

SEXTON PLACE CONDOMINIUM ASSOCIATION  
Board of Director Meeting Minutes  
Fire Station 67  
13810 SW Farmington Rd.  
Beaverton, OR 97005  
Monday, March 20, 2017

In attendance: Jeannette Alexander, President; Kimo Kelekolio, Treasurer; Mark Vandervest, Director, and Dominica Culver, TMG Community Manager

I. CALL TO ORDER

Jeannette called the meeting to order at 6:06pm.

II. APPROVAL OF MINUTES

The December 5, 2016 Board meeting minutes were unanimously approved.

III. TREASURER'S REPORT

- A brief overview of the current financials was presented by Kimo; report included below.
- First Tech CD up for renewal in April. All in favor to rollover another 12 months.
- Alliance Bank reserve account is over FDIC. Moved to transfer \$106,000 from Alliance reserve account to the operating account to facilitate payment of exterior painting this May. Moving the funds will result in the reserve account falling within FDIC and ease of payment to the Vendor following the completion of the project. Memorandum approving the directive signed by the Board.

IV. HOMEOWNER INPUT

None at this time.

V. MANAGEMENT REPORT  
ADMINISTRATIVE

- Homeowner correspondence was reviewed. No Board action required at this time.
- The annual vehicle registration letter and forms were sent to all Owners.
- Lease inquiry letters were sent to any Owners thought to be leasing who had not submitted the appropriate paperwork to the Association.
- The Association's insurance renewed March 17<sup>th</sup> with American Family. David Snyder is the Association's Insurance Agent.

FINANCIAL

Delinquency report reviewed. No Board action required.

MAINTENANCE

- Pressure washing scheduled mid-May. Notice will be sent to Owners and posted onsite prior to commencement.
- Painting is scheduled the end of May. Notice will be sent to Owner and posted onsite prior to starting.
- Repair and staining of the wood fence dividers was discussed. Repair is needed prior to staining. Staining is up this year per the 2017 reserve study. Verhaalen proposed \$3,000 for the staining with roughly \$3,000 additional for repairs by KJ Maintenance. Motion moved and seconded. Management will work with the contractors on completing this work at the time of exterior painting.
- Pergola repairs have been completed and are primed and ready for paint.

- Deck coating is scheduled this year. Work is solely dependent upon warm, dry weather and will most likely occur in mid-Summer. Two decks that have temporary repairs will be repaired by the Vendor at the same time as the coating. Notice will be sent to Owners and posted onsite prior to commencement. All items will need to be removed from rear decks in order to complete the required maintenance.
- Window washing will be scheduled this summer. The schedule will depend on the Vendor's availability and will be worked around the painting and deck coating.
- The no parking signs around the community are fading. Kimo will report to the Board, and TMG, how many signs need to be replaced. Upon receipt, TMG will confirm pricing and order accordingly.
- Barkdust to be installed this summer. Motion moved and seconded to proceed with Willamette's proposal. Installation dependent around exterior maintenance projects. TMG will speak to Willamette regarding concerns raised when blowing in the bark when setting up scheduling. Board to discuss scheduling at the next Board meeting
- February's aphid treatment on the Tulip Trees was completed. Approval to proceed with treatment in July was deferred as the second treatment in July will be applied only if treatment is necessary.
- Motion moved and seconded to move forward with lime treatment of the common area turf. Treatment is completed in spring. Notice will be provided to Owners to remind pet Owners to keep their pets off the grass until the treatment is soaked into the turf, approx. 24 hours.
- The stone retaining wall adjacent to building 11 had broken loose, probably from being hit by a large vehicle. Board reviewed proposal presented by Willamette and unanimously approved to repair in the amount of \$944.00.
- A tree on Gordonite broke during the snow and ice storm this past January. Collier has since removed the tree.

VI. **OLD BUSINESS**

No new updates at this time. No Board action required.

VII. **NEW BUSINESS**

Next Board Meeting is scheduled May 15, 2017.

VIII. **ADJOURNMENT**

Jeannette moved to adjourn the meeting at 6:58pm

SEXTON PLACE CONDOMINIUM ASSOCIATION  
PERIOD02 FINANCIAL REVIEW  
FEBRUARY 2017

REVENUE:

February/Period 02 current revenue reflected a similar trended income as 2015. Greater than normal dollars were the result of higher than average special assessment income received in the February period <\$8493> versus the usual \$3500.

EXPENSE:

Ground Maintenance & Repairs incurred two usual repeating charges, pet cleaning and landscaping maintenance. But, the category exceeded budget because of the yearly cost of the back flow certification <\$895> which is prorated monthly and the landscape improvements <\$767>, which were weather related expenditures. Building Maintenance & Repairs had one item billed to this month and that was a mold remediation cost of <\$1500> for building 14655 unit #202 that was listed for sale. Operating Expenses were comprised of the normal monthly charges of fees, insurance, reserve, special assessment, office supplies, bad debt and utilities with no unexpected or unusual costs attributed to Period02.

TOTAL EXPENSES:

Period02 opens the calendar for increased budgeted and reserved projects. While the total cost of HOA business <\$24482> was covered by the incoming revenue <26598> there still must be a constant review of finances as more bills begin to accumulate and monies moved into the accounts to cover the expenses.

In summary, as the monthly activity begins to accelerate and the schedule becomes a chaotic and hectic challenge, it will be more important to keep our association better informed about the schedule, the sequence of events and any delays or changes. Keeping the contractors on the timetable is critical to getting every project completed. Our expenditures will be greater than normal and we must get quality work for each dollar spent.

Respectfully Submitted,  
Keenan Kimo Kelekolio  
HOA Treasurer