



MEETING MINUTES

REGULAR MEETING OF THE BOARD OF DIRECTORS OF: SEXTON PLACE CONDOMINIUMS

LOCATION: Zoom Meeting held at remote locations
DATE: 09/26/2022
CALLED TO ORDER: 06:07 pm
QUORUM PRESENT: Yes

ATTENDEES (Board Members Bolded)

Jeannette Alexander - Chair	Christy Courtain
Nanci Alley – Vice Chair	Jill Cha
Barbara DeVoll– Secretary	
Mark Vandervest - FSRE	
Cindy Vandervest – FSRE	
Sunny Arruda - FSRE	

OWNER'S FORUM

Swampy Grass Area

- 1- Owner reported a swampy area behind her unit, that is never dry and the lawnmowers leave deep ruts in the mud. Will have Great Gardens evaluate the area, checking for leaking sprinklers or the need for a French drain.

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

A motion was made and seconded to approve the meeting Agenda. The motion passed unanimously.

A motion was made and seconded to approve the Minutes from the June 28, 2022 meeting, after correcting the list of attendees to remove Barbara Devoll, who had not been able to attend that meeting. The motion passed unanimously as modified.



Sexton Place Condominiums

FINANCIAL REPORT

Financial Report Summary as of August 31, 2022:

§ Total operating funds:	\$ 87,596.12	including pending EFTs.
§ Total reserve funds:	\$ 331,817.01	
§ Total cash assets:	\$ 419,413.13	
§ Total YTD income:	\$ 208,435.89	
§ Total YTD expenses:	\$ 203,440.51	including \$121,108.58 of Reserve expenses.
§ Budget vs. Actual <u>Income</u> :	84.18%	collected YTD.
§ Budget vs. Actual <u>Expenses</u> :	55.52%	paid YTD incl. 49.77% of Reserve expenses
§ Total delinquencies:	\$ 5,536.20	One accounts 91+ days (Unit 14615-101) sent to collections, one account 31-60 days, three accounts 0-30 days.

Please review the **August** 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 has been completed.
2. Irrigation repairs completed. Leak along Gordonite has been repaired
3. Baiting rodent stations is ongoing. Mice in an attic is being treated.
4. Lighting maintenance is ongoing.
5. Gutter maintenance is ongoing.
6. Power washing, gutters checked and dryer vents cleaned with vents replaced as needed, by KJ Maintenance.

Administration:

1. **Violations & Warnings:**
 - a. Seven vehicle warnings (resident vehicles parked in guest parking)
2. **Homeowner Correspondence and Administration**

Board information only:

 - a.
3. **Owner correspondence for Board Review**

Board action requested:

 - a. None
 - a. 04/11/2022: Common area violation (items draped over balcony rail)
2. **Homeowner Correspondence and Administration**
 - a. Board information only:
 - i. None



3. Owner correspondence for Board Review

- a. Board action requested:
 - i. None

OLD BUSINESS

2022 Roof Replacement

- The roofing replacement project has been completed. All buildings now have new roofs. The project was funded from the Association's reserves without the need for a special assessment.
- One owner had some drywall damage during the roofing project. The roofing company is taking care of the issue and dealing directly with that owner.

Paving & Seal Coating

- Curb damage near visitors parking and the area where the concrete was previously lifted now needs to be replaced. Bids are out for the repairs.
- Management suggested doing the paving repairs now and holding the seal coating until next year.
- Striping will be done with temporary paint until after the seal coating is done and then the striping will be done with professional, permanent striping paints.
- The artesian springs appear to have broken through the asphalt cracks and is leaking down the driveway at the entrance from Beard Rd. The source is under the asphalt and may need to be dug out, filled with stones for drainage and have a pipe installed to divert the water to the storm drain. City of Beaverton will most likely need to be involved.
- A motion was made and seconded to have Coast Pavement repair the 680 sq ft of pavement as soon as possible. The motion passed unanimously without further discussion.

NEW BUSINESS

Management Fees billed to Owners

- Management discussed various fees that are charged back to owners including a \$15.00 check processing fee, a \$75.00 lease review fee, a condominium questionnaire fee of \$350.00, a title company demand fee of \$175.00, and a transfer fee of \$245.00. A motion was made to continue charging these fees to owners directly instead of billing the Association, and then have the Association collect from Owners. The motion was seconded, and without further discussion, the motion passed unanimously.

2022 HOA Reserve Study

- The modified and updated reserve study was reviewed and explained in detail by Mark. The schedule of upcoming repairs identified in the 30-year maintenance plan were reviewed and discussed.
- Reserves have been affected by the cost of the roofing project and will need to be built back up to stay on top of needed repairs in 2023 and beyond.



2023 HOA Proposed Budget

- The 2023 HOA proposed Budget was discussed in detail. Board Member Nancy Alley did not like the idea of raising the dues by \$20 per month in 2023 and suggested reducing the increase to \$10 per month. Mark cautioned that reducing the needed funds will adversely affect the reserve maintenance plan in future years. Nancy asked if paying off the special assessment balance was the reason for the shortage. Mark noted that the savings from the interest actually benefited the Association. Since the special assessment was scheduled to mature (be paid off) in 2024, there was no short-term adverse effect on the reserves by the payoff.
- Mark was asked to run the numbers again at the reduced increase and report back to the board:
 - Jeanette was favor of raising the HOA dues the suggested \$20 a month because everything has gone up and the reserves are dwindling due to the needed repairs that have been done and/or will be needed in the near future.
 - Nancy suggested a special assessment might be better than a raise in monthly dues. Mark explained that a special assessment would cause monthly HOA dues to increase well above the proposed \$20 monthly increase.
 - Barbara wanted to see what the budget and reserves would look like if the fees were reduced to \$10 per month. Management will provide the alternate funding schedule within the next day or two.
 - The matter was tabled until a future meeting date within the next 30 days.

ADJOURNMENT

NEXT MEETING DATE: **Tuesday, October 25, 2022 at 6:00 pm**

MEETING ADJOURNED: **7:53 PM**

--- END OF MEETING MINUTES ---

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