

# MINUTES

## **Minutes of the Board of Directors Special Meeting for the Sexton Place Condominiums Owners' Association held at 5:00pm on October 27, 2020 via Zoom Meeting at remote locations**

**Call to Order:** Chair Jeannette Alexander called the meeting to order at 5:10pm.

**Quorum Present:** Yes

**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:** Kym Kafentzis 14685-102  
Edmund Field 14685-104  
Carolyn Allen 14721-101  
Mary Elias 14686-103  
Barbara Devoll 14721-201

**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. Jeanette requested that manager Mark Vandervest run the meeting.

**Approval of Agenda:** Mark noted that he would like to add a brief discussion about FHA approval under old business on the agenda. Nanci motioned to approve the agenda as modified. Nicholas seconded the motion and requested that the Agenda be expedited as he had a limited amount of time to attend the meeting. There was no further discussion and the motion passed unanimously.

**Owners Forum:** Nick noted that there are still vehicles parking sideways illegally in front of their garages. Management noted that photos were needed before warnings/violations could be sent out.

Edmund noted that there were still nails and debris around the perimeter of the buildings from the 2020 roofing project. Management will reach out to the vendor.

**Approval of Minutes:** The minutes from the meeting on August 25, 2020 were reviewed. Nicholas motioned to approve the minutes as written. Nanci seconded the motion. There was no additional discussion and the motion passed unanimously.

**Financial Report:** Management reported the following information to the financial report:

**Balance Sheet:**

- Total operating funds as of 9/30/20 was \$147,743.36 including pending EFTs.
- Total reserve funds as of 9/30/20 was \$436,299.41
- Total cash assets as of 9/30/19 was \$584,042.77

**Delinquencies:**

- There were a total of \$3,018.34 in delinquent assessments as of 9/30/2020 which consisted of 11 Units.
- \$754.51 was less than 60-days past due.
- \$2,263.73 was less than 30-days past due.
- \$0.00 was more than 60-days past due.

**Income:**

- Total income year-to-date as of 9/30/2020 was \$234,443.70.
- Total expenses year-to-date as of 9/30/2020 was \$315,691.81.
- Total Reserve expenses year-to-date as of 9/30/2020 was \$230,331.00.
- There was a net loss of (\$81,248.11) as of 9/30/2020. This was due to the re-roofing project which is funded through the Reserves.

**Budget vs. Actuals:**

- The Association collected 119.40% of the anticipated year-to-date budgeted income from 1/1/2020 thru 9/30/2020.
- The Association spent 96.16% of the anticipated year-to-date budgeted expenses from 1/1/2020 thru 9/30/2020.
- The Association spent 109.87% of the anticipated year-to-date budgeted Reserve expenses from 1/1/2020 thru 9/30/2020. This was due to the 2020 re-roofing project.

**Manager's Report**

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

1. Advance Leak Detection was hired to diagnose additional leaks in the irrigation system. Two gate valves were found to be leaking.
2. Bruton Backflow was hired for additional diagnosing of the leak issues at the Beard Road entrance. They verified that the leak at Beard Rd. leak has nothing to do with the Sexton Place irrigation system. Bruton Backflow contacted the City of Beaverton, and the city has agreed to begin inspecting the matter again.
3. Light bulbs were changed so that all lights have the same "daylight" tone instead of a yellowish "warm" tone.
4. The rodent bait stations were re-baited and one was moved to the back of building 14771 because of recent activity.
5. Gutter maintenance was performed at two locations to prevent overflowing.

## ADMINISTRATION

### 1. Violations & Warnings:

*For informational purpose:*

- 8/31/2020: Common area violation and fine was issued for unauthorized plantings (3<sup>rd</sup> Violation - \$100)
- 9/6/2020: Trash container violation and fine was issued for leaving trash cans out for extended period of time (2<sup>nd</sup> Violation – \$50).
- 9/6/2020: Trash container violation and warning was issued for leaving trash cans out for extended period of time (1<sup>st</sup> offense).
- 9/6/2020: Trash container violation and warning was issued for leaving trash cans out for extended period of time (1<sup>st</sup> offense).
- 9/25/2020: Noise violation and fine was issued (4<sup>th</sup> Violation - \$150)
- 10/22/2020: Noise violation and fine was issued (5<sup>th</sup> Violation - \$250)

### 2. Homeowner Correspondence and Administration

*For informational purpose:*

- a. None

### 3. Administration for Board Review

*Board action requested:*

- a. Jeannette signed engagement letter with Southwest Portland Law Group

### Old Business:

1. The leak at the Beard Road entrance continues to be a mystery. Great Gardens Landscaping dug further into the area and could find no piping as the source of the leak. The City of Beaverton has tested all water mains and meters and there are no apparent leaks or overages. Advanced Leak Detection and Bruton Backflow Services were onsite to evaluate and could not find any leaks that would account for the drainage across the sidewalk at the Beard Road entrance. The City of Beaverton will be communicating with be engineering department to determine the next steps.
2. The damaged retention fence at the corner of Murray and Beard has been scheduled to be repaired. The contractors are all booked until December. A repair before the end of the year is anticipated.
3. The current Enforcement Resolution was reviewed and discussed. Two updates were provided by management for review, with one being stricter and providing no warnings for violations. Nicholas motioned to approve the less strict draft which would provide one warning with corrections within 10 days or fines to be assessed. There would be no warnings for repeat violations on any unit, including those that are occupied by Tenants. Nanci seconded the motion to approve the Enforcement Resolution with a 10-day correction on first violations only. There was no additional discussion and the motion passed unanimously. The updated Enforcement Resolution will be signed by the President and Secretary, sent to every unit owner, and uploaded to the website.

4. There have been some changes to the FHA approval rules, which prohibits Sexton Place from renewing their FHA approval status. More research is being completed by FHA Review Inc. and will be reported at a future meeting.

#### **New Business:**

1. The Board briefly discussed the process of becoming a No Smoking Community. An amendment to the Bylaws would be required and a vote by the community would be needed. The HOA attorney would charge a flat fee of \$1,500.00 to draft the Bylaws modification and assist with processing the HOA vote. Nicholas motioned to table the discussion until the annual meeting and put the topic in the Annual Meeting agenda. This way there would be additional input from Owners. Nanci seconded the motion to table the topic until the Annual meeting. There was no additional discussion and the motion passed unanimously.
2. The updated 2020 Reserve Study prepared by FRESH START Real Estate, Inc. was reviewed. There were many updates that were highlighted in yellow in the Reserve Study which will keep the ongoing needs of the Association satisfied. The projected funding model keeps the balances moving in a direction to complete the necessary repairs on a 30-year maintenance plan. In order to avoid any special assessments, the annual Reserve contributions will increase at 17% per year through 2025 and then level down to a 2% per year increase through 2028 and then stable reductions in the contributions from 2029 through 2044 at which time the annual Reserve contribution levels out through 2052. The reviewed 2020 Reserve Study will be uploaded to the website for reference.
3. The proposed 2021 Budget was presented for review. Many areas of the general operating budget were about to be trimmed down as more regular items had been moved to the Reserve Study 30-year plan. There was a 7.53% overall decrease in the proposed general ground, building, utility, & operating expenses. When averaged with the 17% proposed increase of the proposed Reserve contributions, the overall increase to the budget from 2020 to 2021 is 2.61%. This represents a \$6.00 per month increase to HOA dues proposed for 2021. The Board discussed the proposed budget and stated that the negligible increase of \$6.00 per month, and the fact that no special assessment would be required to complete the roofing project over the next two years was incredibly good for the Association. A question was asked whether window washing was included in the budget. Mark noted that there was \$3,200.00 budgeted for window washing in 2021 in the general budget. Another question was asked if screen washing, and repairs were included in the budget. Mark noted that the screens were the responsibility of the Owner. Nanci motioned to approve the 2021 budget as proposed. Jeannette seconded the motion. There was no additional discussion and the motion passed unanimously.

#### **Schedule Next Meeting:**

The next meeting was scheduled for January 26, 2021 at 5:00pm unless anything urgent comes up that requires more immediate attention. This will be the annual meeting.

#### **Adjournment:**

Nanci motioned to adjourn the meeting at 6:26pm. Jeannette seconded the motion. There was no further discussion, and the motion passed unanimously.

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