

# MINUTES

## **Minutes of the Board of Directors Special Meeting for the Sexton Place Condominiums Owners' Association held at 5:00pm on May 25, 2021 via Zoom Meeting at remote locations**

**Call to Order:** Chair Jeannette Alexander called the meeting to order at 5:05pm.

**Quorum Present:** Yes

**Board Members in attendance:** Jeannette Alexander, Chair  
Nicholas Gyore, Secretary  
Barbara Devoll, Director

**Board Members absent** Nanci Alley, Vice Chair

**Others in attendance by invitation:** Mark & Cindy Vandervest, Community Managers  
FRESH START Real Estate, Inc.

**Guests in attendance:** Jeanne Robson 14721-204  
Carmen Becktel 14735-201  
Mary Elias 14685-103  
Carolyn Satterfield 14635-102  
Dominique Prescott 14635-203  
Kat Cartwright 14771-103  
Kyle Zander 14665-102

**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. Jeannette motioned to approve the agenda as written. Nick seconded the motion. There was no further discussion and the motion to approve the agenda as modified passed unanimously.

**Owners Forum:** Carmen asked for an update about the water leak at the corner of the Beard Rd. entrance. Mark noted that he would be talking about that later in the meeting.

**Approval of Minutes:** The minutes from the meeting on March 30, 2021 were reviewed. Barbara motioned to approve the minutes as written. Nick seconded the motion. There was no additional discussion and the motion passed unanimously.

**Financial Report:** Mark went over the financial reports ending **4/30/2021:**

▪ Total operating funds:	\$ 146,178.68	including pending EFTs.
▪ Total reserve funds:	\$ 514,350.53	
▪ Total cash assets:	\$ 660,529.21	
▪ Total YTD income:	\$ 102,080.92	
▪ Total YTD expenses:	\$ 37,229.36	including \$0.00 of Reserve expenses.
▪ Budget vs. Actual <u>Income</u> :	45.82%	collected YTD.
▪ Budget vs. Actual <u>Expenses</u> :	10.70%	paid YTD incl. 0.0% of Reserve expenses
▪ Total delinquencies:	\$ 2,609.54	One account 91+ days (14761-202), 2 accounts 31-60 days (14751-101 & 14751-102), and 3 accounts 0-30 days.

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 call or email me if you have any questions.

**Manager's Report:**

***Management reported the following maintenance items were performed:***

1. Rodent activity is still being reported along the back of Building 14685. An extra bait station was filled and placed.
2. Faded No Trespassing signs were replaced on the Southeast & Southwest retention 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:**

- a. 06/14/21 – Parking in Guest WARNING
- b. 07/14/21 – Parking sideways in alley – Violation (14701-104)
- c. 05/26/21 thru 7/26/21 23 cars tagged for not being registered

**2. Homeowner Correspondence and Administration**

*Board information only:*

- a. An ARC form was submitted for the installation of laminate flooring. The proper silencing underlayment was verified, the owner signed the restrictive covenant, and the project was approved in Building 14781.

**3. Owner correspondence for Board Review**

*Board action requested:*

- a. None

## **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 September 27, 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