None

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

**Guests in attendance:** None

**Proof of Notice:** Proof of Notice waived due to nature of special remote meeting due to Covid-19 gathering rules in place by the State of Oregon.

**Welcome & Introductions:** Manager Mark Vandervest opened the meeting by welcoming the board members to the first Zoom meeting held by the Association. There was an audio issue with both Mark and Tammy's computers. Mark moved to Cindy's computer and Tammy remained present with the chat feature enabled. 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 Sheri to approve the Agenda as written. The motion was seconded by Sue and was unanimously approved.

### Owners Forum:

- Sheri asked about planting flowers in the bark mulch beds. While this is prohibited in the Bylaws, the Board agreed to allow plantings on a case by case basis, with the condition that whoever planted items must maintain those items. If the items are not maintained, they may be removed by the landscaper and the cost for removal, if any, may be billed back to the unit owner.
- Sue noted that the grass area behind building 10660 is getting very thin. Mark noted that the ground area is very saturated, and a curtain drain should be installed from the SE corner of the building to the wetland area. This would help to keep the area dryer. Mark will get a proposal for the installation of a curtain drain and present it to the board. Mark will also ask the landscaper if there is anything that can be done to get the grass growing better again.

- Dominic noted that the rubber speed bump in front of building 10640 is coming loose. Mark will evaluate and refasten the speed bump down.
- Sheri & Dominic noted that there is a vent on the front of building 10660 that has a bird nest in it. Mark will evaluate and correct.
- Sue noted that a downspout in front of Unit 28 had been backed into by a resident who agreed to pay for the repair. Mark will reach out to the gutter company who was supposed to complete that repair, along with the damaged carport fascia on the carport in front of building 10660.

**Approval of Minutes:** The minutes from the meeting on 12/19/2019 were reviewed. Sue made a motion to approve the minutes as submitted, Mike seconded the motion, there was no further discussion and the motion passed unanimously. The minutes from the Annual meeting held on 2/27/2020 were reviewed and will remain in draft format until approved at the next annual meeting of the Association.

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

**Balance Sheet:**

- Total operating funds as of 5/31/2020 was \$36,160.10 including pending EFTs and undeposited funds.
- Total reserve funds as of 5/31/2020 was \$129,317.58
- Total cash assets as of 5/31/2020 was \$165,477.68

**Budget vs. Actuals:** As of 5/31/2020, 48.69% of the anticipated income for 2020 has been collected. While this amount is ahead of the projected amount, it is largely due to the collection of many past due accounts by Management. As of 5/31/2020, only 27.58% of the budgeted expenses have been paid out. This is below the projected amount for anticipated expenses in 2020, but the amount will begin to balance out as work progresses throughout the rest of the year.

**Delinquencies:** There were a total of \$6,061.62 in delinquent assessments as of 5/31/2020 which consisted of only 2 Units that are currently in collections. \$682.00 was less than 30-days past due. \$682.00 was less than 60-days past due. \$489.30 was less than 90-days past due. \$4,208.32 was over 90-days past due. There was additional discussion about the collection accounts. It was stated that one of the accounts may be selling in the near future, at which time all of the delinquent funds will be collected from that account. The second account appears to be a unit where the owner may have vacated the unit. Management will do more research on that account 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. Bark Mulch Installed, additional bark mulch needed
2. Light fixtures repaired
3. Fire Alarm System repaired
4. Mold spotting remediation in Unit 10690-50 (attic baffle vents installed)
5. Attic mitigation in Unit 10648-28 (roof vents)
6. Combo box installed next to Fire Alarm boxes for Board access.

7. Woodpecker damage at roof peaks repaired
8. New notice boxes installed at mailbox locations
9. Fallen tree behind Bldg. 10660 cut up and disposed of. Siding damage repaired.
10. Vehicle inventory taken and is ongoing
11. One additional recycle pickup per week has been scheduled at no charge to HOA. Waste Management continues to charge overages to the Association for overfilled dumpsters.
12. Garbage onsite management is ongoing. There has been a lot of garbage placed outside of the overfilled dumpsters.
13. Lighting maintenance is ongoing

## ADMINISTRATION

### 1. Violations:

#### *For informational purpose:*

- a. One inoperable vehicle parked onsite
- b. Bicycles left in common area in front of vehicle
- c. Bicycles left in common area hung over handrail
- d. Garbage left outside door in common area

### 2. Homeowner Correspondence and Administration

#### *For informational purpose:*

- a. Unit 22 noise nuisance complaint
- b. Interaction with tenant advocate for Unit 26
- c. Unit 44 interaction and collection account

## Old Business:

1. **New President:** With former chair Joel Day selling his unit and moving, the position of President has vacated. There was a brief discussion of filling that position moving forward. Sue nominated Sheri Bacon to take over the position of President, Mike seconded the motion. Sheri accepted the nomination. There was no additional discussion and the motion passed unanimously.
2. **New Board Member:** There was vote held electronically on 4/15/2020 to approve Dominic DeMarco as the newest board member. Sheri asked Dominic to tell the board a little about himself and his family. After additional discussion, the Board stated that they were excited and looked forward to having Dominic on the Board. Dominic will fill Joel Day's vacated board position as director until the Annual meeting in 2021. Mark asked for a motion to ratify the vote to approve Dominic DeMarco as a director to the board. Sheri motioned, Sue seconded, there was no additional discussion and the vote was ratified unanimously.
3. **Water Pooling in front of Garages:** Mark presented information about mitigating the water problems in front of the first bank of garages. Coast Paving evaluated the situation and without extensive reconfiguration of the main drive path, it was suggested that asphalt curbs (mini speed bumps) be installed in front of the garages to divert the water away. The cost to install the asphalt curbs would be \$1,900.00. Since Asphalt seal coating and re-striping is planned in the reserve study for 2020, it was suggested that the Association get a price for the asphalt reconfiguration and include it with the seal coating project. Mark will contact Coast Paving to get additional information.
4. **Garbage Management:** With the Statewide quarantine in place and more residents at home that normal, the garbage levels have increased significantly. The overages paid to Waste Management and the required onsite mitigation management performed by

FRESH START is still about half of the price of scheduling an additional garbage pickup per week. Residents are highly encouraged to be respectful of the dumpster areas, recycle as much as possible, and pick up garbage off of the ground if you see it. This will help to reduce Association costs.

5. **Defibrillator Battery:** The clubhouse defibrillator battery is causing the system to constantly beep. Sheri stated that she will check into getting that Battery replaced before the clubhouse reopens.

### **New Business:**

1. **Pool & Fitness Room Openings:** Mark presented information from Washington County Department of Environmental Health which stated that facilities must remain closed until at least phase two of the opening is approved and as regulated by the State of Oregon. At that time, the Association would need to review the requirements mandated by the State to determine if the Association would be able to comply with the reopening requirements. If the Association is able to comply with all of the State requirements as defined, the pool servicing company would need to be scheduled to de-winterize the pool and spa. The Board discussed changing pool servicing companies. Mark recommended contacting Aqua Care as they maintain another pool that Management works with. The Board agreed to have Mark reach out to Aqua Care for servicing. At best, it is believed that there are still several weeks to maybe over a month before the Association could accommodate the opening of the facilities.
2. **Fire System Repair & Maintenance:** The fire control system on building 10660 has had intermittent alarms going off over the last couple of months. Action Technologies is the firm that maintains and monitors the fire alarm system. Mark noted that relatively significant repairs have had to be made to the system, including the replacement of the battery backups, a new circuit board, and the diagnosis of a short between one of the unit siren boxes to the panel box. Repairs have been made and hopefully this will eliminate the alarms going off in error moving forward. Management installed a combination lockbox by the Firebox Panel for Board access in the event the alarm needs to be temporarily silenced.
3. **Pressure Washing:** Mark noted that much of the siding throughout the community is discoloring and requires pressure washing. Sheri noted that in the past Matt Philips has helped with the pressure washing. However, the pressure washer that is in the garage is her son-in-law's pressure washer and he may be needing that back in the near future. Dominic suggested renting a pressure washer to do the needed work Mark will check into rental pricing and reach out to Matt to see if he would be able to accommodate the pressure washing needs.

### **Schedule Next Meeting:**

The next bi-monthly meeting will be held on August 27, 2020 at 5:00pm either via Zoom, of if allowed, in the Sunshine Creek Clubhouse. The Board agreed to send the draft minutes of this Zoom Meeting to the Owners.

### **Adjournment:**

Sheri motioned to adjourn the meeting at 6:30pm. Dominic seconded the motion.

Submitted by:

FRESH START Real Estate, Inc. ~ Community Manager