

# MINUTES

**Minutes of the Annual Meeting for the Sexton Place Condominiums Owners' Association held at 6:30pm on January 20, 2020 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 6:37pm.

**Quorum Present:** Yes. **(50.00%)** of the voting rights were in attendance either physically or by proxy.

**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:** Mark & Rhoda Shelton 14655-101  
Steve Bohn 14645-102  
Kelly Benson 14781-101  
Carmen Becketl 14735-201  
Alan Koshkin 14761-201

**Certification of Proxies:** Manager Mark Vandervest noted 47 proxies were submitted for the annual meeting consisting of 35 Proxies for the purpose of establishing a quorum only, 9 proxies giving the Board of Directors Power of Attorney, and 3 special proxies naming certain individuals as Power of Attorney.

**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.

**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 2019.

**Approval of Agenda:** Nanci made a motion to approve the Agenda with the modification to include time for an Owner's Forum. The motion was seconded by Nick. There was no further discussion and the motion passed unanimously.

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

1. It was noted that the windows are very noisy in the units along Beard Rd. Nanci mentioned that she also experiences noise through her windows and that is typical of all of the units that face Beard Rd. Nanci stated that there was really nothing that could be done.
2. There was also a question about a thermo-pane that the seal was broken on and condensation was happening in between the thermo-panes.

**Approval of Minutes:** The minutes from the annual meeting on January 21, 2019 were reviewed. Nanci motioned to approve the minutes. Nick seconded the motion. There was no additional discussion and the motion passed unanimously.

**Financial Report:** Mark went over the financial reports ending 12/31/19.

1. The Association remains in good financial shape.
2. 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 near future. It was noted that the \$15.00 increase in dues from 2019 to 2020 will help avoid a special assessment for the upcoming roof replacements over the next several years.
3. The balance of funds held in the operating and reserve accounts total \$697,167.79 as of 12/31/19. Of that amount, \$613,056.17 is allocated in the Reserve fund accounts.
4. Mark briefly went over the Reserve Study “Component Summary by Year” that was updated by David Schwindt & Company. The summary outlines a maintenance plan to follow for capital projects on a 30-year plan. The Reserve Study was considerably basic and FRESH START will be updating the information in greater detail in the upcoming year. Mark added the Association is well on track for the funding of the needed projects. A copy of the Schwindt reserve study report is available on the Association website at [www.SextonPlaceCondominiums.com](http://www.SextonPlaceCondominiums.com).
5. There is still \$209,031.82 remaining on the special assessment loan for the re-piping project. That 10-year loan should be paid off in June of 2024.
6. 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.
3. There is concern about the erosion of the asphalt surface at the north entrance to Gordonite. The water runoff and the sharp turning of vehicles to exit the complex is damaging the asphalt. The median island at the same entrance will be having the turf removed this year and replaced with a landscape that requires less irrigation. The Association will be exploring additional solutions in the near future.
4. There was discussion about the installation of a larger “Private Property” sign at each entrance.

5. There was discussion about installing electric gates at each entrance to reduce through traffic. Management will explore pricing and report back to the Board.
6. The Association removed four large trees between several buildings that back to the north edge of the property. The large trees were beginning to cause problems with water and irrigation meters and backflow valves and also with the utilities in those areas. There will be future discussion about re-planting smaller, less invasive trees in those areas in the future.

### **Board Member Elections:**

Manager Mark Vandervest expressed a sincere thank you to the remaining three board members. Mark added that Nick's term was up for re-election. Nanci nominated Nick for re-election, Jeanette seconded the nomination. Mark asked the floor if there were any additional nominations. There were none. By acclamation, Nick was re-elected to the board unanimously.

Mark thanked all of 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.

### **Outstanding Business:**

1. Nick has a broken visitor's sign that needs to be repaired and re-installed.
2. Nick wanted to follow up on a claim with Swift Trucking for turf damage to the median at the exit to Gordonite. It was stated that the prior management firm had an estimate for \$1,400 to repair the area. Mark will check with the former management agency to see if a copy of that estimate is still available. One was not included in the turnover documents.
3. The process for the Association to maintain FHA approval needs to be completed again this year. There was discussion about whether the Association attorney should process the FHA renewal as done in the past, or if FHA Review Inc. should process the renewal for \$765.00. Nick suggested that a quote be obtained from the Association attorney for comparison. If the attorney's price is higher, the board voted unanimously to proceed with FHA Review Inc.

### **New Business:**

1. The Board briefly discussed officer positions and unanimously elected Jeannette Alexander as ongoing President, Nicholas Gyore as ongoing Secretary, and Nanci Alley as ongoing Vice President.
2. The biggest change in 2019 was the change in Management from AMS to FRESH START Real Estate, Inc. This change will save the Association money in the future by a more focused, hands on service to the community. Mark & Cindy Vandervest, Owners of FRESH START Real Estate, Inc. are not only owners in the community, but Mark has also been a director on the Board for three years.
3. It was suggested that the Association's insurance agent be invited to a future meeting to go over questions that the Board and/or Owners might have about the Association's current coverage.

**Schedule Next Meeting:**

The next meeting will be a regular Board Meeting on March 23, 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 4<sup>th</sup> Monday of every other month, unless otherwise needed.

**Adjournment:**

Nick motioned to adjourn the meeting at 7:55pm. Jeannette seconded the motion. There was no further discussion, and the motion passed unanimously.

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