

# MINUTES

## **Minutes of the Board of Directors Special Meeting for the Sexton Place Condominiums Owners' Association held at 3:00pm on May 4, 2020 via Zoom Meeting at remote locations**

**Call to Order:** Manager Mark Vandervest called the meeting to order at 3:00pm.

**Quorum Present:** Yes

**Board Members in attendance:** Jeannette Alexander, Chair  
Nicholas Gyore, Secretary  
Nanci Alley, Vice Chair

**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:** To Board Members Only

**Welcome & Introductions:** Mark opened the meeting by welcoming the board members to the first ever Zoom Meeting. Both Jeannette & Nanci were on video and Nick was audio only.

**Approval of Agenda:** Nanci made a motion to approve the Agenda as written. The motion was seconded by Jeannette. There was no further discussion and the motion passed unanimously.

**Owners Forum:** No Owners Forum

**Approval of Minutes:** The minutes from the meeting on November 25, 2019 were reviewed. Nancy motioned to approve the minutes. Nick seconded the motion. There was no additional discussion and the motion passed unanimously. The minutes from the Annual Meeting on 1/20/20 will remain in draft format until approved at the next annual meeting.

**Financial Report:** Manager Mark Vandervest reported the following information:

1. The Association remains in good financial shape.
2. Mark briefly reviewed the financial report and went over Actual Expenses vs. the Annual Budget and indicated that in most cases the Association was under budget on budgeted items, and that there were no anticipated special assessments looming in the near future.
3. The balance of funds held in the operating and reserve accounts total \$759,577.12 as of 4/30/2020. Of that amount, \$621,599.71 is allocated in the Reserve fund accounts.

4. Delinquencies were reviewed. One unit has a significant balance. Collections is not getting any response from the Owner. Mark will attempt to contact the Owner before the commencement of filing a lawsuit.
5. Jeannette asked about a \$475 line item of income, and Mark explained that was money in and money out for an insurance claim for water damage in a garage.
6. There were no other questions.

**Manager's Report:** The following management updates were presented to the Board:

1. A small siding repair was completed at Building 14655
2. Ceiling and loose bricks were repaired at Building 14635
3. The property west of Gordonite was evaluated for erosion. No action is required at this time.
4. Garbage and debris were removed from the property along the north and west side of Gordonite Dr.
5. Rat bait stations were installed throughout the community to reduce rodent intrusion.

**Administration:**

**1. Violations & Warnings:**

*For informational purpose:*

- 1/2/2020: 2 vehicles parking sideways in partial driveway
- 1/22/2020: 1 vehicle parking sideways in partial driveway
- 1/24/2020: 1 vehicle parking sideways in partial driveway
- 1/24/2020: Garbage cans left out at curb for more than 48 hours
- 2/4/2020: 1 vehicle parked on the sidewalk
- 2/13/2020: Garbage cans left out at curb for more than 48 hours
- 2/20/2020: Resident vehicle parked in guest parking space
- 2/25/2020: 2 Resident vehicles parked in guest parking spaces
- 3/6/2020: Inoperable vehicle parked on the premises
- 3/27/2020: 1 vehicle parking sideways in partial driveway
- 4/4/2020: Garbage cans left out at curb for more than 48 hours
- 4/6/2020: Noise complaint involving treadmill in upper unit
- 5/1/2020: Resident plantings and personal property in common area

**2. Homeowner Correspondence and Administration**

*For informational purpose:*

- a. None

**3. Owner correspondence for Board Review**

*Board action requested:*

- a. None

**Old Business:**

1. Mark provided information that he had met with two companies for the pricing of entry gate installation at both entries. The proposal has not been received yet. Mark will forward that to the board when received.

2. A proposal from Coast Paving was reviewed for the reconstruction of the entrance intersection near Gordonite Dr.
3. Mark went over some modifications to the reserve study.
4. There was discussion about the proposed Enforcement Resolution update. Mark will make the discussed modifications and send to the Board for final review.

#### **New Business:**

1. The 2019 tax returns have been prepared. The Board authorized signing and filing.
2. Annual pressure washing was discussed. Because of the new coatings installed in 2019, the Board decided to skip pressure washing for 2020.
3. Window washing was discussed. Ideally the work would be completed in June.
4. Bark Mulch installation was discussed. Mark suggested that the bark could be installed cheaper if completed by FRESH START. Nanci motioned to install 12 units of bark mulch, Nick seconded the motion. There was no further discussion and the motion passed unanimously.
5. The roof replacement project was discussed. Nick recommended that the Owners be given sufficient notice prior to starting the project. Nanci suggested that there was no need to wait until June or July, and that the roofing company should get us into their schedule. The buildings along Beard Road will be the first to be replaced as they are in the worst condition. The vote to proceed with NW Roof Tech's proposal was ratified from earlier electronic communications with Jeannette and Nanci voting in favor, and Nick against. There was no further discussion and the vote passed by majority. The board unanimously agreed to proceed with the color black.
6. The vote to terminate the contract with Pacific Landscape and change to Great Gardens Landscaping was ratified from earlier electronic communications with a unanimous approval. There was no further discussion and the vote passed unanimously. Great Gardens will begin servicing the property on 5/5/2020.

#### **Schedule Next Meeting:**

The next meeting will likely be another Zoom meeting. Mondays work best for all board members. Management will report back to the board with some dates to choose from. The intent will be to have another Zoom Meeting prior to the commencement of the roof replacements.

#### **Adjournment:**

Nanci motioned to adjourn the meeting at 4:42pm. Jeannette seconded the motion. There was no further discussion, and the motion passed unanimously.

Submitted by:  
FRESH START Real Estate, Inc.  
Community Manager