

MINUTES

Minutes of the Board of Directors Special Meeting for the Sexton Place Condominiums Owners' Association held at 5:00pm on August 25, 2020 via Zoom Meeting at remote locations

Call to Order: Chair Jeannette Alexander called the meeting to order at 5:04pm.

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: 72-Hour Notice posted at mailboxes onsite

Welcome & Introductions: Jeannette opened the meeting by welcoming the board members to the Zoom meeting of the Association. Everyone was able to attend with video and audio.

Approval of Agenda: Mark requested that the Agenda be approved as written. Nanci motioned to approve the agenda as written. Jeannette seconded the motion. There was no further discussion and the motion passed unanimously.

Owners Forum: No Owners Forum

Approval of Minutes: The minutes from the meeting on June 18, 2020 were reviewed. Nanci motioned to approve the minutes. Jeannette seconded the motion. There was no additional discussion and the motion passed unanimously.

The minutes from the meeting on July 13, 2020 were reviewed. Nanci motioned to approve the minutes. Jeannette seconded the motion. There was no additional discussion and the motion passed unanimously.

Financial Report:

information:

Manager Mark Vandervest reported the following

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 \$728,970.62 as of 7/31/2020. Of that amount, \$600,530.35 is allocated in the Reserve fund accounts.
4. Delinquencies were reviewed. One unit has a significant balance. The Owner of the Unit has communicated with Management and will be bringing the account current within the next 60 days.
5. There were no other questions.

Manager's Report:

The following management updates were presented to the Board:

1. Seven roof replacements have been completed for the year
2. Graffiti on Gordonite fence and mailboxes were cleaned and repainted
3. Two leaking irrigation valves and one leaking irrigation pipe were repaired.
4. Several dryer vent louvers were missing/broken and were replaced.
5. Rat bait stations were re-baited throughout the community to reduce rodent intrusion.

Administration:**1. Violations & Warnings:**

For informational purpose:

- 7/7/2020: (2) Noise violation warning were issued
- 7/7/2020: (1) Signage violation warning was issued
- 7/7/2020: Garage Door violation & fine (waived through hearing)
- 7/7/2020: Garage Door violation warning issued
- 7/9/2020: Garage Door & trash violation warnings issued
- 7/17/2020: Garage Door violation warning issued
- 7/20/2020: Oversize commercial vehicle parked in complex. Violation warning issued
- 7/24/2020: Parking violation and fine issued (4th violation)
- 8/5/2020: Parking violation and fine issued (5th violation)
- 8/6/2020: Noise violation and fine issued (3rd violation)
- 8/17/2020: Parking violation warning issued
- 8/24/2020: Parking violation warning issued

2. Homeowner Correspondence and Administration

For informational purpose:

- a. None

3. Owner correspondence for Board Review

Board action requested:

- a. Jeannette signed engagement letter with Southwest Portland Law Group to represent the community in ongoing legal matters.

Old Business:

1. The leak at the Beard Road entrance continues to be a mystery. The City of Beaverton has requested that all irrigation leaks be repaired before they will get involved. Javier from Great Gardens Landscaping found four valves that were leaking, and they were repaired. The irrigation system was shut down completely so that all meters were not moving. After one week of the irrigation being shut down the leak still continues at the Beard Road entrance. Management has been working with the City of Beaverton diligently to resolve the problem, but there has been little cooperation on behalf of the City.
2. Nick motioned to ratify the previous Board approval which authorizes Management to transfer Reserve funds from the Reserve accounts to the Operating accounts as needed for payments to NW Roof Tech, Inc, for the cost of the 2020 re-roofing project. Jeannette seconded the motion. There was no additional discussion and the motion passed unanimously.
3. Nick motioned to ratify the previous Board approval to have Great Gardens Landscaping repair two leaking valves in the irrigation system. Jeannette seconded the motion. There was no additional discussion and the motion passed unanimously.
4. A proposal for \$1,700 was reviewed to repair the damaged retention area fence. Nanci motioned to move forward with the repair of the fence at a cost not to exceed \$1,700.00. The driver who caused the damage will be billed back for the repairs. Jeannette seconded the motion. There was no additional discussion and the motion passed unanimously.
5. Re-roofing Project: The last roof for 2020 (phase 1 of 3) was completed. The following buildings were re-roofed in 2020 in the following order: 14675, 14695, 14721, 14735, 14615, 14635, 14655. The project is being funded through reserves on hand. No special assessments are anticipated.

New Business:

1. An Architectural Review Committee Application was reviewed from Unit 14615-102 to remove trees along the east side of the entrance from Beard Road. The application is a new owner and wishes to have the area cleared so that her unit would be brighter. The ARC application requested permission to plant rose bushes along the entry of the unit. There was discussion about the request. Nanci made a motion to deny the ARC application as the trees are a significant asset to the Association with respect to appearance. Jeannette seconded the motion. There was no additional discussion and the motion passed unanimously. Nick motioned to deny the planting of rose bushes by residents because it causes more work for the landscaping crews to maintain the areas when residents fail to take care of their plantings. Jeannette seconded the motion. There was no further discussion and the motion passed unanimously.
2. A proposal for \$3,700 from Urban Forest Pro was reviewed to replace diseased trees along Gordonite Dr. the damaged retention area fence. After discussion about the matter, Nanci motioned to not replace the trees at this time. Jeannette seconded the motion. There was no additional discussion and the motion passed unanimously.

2. The FHA approval status of the Association will expire in November 2020. The Association has been working with FHA Review, Inc. to renew the approval. The approval was kicked back because of a carryover loss from the 2020 budget. Management suggested that since the Association did not do any pressure washing in 2020, that the budget be adjusted so that the pressure washing funds would eliminate the carryover loss. Jeannette motioned to approve the minor adjustment in the approved 2020 budget. Nanci seconded the motion. There was no additional discussion and the motion passed unanimously.
3. Nick mentioned a very unhappy resident who was cursing because of a photo taken and submitted for a garage door violation. The same resident had the violation waived at a hearing on 7/13/2020. It created reluctance to submit future photos of violations. Nanci suggested that such evidence is necessary to maintain the rules and regulations in the community. There was discussion of preparing a quarterly newsletter which would discuss the need for ongoing enforcement of the rules and regulations.
4. There was discussion about ongoing violations where residents are parking sideways in front of their garages in units that do not have full driveways. This is a violation of the Association Rules and Regulations. It was suggested that this type of violation should be included in the newsletter distribution. Management informed the Board that statistically very few Owners pay attention to newsletters (less than 35%).
5. The Board discussed the need for a stronger Enforcement Resolution. Management will work on the preparation of an updated Enforcement Resolution for the Board to review.
6. The Board discussed the possibility of making the Association a non-smoking community. Management will research the votes needed to change the bylaws. Management added that another community recently went through the process and the cost for the attorney to draft the amendment and process the voting cost \$1,200.00.

Schedule Next Meeting:

The next meeting was scheduled for October 27, 2020 at 5:00pm unless anything urgent comes up that requires more immediate attention. This will be the annual budget meeting

Adjournment:

Nick motioned to adjourn the meeting at 6:45pm. Jeannette seconded the motion. There was no further discussion, and the motion passed unanimously.

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