

MINUTES

Minutes of the Board of Directors Special Meeting for the Sexton Place Condominiums Owners' Association held at 5:00pm on July 27, 2021 via Zoom Meeting at remote locations

Call to Order: Chair Jeannette Alexander called the meeting to order at 5:05pm.

Quorum Present: Yes

Board Members in attendance: Jeannette Alexander, Chair
Nicholas Gyore, Secretary
Nanci Alley, Vice Chair
Barbara Devoll, Director

Board Members absent None

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

Guests in attendance: Carmen Becketl 14735-201
Christy Courtain 14711-104

Proof of Notice: 72-Hour Notice posted at mailboxes onsite

Welcome & Introductions: Jeannette opened the meeting by welcoming the board members and guests to the Zoom meeting of the Association. Everyone was able to attend with video and audio. Jeannette requested that manager Mark Vandervest run the meeting.

Approval of Agenda: Mark requested a motion to approve the agenda. Nick motioned to approve the agenda as written. Jeannette seconded the motion. There was no further discussion and the motion to approve the agenda as modified passed unanimously.

Owners Forum: Carmen asked about the landscaping responsibility on the Walmart side of Gordonite Dr. Part of the area (sidewalk and grass median) is the responsibility of the Association, and everything north of the sidewalk is the responsibility of Walmart.

Barbara is attempting to install a mini-split in her upper unit. Nick stated that the copper tubing and power is installed through the wood trim on the exterior of his unit. Barbara noted that the wood trim configuration on her unit is different than Nick's unit. The Association has not approved any penetration through the siding to date. Nick offered to share photos of his installation. More research will be required.

Approval of Minutes: The minutes from the meeting on May 25, 2021 were reviewed. Nick motioned to approve the minutes as written. Nanci seconded the motion. There was no additional discussion and the motion passed unanimously.

Financial Report: Mark went over the financial reports ending **6/30/2021:**

▪ Total operating funds:	\$ 150,088.26	including pending EFTs.
▪ Total reserve funds:	\$ 454,051.38	
▪ Total cash assets:	\$ 604,139.64	
▪ Total YTD income:	\$ 150,948.81	
▪ Total YTD expenses:	\$ 135,007.44	including \$79,502.91 of Reserve expenses.
▪ Budget vs. Actual <u>Income</u> :	63.74%	collected YTD.
▪ Budget vs. Actual <u>Expenses</u> :	36.75%	paid YTD incl. 0.0% of Reserve expenses
▪ Total delinquencies:	\$ 3,320.86	One account 91+ days, One account 31-60 days, and five accounts 0-30 days.

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 is to review the monthly expense report provided with the financials. Please contact Management with any questions.

Manager's Report:

Management reported the following maintenance items were performed:

1. Pressure washing project completed by KJ Maintenance.
2. Roofs stocked with materials (project to begin 8/2/2021).
3. Rodent activity is still being reported along the back of Building 14685. An extra bait station was filled and placed.
4. Faded No Trespassing signs were replaced on the southeast & southwest retention gates.
5. Trees were trimmed along the east side of the complex where they were touching buildings.
6. Trees and bushes were trimmed back around the west side of building 14735.
7. Baiting rodent stations is ongoing.
8. Lighting maintenance is ongoing.
9. Gutter maintenance is ongoing.

Administration:

1. Violations & Warnings:

- a. 06/14/21 – Parking in Guest WARNING
- b. 07/14/21 – Parking sideways in alley VIOLATION
- c. 05/26/21 thru 7/26/21 (23) cars tagged for not being registered

2. Homeowner Correspondence and Administration

Board information only:

- a. None

3. Owner correspondence for Board Review

Board action requested:

- a. None

Old Business:

1. The leak at the Beard Road entrance continues to flow over the sidewalk as the result of a subsurface natural artisan well. The City of Beaverton has proposed to install the sidewalk drain gutter and grate at their expense if the Association will agree to maintain the area once installed. An agreement has been sent to the City for review and once approved management will secure HOA officer signatures.
2. The No-Smoking bylaws amendment passed with a majority approval. There was an 83% response rate. Notice of approval will be sent to all owners and the rule will take effect on October 1, 2021. The fine for anyone observed smoking within the boundaries of Sexton Place Condominiums is \$250.00 per occurrence. The Amendment to the bylaws is defined as follows:

7.31 Smoking Prohibition. The Sexton Place Condominiums is a non-smoking community. Smoking of any kind is prohibited everywhere within the boundaries of the condominium property, including, but not limited to, all dwelling units, decks, terraces, patios, parking areas, and all general and limited common element areas of the condominium. "Smoking" is defined as inhaling, exhaling, burning or carrying any lighted or smoldering cigarette, cigar, tobacco product, marijuana product, and all similar substances (i.e. e-cigarettes or vaping products), whether legal or illegal. Cigarettes and cigarette butts shall not be disposed of anywhere on the ground or in common areas. Violations of this paragraph may result in fines pursuant to the Association's Enforcement & Fine Resolution, as may be amended from time to time, or as may be determined by the Board of Directors. Owners shall be held responsible for violations by tenants and guests."

3. A proposal was received by True Clean Window Cleaning Service in the amount of \$6,812.00. Management was told they could schedule the cleaning for early September. Owners would be responsible to remove screens or the windows would be cleaned through the screens. Nanci motioned to approve the window cleaning proposal by True Clean. Jeannette seconded the motion. There was no additional discussion and the motion passed unanimously.
4. The Capital Contribution bylaws amendment proposal was briefly discussed. Mark reminded those in attendance that a capital contribution amendment would not affect current owners. Any new Buyer (upon a purchase or transfer of title) would be responsible to pay an amount equal to two months HOA dues, which is funded to the Association's operating capital. The Board requested that legal counsel draft up language for review and approval.
5. The 2021 roof replacement project is set to begin on 8/2/2021. NW Roof Tech is the vendor. There was discussion with NW Roof Tech about the complaints from the prior year about lack of cleanup and management was advised that crews would be instructed accordingly this year. Schedules have been placed in the flyer boxes located on each side of both mailbox banks.

New Business:

1. KJ Maintenance is scheduled to clean all gutters in late October after the leaves have fallen.
2. With the passing of the No-Smoking bylaws amendment, management suggested installing smoking receptacles at various locations along the perimeter sidewalk. Management will secure pricing for the receptacles and report back to the board.

Schedule Next Meeting:

The next meeting was scheduled for September 28, 2021 at 5:00pm unless anything urgent comes up that requires more immediate attention.

Adjournment:

Jeannette motioned to adjourn the meeting at 6:28pm. Nick seconded the motion. There was no further discussion, and the motion passed unanimously.

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