

MINUTES

Minutes of the Board of Directors Meeting for the Sexton Place Condominiums Owners' Association held at 6:30pm on September 23, 2019 in the Murrayhill Woods clubhouse located at 9450 SW 146th Terrace, Beaverton, OR 97007

Call to Order: Chair Jeannette Alexander called the meeting to order at 6:35pm.

Quorum Present: Yes

Board Members in attendance: Jeannette Alexander, Chair
Kimo Kelekolio, Treasurer
Nancy Alley, Vice Chair

Board Members absent: Nicholas Gyore, Secretary

Others in attendance by invitation: Mark Vandervest, Community Manager
Cindy Vandervest, Office Manager
FRESH START Real Estate, Inc.

Guests in attendance: Nancy Pattison
Carolyn Satterfield
Tracy Cope
Navine Srivastava
Larry Gersh
Eileen Shelton
Mark Shelton
Mary Elias
Kym Kafentzis

Proof of Notice: 72 hours notice for the meeting was publicly posted on mailboxes and broadcast to all Owners with electronic communication ability.

Welcome & Introductions: Chair Jeannette opened the meeting by welcoming the board members and guests in attendance. Jeannette asked community manager Mark Vandervest to run the meeting. Mark introduced himself and moved forward to the Approval of the Agenda.

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

Owners Forum: Owner Mary lives along the Walmart side of the complex and expressed concern that hedges have died leaving large gaps and no privacy. Management informed everyone that the Landscape company was terminated and a new Landscape company will begin servicing the community on 10/1/19. A walk-around is planned with the new landscape management firm, and this matter will be discussed with them along with trip hazards and saturated muddy ground throughout the community. Irrigation repairs will also be discussed as well as vines around building 19 and drainage issues around 14761 #102.

Approval of Minutes: The minutes from the meeting on September 9, 2019 were reviewed. Jeannette requested that the location address be corrected for the executive session. A motion was made by Nanci to approve the minutes as modified. Kimo seconded the motion. There was no additional discussion and the motion passed unanimously.

Financial Report: Treasurer Kimo reported the following information:

Kimo sends the balance sheet, income statement, and delinquencies to the board members for review on or about the 15th of each month. Balances were discussed and financials will be updated and reconciled once transition between management firms is completed.

Kimo addressed the special assessment payments for the re-piping project. There are four years remaining of the 9.5 year loan payment plan for those who elected monthly payments. The special assessment loan should be paid off by mid-2024.

Kimo stated that FRESH START's experience with reserve studies will help the Association keep to an accurate plan for upcoming needed improvements such as roof replacement and landscaping improvements. Beginning January 1, 2020 there will be an increase of \$15.00 per month in HOA dues, a percentage of which will be applied to the needed roof replacement anticipated in 2021 or 2022. This increase will help to avoid the need for an additional special assessment for any shortages.

Manager's Report: The following management updates were presented and required no Board action at this time:

- a. New website is up and running: www.SextonPlaceCondominiums.com
- b. Owner Portal is accessible: www.PaySextonPlace.com. Management explained the process of being paperless and working with residents to set up electronic payments or automated ACH payments. AMS has cancelled all of their automated ACH debits.
- c. Management went over the need for updating and remodeling the current Reserve Study maintenance and funding plan. More information will follow at subsequent meetings.
- d. Management will either mail or post updates on doors for those with no email address.

Administration:

Violations: The following violations were noted as being issued between 9/9/19 through 9/23/19:

- a. None

Owner correspondence for Board Review:

- a. An email from an Owner's attorney was reviewed noting that the right to a hearing was not correctly included on AMS violation notices where a fine was being assessed. Management will review and report back to the Board.

Old Business:

1. The prior approval by the Board of the directives to the management firms was ratified unanimously.

New Business:

1. There was a motion was made by Jeannette to adopt the policy from FRESH START Real Estate, Inc. to process all future payments through the FRESH START portal and to discontinue processing paper checks as a form of payment for HOA dues. The motion was seconded by Kimo. There was a brief discussion in agreement that secure electronic payments were more reliable than mailing checks in the mail. There was no further discussion and the motion passed unanimously.
2. Dryer vent, roof moss, & gutter cleaning notice. Management will verify vendor with AMS.
3. Schedule Pacific Landscape at future meeting for introduction and Q&A.

Schedule Next Meeting:

The next bi-monthly meeting will be on November 25, 2019 at 6:30pm in the Murrayhill Woods clubhouse. The Board will attempt to remain with bi-monthly board meetings to be held on the 4th Monday of every other month, unless otherwise needed.

Adjournment:

Kimo motioned to adjourn the meeting at 8:10pm. Jeannette seconded the motion. There was no further discussion, and the motion passed unanimously.

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