

MINUTES

Minutes of the Board of Directors Special Meeting for the Sexton Place Condominiums Owners' Association held at 5:00pm on March 30, 2021 via Zoom Meeting at remote locations

Call to Order: Chair Jeannette Alexander called the meeting to order at 5:02pm.

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: Jean Keep 14695-101
Carmen Becktel 14735-201
Mary Elias 14685-103

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. Nanci noted that the year on the October minutes should be 2020 and not 2021. Nanci motioned to approve the Agenda as modified. Jeannette seconded the motion. There was no further discussion and the motion to approve the agenda as modified passed unanimously.

Owners Forum: Nanci asked when the pest control people would be treating the community because she has a significant amount of sugar ants in her unit. Mark informed Nanci that the pest control company treats the exterior of the units in the Spring and the Fall. However, interior treatments can also be scheduled at the Owner's expense. Mark will pass on the contact information for the Pest Control company.

Approval of Minutes: The minutes from the meeting on October 27, 2020 were reviewed. Nanci motioned to approve the minutes as modified with the correct year. Nick seconded the motion. There was no additional discussion and the motion passed unanimously.

Financial Report:

Mark went over the financial reports ending 2/28/2021.

Financials as of 2/28/2021:

Total YTD operating funds: \$ 159,925.31 including pending EFTs.
 Total YTD reserve funds: \$ 473,080.56
 Total YTD cash assets: \$ 633,005.87
 Total YTD income: \$ 49,741.16
 Total YTD expenses: \$ 19,870.84 including \$0.00 of Reserve expenses.
 Budget vs. Actual YTD income: 112.11% collected.
 Budget vs. Actual YTD expenses: 30.34% paid incl. 0.00% of Reserve expenses
 Total delinquencies: \$ 4/198.41 9 Accounts, (2) 90+, (1) 60+, (1) 30+, (5) 30-
 Re-piping payoff amount: \$ 158,907.71 Maturity date of June 2024

Manager's Report:*Management reported the following maintenance items were performed:*

1. Rodent activity in the crawlspace of unit 14655 #102. Portland Pest Guard was contracted to mitigate.
2. Locks installed in retention area gates.
3. Sign at entrance of from Beard re-fastened to post
4. Dryer vent repair & cleaning on Building 14771
5. Bird nest cleaned out of soffit at SE corner of Building 14655
6. Photocell replacement and wiring correction on building 14781
7. Baiting rodent stations is ongoing.
8. Lighting maintenance is ongoing.
9. Gutter maintenance is ongoing.

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

03/16/2021: (1) Parking violation warning
 03/31/2021: (1) Signage warning
 04/23/2021: (1) Parking violation warning
 05/04/2021: (1) Parking violation warning
 05/17/2021: (2) Parking violation warnings

2. Homeowner Correspondence and Administration

a. None

3. Owner correspondence for Board Review*Board action requested:*

- a. An ARC form was submitted for the installation of a slightly smaller wall AC unit in Unit 14720-102. The existing wall AC unit no longer works. Nanci motioned to approve the installation. Nick seconded the motion. There was no additional discussion and the motion passed unanimously.

Old Business:

1. The leak at the Beard Road entrance continues to flow. The City of Beaverton continues to delay any resolution. Management was informed that the file has been passed from operations to engineering. The City says that they have ruled out a potable water leak and that they believe this may be the result of ground flow from the retention area or an artisan spring. Their engineering department is evaluating the matter and is attempting to come up with some solutions.
2. Two proposals were received and reviewed for the asphalt spot repair at the Gordonite entrance. Pavement Maintenance submitted a bid for \$1,620.00 and Rose City Concrete submitted a bid for \$13,794.00. Nick motioned to approve the proposal from Pavement Maintenance. Nanci seconded the motion. There was no additional discussion and the motion passed unanimously.
3. Management presented the information from Legal Counsel regarding the bylaws amendment to make the community a no smoking community. The cost to draft and monitor voting would be \$1,500.00. Nanci asked if there were many complaints about smoking. Mark informed the board that there were several complaints. Nanci motioned to approve the bylaws amendment proposal from PDX Law Group. Jeannette seconded the motion. There was no additional discussion and the motion passed unanimously.
4. The Capital Contribution bylaws amendment proposal was briefly discussed. The Board decided to table moving forward with the Capital Contribution bylaws amendment until the HOA is through the No Smoking amendment proposal to avoid confusion.

New Business:

1. It has been exceedingly difficult to obtain bids for pressure washing. Management reached out to 8 vendors and did not receive any proposals back. Finding reputable vendors during the pandemic has been nearly impossible. Mark will push back to see if any bids can be procured.
2. Window washing was discussed, and it was decided that it should be completed after the roofing replacements and pressure washing. Owners are supposed to leave patio door screens unlocked when windows are washing. Jeannette mentioned a damaged screen. Mark said that maintenance would look to see if it could be repaired.
3. A letter was received from Vial Fotheringham requesting legal files be moved from Landye Bennet to their firm. Mark noted that it would make more sense to have the files forwarded to PDX Law Group since they HOA is now working with that firm. Jeanette motioned to instruct that legal files be transferred from Landye Bennett to PDX Law Group. Nanci seconded the motion. There was no additional discussion and the motion passed unanimously.
4. Management prepared a resolution for the Board to approve IRS Revenue Ruling 70-604. The IRS ruling is for tax purposes which allows any taxable income to transfer to the following year, if any. This is a benefit to the HOA. Jeanette motioned to approve the resolution for IRS Revenue Ruling 70-604. Nanci seconded the motion. There was no additional discussion and the motion passed unanimously. Nick will sign the Resolution on 4/1/2021. Jeannette already signed the resolution when the 2020 tax returns were completed.

Schedule Next Meeting:

The next meeting was scheduled for May 25, 2021 at 5:00pm unless anything urgent comes up that requires more immediate attention.

Adjournment:

Jeannette motioned to adjourn the meeting at 6:18pm. Nick seconded the motion. There was no further discussion, and the motion passed unanimously.

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