

MINUTES

Minutes of the Board of Directors ANNUAL Meeting for the Sunshine Creek Condominium Owners Association held at 5:00pm on February 27, 2020 in the clubhouse at 10680 SW Davies Rd.; Beaverton, OR 97008

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

Board Members absent: None

Others in attendance by invitation: Mark & Cindy Vandervest, Community Managers
FRESH START Real Estate, Inc.
Additional Owners & Guests per attached sign-in sheet

Quorum Present: Yes. A total of **57.4%** of the voting rights in attendance by proxy, in addition to those in attendance by person.

Welcome & Introductions: In the chair's absence at the beginning of the meeting Director Sheri, called the meeting to order at 5:05pm. She welcomed everyone in attendance and requested that the meeting be conducted by community manager Mark Vandervest. Mark Vandervest introduced himself and also welcomed everyone. He encouraged everyone to help themselves to cookies and bottled water provided courtesy of Management. The current board members present were introduced.

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 with no email. Notices were also publicly posted in both mailbox areas of the Sunshine Creek Community, as well as on the SunshineCreekCondominiums.com website.

Certification of Proxies: Manager Mark Vandervest certified **31** proxies submitted for the annual meeting representing **57.4%** of the voting rights in attendance by proxy, in addition to those in attendance by person.

Approval of Agenda: A motion was made by Joel Day to approve the Agenda as written. The motion was seconded by Sheri Bacon and was unanimously approved.

Reading of Minutes of Preceding Meeting: Chair Joel Day reviewed the minutes from the 2019 annual meeting and motioned to approve them as distributed. The motion was seconded by Sheri Bacon and approved unanimously.

Owner's Forum:

- John discussed bicycle parking within the community. He had noticed bicycles hanging under stairwells and was wondering if this was allowed. Chair Joel responded that at this time that was not allowed. He suggested the Board discuss the matter at a future meeting and possibly allow bicycles to be placed under stairways.

Reports of Officers:

- Chair Joel noted that the biggest change in 2019 was the change in Management from AMS to FRESH START. He and the Board members were excited about the change and looked for a more stable community moving forward.
- Joel talked briefly about the Envelope Study that was performed in 2019. Needed repairs have been identified and the 2020 Budget was adopted in line to accommodate those and future needed repairs.
- Pool and spa servicing was discussed. The Board discussed the need to find a new pool servicing company. Management will reach out to Aqua Care to take over pool maintenance in 2020. Management discussed that it is very important that the chemical monitoring be more regular moving forward. Although Owners have been reading the chemical levels, the balancing of chemicals was something that needed to be improve according to Washington County Department of Environmental Health. FRESH START has been certified in 2019 by Washington County to monitor the daily requirement of pool chemical levels. It was suggested that FRESH START hold a meeting for the volunteers to present what is expected from Washington County in order to remain in compliance.

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

Balance Sheet:

- Total operating funds as of 12/31/19 was \$25,642.54 including pending EFTs and undeposited funds.
- Total reserve funds as of 12/31/19 was \$108,985.85
- Total cash assets as of 12/31/19 was \$134,628.39

Delinquencies:

- Not including accounts in collections, there were a total of \$7,017.06 in delinquent assessments as of 12/31/2019 which consisted of 4 Units.
- \$2,348.92 was less than 30-days past due.
- \$1,141.80 was less than 60-days past due.
- \$30.50 was less than 90-days past due.
- \$3,495.84 was over 90-days past due.
- Management noted that two of the 4 units were in collections, and 1 of the 4 units was in an approved payment plan that is anticipated to be paid off in the very near future.

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

Board Member Elections:

Manager Mark Vandervest expressed a sincere thank you to the five members of the Board and added that the Board has been very strong, and a pleasure to work with over the last 6 months.

Mark added that there was 1 position open for election to the Board of Directors. Board member Susan Lowry's position was up for renewal. Joel nominated and motioned for Susan Lowry to be elected to continue to fill her position on the Board. There were no additional volunteers or nominations from the floor. Sheri seconded the motion. There was no further discussion, and Susan Lowry was re-elected unanimously to serve a new 3-year term on the Board of Directors through the annual meeting in 2023.

The Board briefly discussed officer positions and voted unanimously for the following officers:

Joel Day, President - Sheri Bacon, Treasurer - Tammy McCausland, Secretary

Outstanding Business:

There was no outstanding business to be reported.

New Business:

Management proposed some new bark mulch at the entrance to the community, around trees, and the clubhouse area. Mark stated the Scotts Earthgro sold at Home Depot for \$3.33 per bag retains its color better and would be a good option for the community. Sheri motioned to have FRESH START purchase and install enough bark mulch to complete the defined areas. Sue seconded the motion. There was no additional discussion, and the motion passed unanimously.

Seal coating is on the schedule to be completed in 2020. Management will begin to procure estimates and report back to the board.

Joel requested a new parking permit for his son's vehicle who has been living with them. Management will provide one ASAP.

Management thanked Joel and Linda for taking the time to clean the clubhouse and fitness room prior to the annual meeting.

Sue was concerned that a lot of vehicles parked in the community do not display parking permits in their windshield. Management is working on updating vehicle inventory and will follow up with those who are not displaying parking permit stickers.

Schedule Next Meeting:

The next bi-monthly meeting will be held on April 23, 2020 at 5:00pm in the Sunshine Creek Clubhouse.

Adjournment:

Mark again invited everyone present to hang around after the meeting and enjoy the cookies and bottled water. Mark then asked for a motion to adjourn the meeting at 5:30pm. Joel motioned to adjourn the meeting and Mike seconded the motion.

Submitted by:

FRESH START Real Estate, Inc.
Community Manager