

## MEETING MINUTES

### BUDGET MEETING OF SUNSHINE CREEK CONDOMINIUMS:

LOCATION: Sunshine Creek Clubhouse  
10680 SW Davies Rd, Beaverton, OR 97008  
DATE & TIME: 11/20/2025 at 6:00 PM  
CALLED TO ORDER: 06:04 PM  
QUORUM PRESENT: Yes

#### **ATTENDEES:**

##### Board Members:

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

##### Owners & Guests:

Matthew Phillips  
Martin Jensvold  
Kelly Jensvold  
Olivia Kemp  
Madeline Kemp

##### Management:

Mark Vandervest – FSRE  
Sunny Arruda – FSRE

#### **CALL TO ORDER:**

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

#### **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:**

- Litter and Animal Waste:** An owner reported there is still a problem with littering around the community and people are still leaving their animal's waste on the ground instead of cleaning up after their dogs. Mark asked that when this kind of thing is found, to please send a message through the portal, with information as to what the issue is, and where it was seen. Pictures are extremely helpful. Management will send someone to clean it up.
- Game Night at the Clubhouse:** An owner asked if it was possible to hold game nights at the clubhouse. It is, but the owner would need to do all of the organizing themselves.
- Communal Pantry in the Clubhouse:** An owner suggested it would be nice to have a free pantry at the clubhouse where people can leave food and those in need can take what they need. There is not a good place to store food items in the clubhouse, and it was suggested donations could be made to local food pantries. Owners and Residents are asked not to leave any food items in the clubhouse or kitchen area.

- Catio Unit 21:** An Owner reported that the Owner of Unit 21 asked him to ask the Board at this meeting if the Board would make an exception to the Catio/Cage-like enclosure that was installed on the back patio of Unit 21. The Owner had been notified in September that a board member noticed the caged area and stated that it was a violation of either the Bylaws or the Rules & Regulations. The Owner was asked to remove the cage structure at that time, but to date had not done so. This is a violation of R&Rs section 19. **PATIOS AND BALCONIES:** i. No Resident shall make any improvements to a balcony, entry or patio or similar area unless and until the Architectural Review Committee (ARC) (*the Board of Directors*) approves the plans. ARC forms for this purpose are available on the Association website. The Owner did, in fact, construct the cage without Board approval. j. Balconies and patios must be maintained in the as-built condition. No penetrating tile, carpeting, rugs, marble, etc., may be placed on any balcony or patio surface. r. Owners may not install lattice type material or vinyl screening to the exterior balcony railings. It is also a violation of R&Rs section 19 **PETS:** f. **The residents may not leave pets outside on the patio or deck without attendance of the residents.**

The full bylaws and Rules & Regulations can be reviewed at [www.SunshineCreekCondos.com](http://www.SunshineCreekCondos.com).

The Board discussed the installation of the unauthorized Catio on the patio of unit 21 at great length and unanimously agreed the Catio was in violation of the R&Rs of the community. A motion was made and seconded to have management send the owner a written violation with a fine because the cage has not been removed, further stating failure to remove the cage promptly will result in additional fines until the patio is brought into compliance.

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

- August 21, 2025 Quarterly Meeting Minutes:** A motion was made and seconded to approve the previous Meeting Minutes from August 21, 2025 as written. There was no additional discussion, and the motion passed unanimously.

## FINANCIAL REPORT(S):

### Financial Summary as of 08/31/2025:

§ Total Operating Funds:	\$ 33,797.82	including pending EFTs
§ Total Reserve Funds:	\$ 228,009.79	including reserves interest
§ Total Cash Assets:	\$ 262,009.79	
§ Total YTD income:	\$ 174,570.11	
§ Total YTD expenses:	\$ 142,328.10	including \$21,634.25 of Reserve Expenses
§ Budget vs. Actual <u>Income</u> :	76.99%	collected YTD.
§ Budget vs. Actual <u>Expenses</u> :	53.01%	including 21.74% of the total Reserve expenses
§ Total Delinquencies:	\$ 0.00	<b>0 accounts 91+ days; 0 accounts 61-90 Days; 0 accounts 31-60 days; 0 accounts 0-30 days</b>

### Financial Summary as of 09/30/2025:

§ Total Operating Funds:	\$ 25,036.88	including pending EFTs
§ Total Reserve Funds:	\$ 228,878.32	including reserves interest
§ Total Cash Assets:	\$ 253,915.20	
§ Total YTD income:	\$ 196,657.50	
§ Total YTD expenses:	\$ 172,510.08	including \$3,076.23 of Reserve Expenses
§ Budget vs. Actual <u>Income</u> :	85.49%	collected YTD.
§ Budget vs. Actual <u>Expenses</u> :	63.24%	including 35.26% of the total Reserve expenses
§ Total Delinquencies:	\$ 0.00	<b>0 accounts 91+ days; 0 accounts 61-90 Days; 0 accounts 31-60 days; 0 accounts 0-30 days</b>

### Financial Summary as of 10/31/2025:

§ Total Operating Funds:	\$ 27,010.78	including pending EFTs
§ Total Reserve Funds:	\$ 229,544.33	including reserves interest
§ Total Cash Assets:	\$ 256,555.11	
§ Total YTD income:	\$ 220,081.37	
§ Total YTD expenses:	\$ 193,294.04	including \$40,468.92 of Reserve Expenses
§ Budget vs. Actual <u>Income</u> :	94.76%	collected YTD.
§ Budget vs. Actual <u>Expenses</u> :	70.74%	including 40.66% of the total Reserve expenses
§ Total Delinquencies:	\$ 0.00	<b>0 accounts 91+ days; 0 accounts 61-90 Days; 0 accounts 31-60 days; 0 accounts 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 11/20/2025):**

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

1. Balcony handrails repaired and painted.
2. Garage overhead door jambs painted black accent.
3. Dryer vent repairs were completed.
4. Electrical issue in the spa and back yard light was repaired.
5. Garbage: onsite trash management is ongoing.
6. Lighting: maintenance is ongoing.
7. Rodent station baiting is ongoing

2. **ADMINISTRATION:**

1. **Violations (since last meeting – for informational purpose):**
  - a. Patio violation warning
2. **Owner Correspondence & Administration (for Board information only):**
  - a. None
3. **Owner Correspondence & Administration (Board Action requested):**
  - a. None

3. **Unit Sales Data:**

*Sales year-to-date in 2025 are as follows:*

**Date: 10/14/2025 Unit: 10690 #53 BR/Bth: 2/1 Sq. Ft.: 871 Sold Price: \$260,000 Days on Market: 170**  
**Date: 10/09/2025 Unit: 10660 #36 BR/Bth: 2/2 Sq. Ft.: 947 Sold Price: \$264,500 Days on Market: 67**

*Active listings as of 11/20/2025:*

**No Active Listings**

*Pending listings as of 11/20/2025:*

**No Pending Listings**

*Information provided courtesy of FRESH START Real Estate, Inc. extracted from the RMLS*

## **OLD BUSINESS:**

1. **None at this time:**

## **NEW BUSINESS:**

1. **2025 Reserve Study Update:** Mark briefly reviewed and explained the 2025 Reserve Study update. There were no questions regarding the 2025 Reserve Study and the board decided to move directly to the discussion of the proposed 2026 Budget.
2. **2026 Proposed Budget:** The budget discussion was brief and one additional question was brought up regarding the potential cost of adding one additional trash dumpster. Mark agreed to get a quote for the cost.

The proposed increase of the HOA dues will increase \$35-\$58 per month depending on the size of each unit beginning January 1, 2026. A motion was made and seconded to accept and approve the proposed budget as is for 2026. The motion passed unanimously without further discussion.

**ADJOURNMENT:**

**Next Meeting Date:** **Thursday, February 26, 2026, at 6:00 pm at the Sunshine Creek Clubhouse**  
*It is the Board's intention to hold meetings quarterly on the fourth Thursday of every third month. Mark your calendars! The meetings in 2026 will be held on **02/26/2026** at 6:00 pm (Annual Membership Meeting), **05/28/2026** at 6:00 pm, **08/27/2026** at 5:00 pm, **11/19/2026** at 6:00 pm (Budget Meeting). We hope you can attend.*

**Meeting Adjourned:** **7:32 PM**

**Minutes Prepared By:** **FRESH START Real Estate, Inc. - Community Manager**