



MEETING MINUTES

REGULAR MEETING OF THE BOARD OF DIRECTORS OF SEXTON PLACE CONDOMINIUMS

LOCATION: Zoom Meeting held at remote locations
DATE & TIME: 07/22/2024 at 6:00 PM
CALLED TO ORDER: 06:02 PM
QUORUM PRESENT: Yes

ATTENDEES:

Board Members:

Jeannette Alexander, Chair
Nanci Alley, Vice Chair
Barbara DeVoll, Secretary
Mary Clark, Director
Christy Courtain, Director

Owners & Guests:

Carlos Ward

Management:

Mark Vandervest – FSRE
Cindy Vandervest – FSRE
Sunny Arruda - FSRE

CALL TO ORDER:

Chair Jeannette Alexander called the meeting to order and thanked all of the Board Members & guests for attending. Jeannette 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 stated he'd like to add a discussion of document storage to the agenda under New Business. He then asked for a motion to approve the agenda with the addition. A motion was made and seconded to approve the Agenda with the addition of document storage to New Business. 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:

1. **Newsletter:** An owner thanked FRESH START Real Estate, Inc for the recently received newsletter, stating that it is a nice benefit to the community.
2. **Rotting Wood on Deck:** An owner mentioned the wood on the facings of his deck and the A frame at the entryway of his unit need to be replaced. He will send pics to Management.

APPROVAL OF MINUTES FROM PRECEDING MEETING:

1. **April 29, 2024 Regular Minutes:** A motion was made and seconded to approve the Regular Meeting Minutes from April 29, 2024 as written. There was no additional discussion, and the motion passed unanimously.
2. **July 10, 2024 Executive Session Meeting Minutes:** A motion was made and seconded to approve the Executive Session Meeting Minutes from July 10, 2024 as written. There was no additional discussion, and the motion passed unanimously.
3. **July 10, 2024 Emergency Meeting Minutes:** A motion was made and seconded to approve the Emergency Meeting Minutes from July 10, 2024 as written. There was no additional discussion, and the motion passed unanimously.

FINANCIAL REPORT(S):

Financial Summary as of 04/30/2024:

§ Total Operating Funds:	\$ 110,960.02	including pending EFTs
§ Total Reserve Funds:	\$ 471,586.21	including reserves interest
§ Total Cash Assets:	\$ 582,546.23	
§ Total YTD income:	\$ 119,529.50	including \$4,644.39 of Special Assessment Income
§ Total YTD expenses:	\$ 43,856.14	including \$0.00 of Reserve Expenses
§ Budget vs. Actual <u>Income</u> :	42.64%	collected YTD.
§ Budget vs. Actual <u>Expenses</u> :	18.68%	including 0.00% of the total Reserve expenses
§ Total Delinquencies:	\$ 10,998.29	1 account 91+ days; 0 accounts 61-90 Days; 0 accounts 31-60 days; 1 accounts 0-30 days

Financial Summary as of 05/31/2024:

§ Total Operating Funds:	\$ 105,872.95	including pending EFTs
§ Total Reserve Funds:	\$ 488,419.55	including reserves interest
§ Total Cash Assets:	\$ 594,292.50	
§ Total YTD income:	\$ 149,264.50	including \$7,740.65 of Special Assessment Income
§ Total YTD expenses:	\$ 61,844.87	including \$4,987.28 of Reserve Expenses
§ Budget vs. Actual <u>Income</u> :	52.16%	collected YTD.
§ Budget vs. Actual <u>Expenses</u> :	24.96%	including 3.79% of the total Reserve expenses
§ Total Delinquencies:	\$ 12,053.29	1 account 91+ days; 0 accounts 61-90 Days; 0 accounts 31-60 days; 3 accounts 0-30 days

Financial Summary as of 06/30/2024:

§ Total Operating Funds:	\$ 95,484.88	including pending EFTs
§ Total Reserve Funds:	\$ 500,184.32	including reserves interest
§ Total Cash Assets:	\$ 595,669.20	
§ Total YTD income:	\$ 179,588.02	including \$9,260.26 of Special Assessment Income
§ Total YTD expenses:	\$ 90,746.69	including \$0.00 of Reserve Expenses
§ Budget vs. Actual <u>Income</u> :	60.46%	collected YTD.
§ Budget vs. Actual <u>Expenses</u> :	33.24%	including 0.00% of the total Reserve expenses
§ Total Delinquencies:	\$ 12,068.29	1 account 91+ days; 0 accounts 61-90 Days; 1 account 31-60 days; 1 accounts 0-30 days

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 7/22/2024):

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

1. Community pressure washing completed
2. Dryer vents cleaned from exterior
3. Bark mulch installed to freshen entries and drive path
4. Tree trimming and pruning throughout community
5. Two backflow valves replaced
6. Rotted decks replaced at Units 14615 #101 & 14655 #202
7. Lighting maintenance is ongoing.
8. Baiting rodent stations is ongoing.

2. **ADMINISTRATION:**

a. **Violations (since last meeting – for informational purpose):**

- i. 05/03/2024: Parking Violation
- ii. 05/06/2024: Parking Violation
- iii. 07/02/2024: Patio & Pet Violation

b. **Owner Correspondence & Administration (for Board information only):**

- i. None

c. **Owner Correspondence & Administration (Board Action requested):**

- i. None

OLD BUSINESS:

1. **Delinquent Account:** An Executive Session was held on July 10, 2024 with the association's legal council, Jeremy James, regarding the one unit who has not brought their account up to date and is responsible for more than \$12,000.00 delinquency to the association. The owner has hired an attorney who has contested the processing fee for writing physical checks and the late fees associated with not paying the dues in a timely manner. Jeremy James strongly suggested the Board create a formal resolution stating there is a fee for processing written checks when the unit owner chooses not use the online payment portal provided for all to use without charge. There was a motion and second to prepare the resolution as recommended by legal counsel. Management will authorize Jeremy James to prepare the resolution. The Chair & Secretary will sign the resolution when completed and it will be sent to all Owners. There was no additional discussion, and the motion passed unanimously.
2. **Decision Ratified:** The Board approved a bid in the amount of \$6,000 for tree trimming throughout the community. The discussion and approval was made by electronic communication to accommodate the tree service schedule. A motion was made and seconded to ratify the decision made to approve the tree trimming bid in the amount of \$6,000 with Green Road Tree Service. The motion passed unanimously without further discussion.

NEW BUSINESS:

1. **Meeting Date Changes:** Occasionally meeting dates need to change to accommodate the members of the Board who have conflicting schedules. Meeting dates are found on the first page of the association website www.sextonplacecondominiums.com and are updated any time changes are needed.
2. **Pressure Washing Buildings:** In order to save money, it was suggested that the board consider having the buildings washed every other year instead of yearly.

3. **Community Garage Sale:** Nancy encouraged the idea of a community garage sale. An email broadcast will be sent to all owners to see if there is any interest in having a community garage sale on August 24th, 2024 from 9:00 am to 3:00 pm. Nancy stated that she would handle the marketing of the garage sale, if desired by the community.
4. **Document Storage:** Mark stated FRESH START was given six boxes of files from a former management company when they took over managing the association. Most of the files are well over the 7 years required for storing records. A motion was made and seconded to allow Mark to go through the boxes to find any plans and other records that must be kept and to have the outdated files shredded and securely disposed of. The motion passed unanimously without further discussion.

ADJOURNMENT:

Next Meeting Date:

Tuesday, October 22, 2024 at 6:00 pm via Zoom

This will be the Budget Meeting

Note: Upcoming meeting dates are found on the front page of the association website

It is the Board's intention to hold meetings quarterly on the 4th Tuesday of every third month. Mark your calendars! The meetings in 2024 are to be held on 10/22/2024 at 6:00pm via Zoom (Budget Meeting). We hope you can attend.

Meeting Adjourned:

6:54 PM

Minutes Prepared By:

FRESH START Real Estate, Inc. - Community Manager