



# MEETING MINUTES

## REGULAR MEETING OF THE BOARD OF DIRECTORS OF SEXTON PLACE CONDOMINIUMS OWNERS' ASSOCIATION

LOCATION: **Zoom Meeting held at remote locations**  
DATE: **06/28/2022**  
CALLED TO ORDER: **06:02 pm**  
QUORUM PRESENT: **Yes**

### ATTENDEES (Board Members Bolded)

<b>Jeannette Alexander - Chair</b>	Lindsay Gardner
<b>Nanci Alley – Vice Chair</b>	Kyle Zander
	Tracy Cope
	Lisa Curtis
	Christy Courtain
	John Davis
Mark Vandervest - FSRE	
Cindy Vandervest – FSRE	
Sunny Arruda - FSRE	

### OWNER'S FORUM

#### Special Assessment

- 1- Owner was concerned about \$50 fee that is charged for special assessment payoff balance requests. This is an additional service provided for in the Management agreement and is over and above ordinary course of operations. The fee covers the additional time it takes Management to calculate and process the final payoff of special assessments still owed by Owners. The special assessment amortization schedule will be posted on [www.SextonPlaceCondominiums.com](http://www.SextonPlaceCondominiums.com) where owners can easily find their approximate payoff balances at any time they'd like.
- 2- Since the loan for the special assessment was paid off early, there is no longer interest being charged on the loan. However owners are still making payments and still paying interest for the ability to make payments. The question was asked, does the interest paid by owners now going to Reserves. Yes, all interest paid on this assessment goes to Reserves.
- 3- There is no prepayment penalty if an owner wants to pay off their special assessment balance or make an additional payment at any time.

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#### Using other unit's garbage containers.

- 1- Owner was concerned that a new owner did not have their own trash cans and was seen putting bags of trash into other unit's cans. Management will investigate.



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**Marshy Lawn Area**

- 1- Owner was concerned about a very wet marshy area on the lawn that has caused people to slip several times. She will call management to come see the area the next time it is wet to figure out what is causing this.
  - 2- Storm drain will be checked to see if it needs to be cleaned.
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**Bubbling Spring**

- 1- Owner mentioned the natural spring that had been diverted after causing pooling water on pavement has now started bubbling up through the entrance to SPC at Beard Rd. FRESH START will be getting more aggressive with the city to deal with this issue.
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**Pavement**

- 1- Due to the cost of having the pavement and roof projects both done this year, it was suggested a pavement maintenance plan is needed where the cracks can be sealed and the curbs painted this year and sealing the entire pavement could wait until next year.
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**Vehicles being stored on Gordonite and in guest parking**

- 1- Gordonite is a public street and is governed by the City of Beaverton. Sexton Place has no authority about parking on Gordonite. Owners are able to report vehicles that haven't moved along Gordonite Dr. in over 72 hours to the Washington County non-emergency dispatch at 503-629-0111 or by reporting the vehicle online at: [https://apps2.beavertonoregon.gov/ReportProblem/report\\_vehicle.aspx?id=7](https://apps2.beavertonoregon.gov/ReportProblem/report_vehicle.aspx?id=7)

**Resident or Guest discussion**

- 1- A Unit Owner's daughter lives in a unit. Her boyfriend routinely stays at the unit several nights a week and is not a short-term visitor. The board has determined this person is not a guest and needs to park his car on Gordonite like other residents with extra cars at their units irrespective of whether the boyfriend is named on the lease. Residents are advised that ONLY short-term GUESTS are allowed to park in the guest parking spaces, and that any resident who is found parking in the guest parking at any time will be issued a violation and fine, and is subject to towing without notice. Additionally, ALL resident vehicles MUST be registered with the HOA. Failure to register a vehicle with the HOA is a violation and is subject to a fine.
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**Gap in bushes on Gordonite property line**

- 1- People are walking through the gap in bushes, through owner's yard. Management will ask Great Gardens to look at the area and add needed bushes.
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**NOTE: Unless noted differently, all Board decisions contained in the minutes of the meeting received a motion, a second to the motion, additional discussion if any, and a vote of a quorum of the Board of Directors.**

**OPENING BUSINESS**

Agenda approved unanimously

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April 26, 2022 Minutes approved unanimously

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**FINANCIAL REPORT**

**FINANCIALS AS OF 5/31/2022:**

**Financial Report Summary:**

§ Total operating funds:	<b>\$ 96,803.41</b>	including pending EFTs.
§ Total reserve funds:	<b>\$ 322,082.14</b>	
§ Total cash assets:	<b>\$ 418,885.55</b>	
§ Total YTD income:	<b>\$ 132,251.86</b>	
§ Total YTD expenses:	<b>\$ 127,784.06</b>	including <b>\$79,463.95</b> of Reserve expenses.
§ Budget vs. Actual <u>Income</u> :	<b>55.83%</b>	collected YTD.
§ Budget vs. Actual <u>Expenses</u> :	<b>36.08%</b>	paid YTD incl. <b>32.65%</b> of Reserve expenses
§ Total delinquencies:	<b>\$ 4,678.89</b>	<b>One accounts 91+ days (Unit 14615-101), one account 31-60 days, one account 0-30 days.</b>

Please review the **May** Expenses, as that will be 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 management if you have any questions.

**MANAGER’S REPORT**

**REPAIRS, MAINTENANCE & UPDATES**

*The following maintenance update review is for informational purposes only and does not require Board action at this time:*

1. 2022 Roof Replacement project is set to start soon. Roofs have been stocked.
2. Trees removed/landscaping completed around building 14771.
3. Trees pruned around buildings 14665 & 14685
4. Irrigation repairs completed.
5. West border blackberry bushes trimmed back from fence line.
6. Bushes planted in walk-through area at northwest corner of complex.
7. Baiting rodent stations is ongoing.
8. Lighting maintenance is ongoing.
9. Gutter maintenance is ongoing.

**Administration:**

**1. Violations & Warnings:**

- a. Seven vehicle warnings (resident vehicles parked in guest parking)



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**2. Homeowner Correspondence and Administration**

*Board information only:*

- a. Owner objection to \$50.00 special assessment payoff balance fee.

**3. Owner correspondence for Board Review**

*Board action requested:*

- a. None

**OLD BUSINESS**

**2022 Roof Replacement**

- Notice will be given this week for start date and which roofs will be done and in what order.
- Only these five buildings are left to finish and then all building will have new rooves.

**Landscaping**

- Trees and plants were replaced where they were removed around building 14771.
  - A motion to ratify the previous board vote for the landscaping projects was made and seconded. The motion passed unanimously.

**NEW BUSINESS**

**2022 Pressure Washing**

- KJ Maintenance is scheduled to do the power washing at the end of July
  - Would like to have this time frame moved up earlier next year so owners won't have to move patio furniture after setting it up for the season.

**Garage Sale**

- A volunteer to coordinate the Garage Sale is needed if the community wants to do a garage sale this summer.

**ADJOURNMENT**

NEXT MEETING DATES: **Thursday, August 25, 2022 at 6:00 pm**

MEETING ADJOURNED: **7:13 PM**

**--- END OF MEETING MINUTES ---**

MINUTES PREPARED BY: **FRESH START Real Estate, Inc.**  
Community Manager



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