

# MINUTES

## **Minutes of the Board of Directors Special Meeting for the Sexton Place Condominiums Owners' Association held at 6:00pm on June 18, 2020 via Zoom Meeting at remote locations**

**Call to Order:** Chair Jeannette Alexander called the meeting to order at 6:04pm.

**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:** To Board Members Only

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

**Approval of Agenda:** Mark requested that the Agenda be modified to include discussion of the rotted deck that requires attention at unit 14721-102. Nanci made a motion to approve the Agenda as modified. The motion was seconded by Jeannette. There was no further discussion and the motion passed unanimously.

**Owners Forum:** No Owners Forum

**Approval of Minutes:** The minutes from the meeting on May 4, 2020 were reviewed. Jeannette motioned to approve the minutes. Nanci seconded the motion. There was no additional discussion and the motion passed unanimously.

**Financial Report:** Manager Mark Vandervest reported the following information:

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 \$771,849.10 as of 5/31/2020. Of that amount, \$612,876.50 is allocated in the Reserve fund accounts.

4. Delinquencies were reviewed. One unit has a significant balance. Collections is not getting any response from the Owner. Mark will attempt to contact the Owner before the commencement of filing a lawsuit.
5. There were no other questions.

**Manager's Report:** The following management updates were presented to the Board:

1. The broken guest parking sign was repaired and re-installed.
2. Several overflowing gutters were evaluated and cleaned.
3. Rot on deck at Unit 14721 #102 was evaluated
4. Garbage and debris were removed from the property along the north and west side of Gordonite Dr.
5. Rat bait stations were re-baited throughout the community to reduce rodent intrusion.
6. Broken sewer cap was replaced

**Administration:**

**1. Violations & Warnings:**

*For informational purpose:*

5/13/2020: Parking violation warning issued  
5/16/2020: (2) parking violations warnings issued  
5/21/2020: Parking violation warning issued  
5/26/2020: Parking violation warning issued  
6/8/2020: Noise violation warning issued  
6/10/2020: Common area violation & fine issued.

**2. Homeowner Correspondence and Administration**

*For informational purpose:*

- a. None

**3. Owner correspondence for Board Review**

*Board action requested:*

- a. Mark to meet with Jeannette to sign the 2019 tax return for filing

**Old Business:**

1. Re-roofing Project: Scheduled to begin on 6/29/2020. The following buildings will be re-roofed in 2020 in the following order: 14675, 14695, 14721, 14735, 14615, 14635, 14655. Notices will be posted at each mailbox bank and distributed via electronic notice to all Owners. Just prior to each individual roof, notices will be posted on the garage overhead doors of the affected building. The project will be funded through reserves on hand. No special assessments are anticipated.
2. Entry Gate Installation Project: There have been complaints about drive-through traffic and the toll such additional traffic is taking on the pavement, especially at the Gordonite entrance to the community. There is one firm that handles nearly all such installations in the Portland Metro area. Mark presented a proposal from Cornerstone Fencing Inc. with an all-inclusive installation of electric gates at the entrances off of Beard Rd. and the entrance off of Gordonite

Dr. The proposal amount came in at \$75,900.00. There is statistical evidence that gated communities can command 30% more in value in gated communities as opposed to ungated communities. The future maintenance costs were also discussed. Mark stated that the vendor said there was very little maintenance for the first 10-12 years, but that maintenance beyond that time frame would want to be worked into the ongoing reserve maintenance plan. It was noted that someone recently drove into one of the gates and another community. An island would need to be installed at the Beard entrance similar to the one on the Gordonite entrance. The total cost divided by all 94 units within the community would represent about \$807.00 assessed to each unit. Mark felt that with a little manipulation of the reserve plan, this expense could possibly be funded with reserves. It was discussed that this wasn't an immediate priority and would welcome owner input and feedback prior to engaging into the project. The matter was tabled until a meeting in the future, when attendance might be possible with Owners.

### **New Business:**

1. Pest Control: A bait station was requested to be moved to building 14771 to accommodate recent rodent activity in that area. There is \$500.00 in the annual budget for pest & rodent control. The vendor charges \$1,200 per year with two visits throughout the year. The 2021 budget will need to be modified to accommodate for the additional costs.
2. Tree pruning: Needed between many buildings where the branches are hanging low. Javier from Great Gardens Landscaping wanted owners to be aware that there would be some thinning.
3. Deck rot: A deck was evaluated and requires replacement of the surface and perimeter boards, seal & re-staining. The cost for the project would be \$1,100.00 through FRESH START including materials and labor. Nanci motioned to approve the project. Jeannette seconded the motion. There was no additional discussion and the motion passed unanimously.
4. Upper unit LVT hard surface flooring: Mark had a difficult time sharing the product information through Zoom for proposed installations of LVT (Luxury Vinyl Tile) hard surface flooring. There is now an underlayment that provides a silencing effect similar to carpet padding. Mark will email the Board the information after the meeting for review. Additional discussion involved the need for a recorded instrument that would hold the owner of the unit fully liable for any future noise violations including the requirement to remedy the complaints including but not limited to installation of rugs if necessary, or the removal of the product if there are consistent and documented noise complaints.
5. Nick requested that a bid be obtained for just patching the deteriorated drive path at the bottom of the Gordonite entrance.
6. Light replacement: Kimo had been monitoring light replacement but will no longer be doing that. Nick & Nanci said that they could walk the site and let management know if any light bubs that need to be replaced.

### **Schedule Next Meeting:**

The next meeting was scheduled for September 28, 2020 at 6:00pm unless anything urgent comes up that requires more immediate attention.

### **Adjournment:**

Nanci motioned to adjourn the meeting at 7:07pm. Jeannette seconded the motion. There was no further discussion, and the motion passed unanimously.

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