



MEETING MINUTES

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

LOCATION: Zoom Meeting held at remote locations
 DATE: 12/06/2022
 CALLED TO ORDER: 06:06 pm
 QUORUM PRESENT: Yes

ATTENDEES (Board Members Bolded)

Jeannette Alexander - Chair	Christy Courtain
Nanci Alley – Vice Chair	Parto Payami
Barbara DeVoll– Secretary	Madeline Leion
	Brandon Leion
Mark Vandervest - FSRE	
Cindy Vandervest – FSRE	
Sunny Arruda - FSRE	

OWNER’S FORUM

A Thank You

- 1- A new owner expressed she was very glad to see the HOA fees were going up in alignment with the predicted budgetary needs of the community. The Financial picture of the association was very important to her as she looked for a unit to buy.

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 by a quorum of the Board of Directors.

OPENING BUSINESS

A motion was made and seconded to approve the Agenda modified with the addition of the comparison of management fees. The motion passed unanimously without further discussion.

A motion was made and seconded to approve the Minutes from the previous meeting on September 26, 2022, as written. The motion passed unanimously without further discussion.



Following the approval of the minutes from September 26, 2022, there was a short discussion of the higher than normal parking violations noted in the minutes. It was suggested the newer owners may not have read the parking rules and most of the violations resulted in warnings though there were a few that had been warned before and were issued fines. There is an ongoing issue with an owner who is an auto dealer and will try to park the cars he's selling, in the visitor spaces. It was also noted he may be working on vehicles in his garage.

FINANCIAL REPORT

FINANCIALS AS OF 09/30/2022:

▪ § Total operating funds:	\$173,345.98	including pending EFTs.
▪ § Total reserve funds:	\$ 205,514.19	
▪ § Total cash assets:	\$ 378,860.17	
▪ § Total YTD income:	\$ 235,030.37	Including \$23,327.18 of Special Assessment Income
▪ § Total YTD expenses:	\$ 270,587.37	including \$170,398.58 of Reserve expenses.
▪ § Budget vs. Actual <u>Income</u> :	93.97%	collected YTD.
▪ § Budget vs. Actual <u>Expenses</u> :	75.48%	paid YTD incl. 70.02% of Reserve expenses
▪ § Total delinquencies:	\$ 5,672.89	1 accounts 91+ days (Units 14615-101), 0 accounts 61-90 days, and 1 account 31-60 days (Unit 14781-201)

Financials as of 10/31/2022:

▪ Total operating funds:	\$ 170,831.27	including pending EFTs
▪ Total reserve funds:	\$ 217,325.70	including reserves interest
▪ Total cash assets:	\$ 388,156.97	
▪ Total YTD income:	\$ 260,219.19	including \$25,279.17 of Special Assessment Income
▪ Total YTD expenses:	\$ 286,479.97	including \$170,398.58 of Reserve Expenses
▪ Budget vs. Actual Income:	103.55%	Collected YTD
▪ Budget vs. Actual Expenses:	79.91%	including 70.02% of Reserve Expenses paid year to date
▪ Total delinquencies:	\$ 6,397.89	2 accounts 91+ days (Units 14615-101 & 14781-201) Both accounts have been referred to the attorney for collections.

MANAGER'S REPORT

REPAIRS, MAINTENANCE & UPDATES

The following maintenance updates are for informational purposes only and do not require Board action at this time:

1. Gutters inspected and cleaned.
2. Dryer vents cleaned with various vent louvers replaced at no charge, as needed.
3. Fence Boards repaired on the back of Building 14771.
4. Baiting Rodent stations is ongoing. One attic showing old evidence of mice was inspected and bait stations were placed. No evidence of current rodent activity noticed in the last month. Access opening was blocked and repaired at the time of the inspection by Western Exterminator.



Sexton Place Condominiums

5. Lighting maintenance is ongoing.
6. Water flowing across Beard Road entrance is still an issue and city of Beaverton has not responded to numerous calls. The association may need to have an engineer evaluate the situation. A board member will reach out to her contacts and have them take a look this week.

ADMINISTRATION

1. Violations & Warnings:

- a. 10/13/2022: Parking Violation Warning (Resident vehicle in guest parking)
- b. 10/13/2022: Parking Violation (Resident vehicle in guest parking)
- c. 10/13/2022: Parking Violation (Resident vehicle in guest parking)
- d. 11/22/2022: Parking Violation Warning (Resident vehicle in guest parking)
- e. 11/26/2022: Limited Common Area Warning (Bamboo fastened to balcony rail)
- f. 11/26/2022: Limited Common Area Warning (Blanket over balcony handrail)

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

Paving

- Can get on Coast's Schedule in January for pavement repairs if the board still wants to do this now.
- The sidewalk outside 14701-101 is scheduled to be dug up and replaced properly in the next week or so. The repair we tried last summer, to lift the sinking concrete didn't last very long and wasn't the solution needed. The broken curb at the NW guest parking will be repaired as well.

ZiPLY

- ZiPLY has installed their cable access at all buildings now and tested them this week. Everything is working well. Now unit owners have the choice of ZiPLY or Xfinity with greater ease of installation.

NEW BUSINESS

Ratify decisions made between meetings:

- A motion was made and seconded to ratify the decision to postpone the Nov 29, 2022 scheduled meeting to tonight, Dec 6, 2022. The motion passed unanimously without further discussion
- A motion was made and seconded to ratify the decision to accept the 2023 Budget as presented at the Sept 26, 2022 budget meeting. The following items were discussed:
 - The 2022 reserve study was gone over again to explain the need to increase the HOA dues. Future needs of the community were shown and the ability to complete the planned repairs without having to impose a special assessment on the community, depends on the generation of funds from the HOA dues.



Sexton Place Condominiums

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- Board member Nanci Alley requested that it be recorded in the minutes that she does not want to raise the HOA dues as proposed at this time. She stated that she does not agree with the decision and will not vote for it but accepts the majority decision.
 - There was no further discussion, and the Motion passed my majority.

FSRE Client Offerings – Exhibit A

- The FSRE Client Offerings – Exhibit A were discussed, with focus on what each fee actually meant, who was responsible for paying it and why some of the fees were raised.
 - Most of the fees actually are not the responsibility of the association but would be the responsibility of individual owners requesting the services.
 - Of the service fees the association would be responsible for paying, most are rarely ever charged but are shown on the schedule in case they begin to take up a larger portion of management time.
 - These fees and services are items that are not a normal part of management duties, and are additional services offered above and beyond the contracted management duties.
 - FSRE makes every effort to keep all fees as low as possible and well below the average charged by other management firms.

Bark Mulch

- Bark Blowers has submitted a bid to blow bark dust throughout the entire community for \$12,000.00. This bid is good until April 2023. Mark explained when bark is blown in, it is usually a much lighter coating than when it is bought and spread by hand.
- Mark suggested it was much cheaper for the whole community to be blown vs. hand-spread, but bark being delivered and spread provides a much better and thicker coverage.
- Many communities do 1/2 or 1/3 of the community each year and alternate areas each year. This allows for the entire community to have a good thick coat that lasts much longer, and saves money from having to do the whole community annually.
- The board with consider these options.

ADJOURNMENT

NEXT MEETING DATES: **Tuesday, January 24, 2023 at 6:00 pm**
This will be the annual meeting

MEETING ADJOURNED: **7:30 PM**

--- END OF MEETING MINUTES ---

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