

# MINUTES

## **Minutes of the Annual Meeting for the Sexton Place Condominiums Owners' Association held at 6:30pm on January 26, 2021 via Zoom Meeting at remote locations**

**Call to Order:** Chair Jeannette Alexander called the meeting to order at 5:01pm.

**Quorum Present:** Yes. **(51.06%)** of the voting rights were in attendance either physically or by proxy (see certification of proxies below).

**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:** Carmen Becketl 14735-201  
Barbara DeVoll 14721-201  
Lisa Curtis 14655-203  
Edmund Field 14685-104  
Jeanne Robson 14721-204  
Tony Galluzzo 14735-204  
Kelly Benson 14781-101 (by proxy)

**Certification of Proxies:** Manager Mark Vandervest noted 44 proxies were submitted for the annual meeting consisting of 34 Proxies for the purpose of establishing a quorum only, 9 proxies giving the Board of Directors Power of Attorney, and 1 special proxy naming certain individuals as Power of Attorney, and 3 residents present who did not submit proxies. This constituted a 51.06% of Owners by proxy or in person towards the needed minimum quorum of 34%. Therefore, there was a quorum to hold the Annual Business Meeting.

**Welcome & Introductions:** Chair Jeannette opened the meeting by welcoming the board members, Owners, and guests in attendance. Jeannette asked community manager Mark Vandervest to run the meeting. Mark introduced himself and moved forward with the meeting.

**Proof of Notice:** 72 hours' notice for the meeting was publicly posted on mailboxes, broadcast to all Owners with electronic communication ability, and included in the Owner's Annual Packet sent to each owner in November 2020.

**Approval of Agenda:** Nanci made a motion to approve the Agenda as written. The motion was seconded by Jeannette. There was no further discussion and the motion passed unanimously.

**Owners Forum:** The following items were discussed:

1. Jeannette noted that the dryer vent to her unit was clogged and appeared to be stuffed with lint. Mark said maintenance would come and check it out right away.
2. Barbara Devoll asked if or when the pothole down the entrance from Gordonite is going to get fixed. Mark noted that one bid was received but it was pretty spendy because it involved replacing most of the intersection. Nick suggested that we get a bid to simply repair the spot instead of the intersection. Management will secure the spot repair bid.
3. Barbara Devoll asked about the windows being cleaned in 2021. There was discussion about the timing of washing the windows and roofing replacements, and pressure washing. It would make sense to get pressure washing done first and then window washing. Management will continue to secure bids for board review.
4. Carmen Becktel asked about the painting of the red curbs throughout the community. Mark noted that asphalt sealcoating is scheduled for 2022. That will also include striping and curb painting.
5. Management was asked what the approximate Owner payoff amount is for the re-piping special assessment. Assuming January dues has been paid, the payoff amount would be \$2,518.81 for each owner still making payments towards the re-piping assessment.
6. Nick asked for input on whether anyone is requesting hard surface flooring in upper units. Management said yes. Any upper unit which has a separate unit below that unit is required to install a soundproofing underlayment with a minimum IIC rating of 71. Additionally, a restrictive document is required to be signed by the Owner which holds the Association harmless relative to any noise complaints. The restrictive document is recorded with the County so future owners would be on notice and assume the responsibility of remedy of any noise complaints.
7. Carmen Becktel mentioned that the gate by the southwest retention area was open and drags on the dirt. It was suggested that locks be installed on those gates.

**Approval of Minutes:** The minutes from the annual meeting on January 20, 2020 were reviewed. Nick motioned to approve the minutes as written. Jeannette seconded the motion. There was no additional discussion and the motion passed unanimously.

**Financial Report:** Mark went over the financial reports ending 12/31/20.

**Financials as of 12/31/2020:**

Total year-end operating funds:	<b>\$ 128,635.66</b>	including pending EFTs.
Total year-end reserve funds:	<b>\$ 481,827.04</b>	
Total year-end cash assets:	<b>\$ 610,462.70</b>	
Total year-end income:	<b>\$ 309,774.99</b>	
Total year-end expenses:	<b>\$ 353,683.12</b>	including <b>\$231,991.00</b> of Reserve expenses.
Budget vs. Actual year-end <u>income</u> :	<b>119.40%</b>	collected.
Budget vs. Actual <u>expenses</u> :	<b>96.16%</b>	paid incl. <b>109.87%</b> of Reserve expenses
Total delinquencies:	<b>\$ 2,865.21</b>	<b>8 Accounts, (3) 90+ days &amp; (5) 0-30 days.</b>

The Association remains in good financial shape. Mark touched on 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 future. It was noted that the \$6.00 monthly increase in dues from 2020 to 2021 will continue to help avoid a special assessment for the upcoming roof replacements over the next two years. Dues increase on January 1, 2021.

Mark briefly went over the Reserve Study “Component Summary by Year” that was updated by FRESH START Real Estate, Inc. The summary outlines a maintenance plan to follow for capital projects on a 30-year plan. The Reserve Study was considerably overhauled, and many necessary items were added into the 30-year plan. Mark added the Association is well on track for the funding of the needed projects and detailed the projected balances for the next two decades. A copy of the 2020 Reserve Study report is available on the Association website at [www.SextonPlaceCondominiums.com](http://www.SextonPlaceCondominiums.com).

There is still \$166,234.88 remaining on the special assessment loan for the re-piping project. That 10-year loan will be paid off in June of 2024.

There were no other questions from those in attendance.

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

1. The website is up and running: [www.SextonPlaceCondominiums.com](http://www.SextonPlaceCondominiums.com). Owners should be aware that most of the association documents can be found online, including Association insurance certificates and declarations that are required by lenders, CC&Rs, Bylaws, Rules & Regulations, Resolutions, Minutes, etc.
2. Owner Portal is accessible: [www.PaySextonPlace.com](http://www.PaySextonPlace.com). Owners can log into the portal to manage their payments, print statements, set up monthly autopayments, or make one-time payments. Mark reminded everyone that FRESH START no longer accepts paper checks as a form of payment. All payments must be made electronically through the portal for security and accounting.
3. Seven roofs were replaced in 2020.
4. Graffiti vandalism has been cleaned up twice in 2020 and mailboxes were damaged. Many thanks to Carmen Becketl who helped to clean up the graffiti together with the FRESH START maintenance team. Owners are residents are highly encouraged to call Beaverton Police non-emergency at 503-629-0111 if any suspicious activity in noticed.
5. The leak at the entrance of Beard Rd. continues to be a nuisance and the City of Beaverton continues to try to figure out why the leak is happening. The HOA water and irrigation meters do not show any leaks that would contribute to the water running over the sidewalk. Owners are welcome to contact the City of Beaverton Operations Department supervisors Cody at 503-209-3314 or Anthony at 503-260-0397 to inquire about the progress (or lack thereof).
6. There was a vehicle accident at the corner of Beard Rd. and Murray Blvd. that caused some damage to the fence surrounding the southeast retention area. The fence has been repaired and the Association will attempt to collect from the individual who caused the damage. Although the individual was uninsured, there may be recourse for restitution.
7. Backflow valves were inspected and repaired as needed.

### **Board Member Elections:**

Manager Mark Vandervest expressed a sincere thank you to the three board members. Mark added that Jeannette and Nanci's terms were up for re-election. Each expressed an interest to remain on the Board. Barbara Devoll inquired about available positions. The Board can have up to five board members in addition to appointed committee volunteers. Barbara requested to be considered for a board position and introduced herself and gave some background experience. Mark asked if there were any additional nominations from those in attendance. There were none.

Nick motioned to re-elect Jeannette Alexander and Nanci Alley to the board, and elect Barbara Devoll to the board. Jeannette seconded the motion. There was no additional discussion and the motion passed unanimously by acclamation. There was a brief discussion of officer positions. Nick motioned to maintain the same officer positions with Jeannette Alexander being the President, Nicholas Gyore being the Secretary, and Nanci Alley being the Vice President. Nanci seconded the motion and the motion passed unanimously by acclamation. The position of Treasurer will be left open. Barbara Devoll will continue as a director.

Mark thanked all the Board members again for their time and effort and encouraged Owners to become actively involved with the HOA and continue attending Board meetings. Mark stated that there is always a need for new and fresh input, and one position remains open for the Board of Directors.

### **Outstanding Business:**

1. Seven roofs were replaced in 2020. Nick requested that the roofing contractor be reminded that they are responsible to clean up all nails and debris. There was not adequate attention to the cleanup in 2020. Management will pass the information on to NW Roof Tech.

### **New Business:**

1. There have been significant complaints about cigarette smoke drifting into open windows and balcony areas from adjoining properties. Mark noted that smoking was permitted in Sexton Place. Information was provided on the process of amending the Bylaws to prohibit smoking within the boundaries of the community. The consensus of those in attendance is that a no smoking community would be desirable. The board requested that management secure more information on the process of the bylaws amendment and pass it on to the board for further discussion at the next regular board meeting.
2. There was discussion about turning Sexton Place into a gated community. The approximate cost would be \$75,000, which amounts to between \$900 - \$1,000 per unit. The upside and primary purpose for being a gated community is to keep through traffic out. An additional benefit is that gated communities generally increase in value because they are gated. Currently there is a significant amount of traffic that uses Sexton Place as a through street to Walmart. This is largely why there is so much deterioration in the asphalt near the Gordonite entrance. It was asked if the gates would keep non-residents out, which also seemed important given the recent vandalism. Mark explained that the gates would only keep the through traffic out. Private property signs could be placed at the sides of the gates to help detour non-residents walking through the community (especially with their pets). It was stated that there would be additional maintenance and the risk of costs to repair damages should they occur. Speed bumps were suggested as an alternative solution. The idea of speed bumps was not received well by those in attendance. After additional discussion, the Board decided to table the topic for future discussion.
3. A "Capital Contribution" amendment to the Bylaws was discussed. Many Associations adopt a capital contribution upon the sale of each unit. This does not financially affect current owners. A future Buyer would be required to make a one-time contribution equal to two month's HOA dues. This is processed at the closing of the sale and the proceeds fund the capital operating account of the Association. It is a great idea to help reduce increases in HOA dues. Depending on the number of annual sales within a community, the HOA could benefit tens of thousand of dollars. The process involves legal counsel drafting a resolution for the board to sign and sent to owners. Then the proposed bylaws modification would be put to a vote by all the

Owners. If more than 50% of the Owners approve the modification, the amendment would become effective to all future sales within the community and fund the HOA accordingly. The board stated that this would be a great benefit to the community and requested that management proceed with gathering further information on the process.

4. Management presented a resolution to approve IRS Revenue Ruling 70.604. The purpose of IRS Revenue Ruling 70-604 is to allow a homeowners association to avoid taxation on its excess membership income by either refunding it to members, or carrying over the excess to the following tax year. Nanci motioned to approve the Resolution for IRS Revenue Ruling 70.604 for the purpose of carrying over any excess income to the following tax year. Jeannette seconded the motion. There was no additional discussion and the motion passed unanimously.

**Schedule Next Meeting:**

The next meeting will be a regular Board Meeting on March 30, 2021 at 5:00pm via Zoom. The Board will continue with bi-monthly board meetings on the last Tuesday of every other month, unless otherwise needed.

**Adjournment:**

Nick motioned to adjourn the meeting at 7:03pm. Jeannette seconded the motion. There was no further discussion, and the motion passed unanimously.

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