

# MEETING MINUTES

## REGULAR MEETING OF THE BOARD OF DIRECTORS OF SEXTON PLACE CONDOMINIUMS

LOCATION : Zoom Meeting held at remote locations  
DATE & TIME : 10/28/2024 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  
Christy Courtain, Treasurer  
Mary Clark, Director

#### **Owners & Guests:**

Carlos Ward  
Lisa Curtis  
Jeanne Keep

#### **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 asked for a motion to approve the agenda with the addition. A motion was made and seconded to approve the Agenda as written. 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. **Rotted Deck:** An owner stated his deck boards and fascia were rotting and he seems to be missing the metal flashing he notices on other unit's decking. Community manager, Mark stated he has this in the queue already and it is a priority and will be scheduled as soon as possible.

### **APPROVAL OF MINUTES FROM PRECEDING MEETING:**

1. **July 23, 2024 Regular Minutes:** A motion was made and seconded to approve the Regular Meeting Minutes from July 23, 2024 as written. There was no additional discussion, and the motion passed unanimously.
2. **September 4, 2024 Executive Session Meeting Minutes:** A motion was made and seconded to approve the Executive Session Meeting Minutes from September 9, 2024 with a change to the time of adjournment to 6:44 pm. There was no additional discussion, and the motion passed unanimously with the correction to the time noted.
3. **September 4, 2024 Emergency Meeting Minutes:** A motion was made and seconded to approve the Emergency Meeting Minutes from September 4, 2024 as written. There was no additional discussion, and the motion passed unanimously.

## FINANCIAL REPORT(S):

### Financial Summary as of 07/31/2024:

§ Total Operating Funds:	\$ 92,016.26	including pending EFTs
§ Total Reserve Funds:	\$ 505,783.13	including reserves interest
§ Total Cash Assets:	\$ 597,799.39	
§ Total YTD income:	\$ 208,129.31	including <b>\$9,260.26</b> of Special Assessment Income
§ Total YTD expenses:	\$ 117,157.79	including <b>\$26,937.07</b> of Reserve Expenses
§ Budget vs. Actual <u>Income</u> :	69.53%	collected YTD.
§ Budget vs. Actual <u>Expenses</u> :	40.69%	including <b>18.64%</b> of the total Reserve expenses
§ Total Delinquencies:	\$ 12,383.29	<b>1 account 91+ days; 0 accounts 61-90 Days;</b> <b>1 account 31-60 days; 1 account 0-30 days</b>

### Financial Summary as of 08/31/2024:

§ Total Operating Funds:	\$ 78,249.20	including pending EFTs
§ Total Reserve Funds:	\$ 511,365.71	including reserves interest
§ Total Cash Assets:	\$ 589,614.91	
§ Total YTD income:	\$ 236,892.48	including <b>\$9,260.26</b> of Special Assessment Income
§ Total YTD expenses:	\$ 154,105.44	including <b>\$46,123.15</b> of Reserve Expenses
§ Budget vs. Actual <u>Income</u> :	77.80%	collected YTD.
§ Budget vs. Actual <u>Expenses</u> :	53.17%	including <b>32.81%</b> of the total Reserve expenses
§ Total Delinquencies:	\$ 12,693.29	<b>1 account 91+ days; 0 accounts 61-90 Days;</b> <b>0 accounts 31-60 days; 2 accounts 0-30 days</b>

### Financial Summary as of 09/30/2024:

§ Total Operating Funds:	\$ 90,806.53	including pending EFTs
§ Total Reserve Funds:	\$ 513,283.72	including reserves interest
§ Total Cash Assets:	\$ 604,090.15	
§ Total YTD income:	\$ 264,812.06	including <b>\$9,260.26</b> of Special Assessment Income
§ Total YTD expenses:	\$ 167,549.68	including <b>\$47,417.58</b> of Reserve Expenses
§ Budget vs. Actual <u>Income</u> :	86.39%	collected YTD.
§ Budget vs. Actual <u>Expenses</u> :	50.03%	including <b>32.81%</b> of the total Reserve expenses
§ Total Delinquencies:	\$ 13,368.29	<b>1 account 91+ days; 0 accounts 61-90 Days;</b> <b>1 account 31-60 days; 2 accounts 0-30 days</b>

*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 10/28/2024):

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

1. Replace fallen fence board at Unit 14605 #103
2. Repair broken siding at Unit 14665, #101
3. Trim bushes back around signage at Gordonite entrance
4. Mitigate exterior plant intrusion at Unit 14741, #103
5. Remove damaged deck lattice at Unit 14615, #101
6. Sand peeling paint and repaint meter closet doors at Unit 14615, #102
7. Shred document boxes over 7 years old. Retain warranty & planning documents, if any.
8. Clean bird debris off window at Unit 14624, #104
9. Backflow valves tested and reported to City of Beaverton
10. Lighting maintenance is ongoing.
11. Baiting rodent stations is ongoing.

2. **ADMINISTRATION:**

- a. **Violations (since last meeting – for informational purpose):**
  - i. One Patio Violation
  - ii. Ten Vehicles tagged for non-registration
- b. **Owner Correspondence & Administration (for Board information only):**
  - i. None
- c. **Owner Correspondence & Administration (Board Action requested):**
  - i. None

3. **Unit Sales Data:**

*Sales year-to-date in 2024 are as follows:*

<b>Unit:</b> 14635, #201	<b>Sq. Ft.:</b> 1,139	<b>Sold:</b> \$350,000	<b>Sale date:</b> 10/28/24	<b>Days on market:</b> 6
<b>Unit:</b> 14685, #103	<b>Sq. Ft.:</b> 1,250	<b>Sold:</b> \$370,000	<b>Sale date:</b> 10/11/24	<b>Days on market:</b> 158

*Active listings as of 10/24/2024:*

<b>Unit:</b> 14655, #201	<b>Sq. Ft.:</b> 1,106	<b>List Price:</b> \$375,000	<b>Days on market:</b> 39
<b>Unit:</b> 14615, #101	<b>Sq. Ft.:</b> 1,023	<b>List Price:</b> \$414,000	<b>Days on market:</b> 218

*Information provided courtesy of FRESH START Real Estate, Inc. extracted from the RMLS*

## OLD BUSINESS:

1. **Delinquent Account Update:** An Executive Session was held on September 4, 2024 with the association's legal counsel, Jeremy James, regarding the one unit who has not brought their account up to date and is responsible for more than \$12,000.00 in delinquent assessments to the association. FRESH START was required to sign a document attesting to the accuracy of the ledger of this account. The delinquent unit owner's attorney has dropped them as a client, and she filed a grievance with the bar against both her attorney and the HOA's attorney. Jeremy James will file a motion asking for dismissal to include all fees, dues, late fees, legal fees. etc. A court hearing is scheduled in December.

### **NEW BUSINESS:**

1. **2024 Reserve Study Update:** Mark briefly reviewed and explained the 2024 Reserve Study update. There were no questions regarding the 2024 Reserve Study and the board decided to move directly to the discussion of the proposed 2025 Budget.
2. **2025 Proposed Budget:** The budget discussion was brief and no questions were asked. The proposed increase of the HOA dues will increase \$11 per month for each unit owner beginning January 1, 2025. A motion was made and seconded to accept and approve the proposed budget as is for 2025. The motion passed unanimously without further discussion.

### **ADJOURNMENT:**

**Next Meeting Date:**

**Tuesday, January 28, 2025 at 6:00 pm via Zoom**

**This will be the Annual Membership 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 4<sup>th</sup> Tuesday of every third month.*

*Mark your calendars! The meetings in 2025 are to be held on **01/28/2025** at 6:00pm via Zoom*

*(Annual Meeting), **04/22/2025** at 6:00pm via Zoom, **07/22/2025** at 6:00pm via Zoom,*

***10/28/2025** at 6:00pm via Zoom (Budget Meeting). We hope you can attend.*

**Meeting Adjourned:**

**6:50 PM**

**Minutes Prepared By:**

**FRESH START Real Estate, Inc. - Community Manager**