

MINUTES

Minutes of the Board of Directors Meeting for the Sexton Place Condominiums Owners' Association held at 6:30pm on November 25, 2019 in the Murrayhill Woods clubhouse located at 9450 SW 146th Terrace, Beaverton, OR 97007

Call to Order: Chair Jeannette Alexander called the meeting to order at 6:40pm.

Quorum Present: Yes

Board Members in attendance: Jeannette Alexander, Chair
Nicholas Gyore, Secretary
Kimo Kelekolio, Treasurer
Nanci Alley, Vice Chair

Board Members absent None

Others in attendance by invitation: Mark Vandervest, Community Manager
Cindy Vandervest, Office Manager
FRESH START Real Estate, Inc.

Guests in attendance: Lindsay & Terry Gardner
Carolyn Satterfield
Sam & Shea Rose

Proof of Notice: 72 hours notice for the meeting was publicly posted on mailboxes and broadcast to all Owners with electronic communication ability.

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

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

Owners Forum: The following items were discussed:

1. Parking too narrow for disabled resident at 14615-101.
2. Darkness at mailbox locations
3. Weeds left under deck at 14615-102
4. Animal defecation without cleanup on hill west of 14605-101
5. Small piece of siding dislodged at Building 14655
6. Painting warranty needs to be checked with Verhalen. Doors are peeling in several areas.
7. Hot water heaters are being replaced. Mark mentioned that Happy's Plumbing in Clackamas will change out electric water heaters for around \$800.00

Approval of Minutes:

The minutes from the meeting on September 23, 2019 were reviewed. Kimo motioned to approve the minutes as modified. Nick seconded the motion. There was no additional discussion and the motion passed unanimously.

Financial Report:

Treasurer Kimo reported the following information:

1. The Association remains in good financial shape.
2. Change over in management will be a good change for the Association for reducing delinquencies.
3. Assessments will increase to \$230.00 per month beginning 1/1/2020. A large percentage of the increase is to accommodate the upcoming roof replacements. The increase will help to avoid an additional special assessment to unit owners.
4. There were not other questions from those in attendance.

Manager's Report:

The following management updates were presented to the Board:

1. New website is up and running: www.SextonPlaceCondominiums.com
2. Owner Portal is accessible: www.PaySextonPlace.com.
3. Some areas of the brick façade had come loose and has been repaired by FRESH START.
4. Some fence sections had come loose and have been adjusted.
5. Several areas where blackberries were growing through the arborvitae have been cut back.
6. There have been some calls about rat and rodent traffic at the back of areas along Gordonite. Management recommends rat traps and bait being placed in appropriate areas.
7. Columbia Bank still needs officers to sign for accounts. Mark will email information to Board members
8. Mark provided an update on the NE retention area fence and retaining wall damage. Repair bids have come in between \$2,800 and \$4,700. It was recommended to forward the bids to the driver's insurance company for claim processing. Temporary caution tape has been installed. Temporary fencing will be ordered.

Administration:

Violations:
9/9/19 through 9/25/19:

The following violations were noted as being issued between

1. None

Owner correspondence for Board Review:

1. None

Old Business:

1. None

New Business:

1. Columbia Bank accounts need to be updated. Current board members and officers of FRESH START Real Estate, Inc. need to be updated as signers to accounts. Jeannette motioned to update the Columbia Bank Accounts. Nanci seconded the motion. There was no additional discussion and the motion passed unanimously. Mark will schedule signings with Columbia Bank.
2. Tree removal was discussed. There are four large trees between buildings that front the north boundary of the Association. The roots of these four large trees are encroaching into the water and irrigation meter boxes. Kimo mentioned that the City of Beaverton will allow the removal of four trees in a calendar year without the need for a permit. Nick motioned to obtain bids and remove the four trees before the end of the calendar year. Nanci seconded the motion. There was no additional discussion and the motion passed unanimously. Mark will obtain bids to remove the four large trees and report back to the Board.
3. Mark presented the proposal from Pacific Landscaping for snowplow services. The board discussed the matter and unanimously decided to not proceed with the snowplow contract with Pacific Landscaping.
4. The existing rules and regulations were discussed along with the current enforcement and fine resolution that was adopted in 2010. It was noted that the current enforcement and fine resolution limited the Boards ability to effectively process violations and fines for violations. Mark recommended that it may be time for an update. The Board asked Mark to prepare a new resolution for the Board to review.
5. There is a problem with vehicles parking sideways in front of garages that do not have full driveways. There is also a problem with resident vehicles parking in the designated guest parking areas. The Board discussed that there could be further clarification of these rules. The Board asked Mark to provide a revised template of the Rules and Regulations with additional clarification for the Board to review.
6. The current towing provider for the Association is Retriever Towing out of Tigard. Mark recommended changing to Beaverton Towing, which has been highly effective for other Associations. Nanci motioned to change to Beaverton Towing. Jeannette seconded the motion. There was no further discussion and the motion passed unanimously.

Schedule Next Meeting:

The next meeting will be the Annual Meeting on January 20, 2020 at 6:30pm in the Murrayhill Woods clubhouse. The Board will attempt to remain with bi-monthly board meetings to be held on the 4th Monday of every other month, unless otherwise needed.

Adjournment:

Nanci motioned to adjourn the meeting at 8:05pm. Jeannette seconded the motion. There was no further discussion, and the motion passed unanimously.

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