

Stephanie Terrace
CONDOMINIUM
Owners' Association

MEETING MINUTES

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

LOCATION: **Zoom Meeting held at remote locations**
DATE: **04/18/2022**
CALLED TO ORDER: **06:04 pm**
QUORUM PRESENT: **YES**

OWNER ATTENDEES

UNIT NUMBER	UNIT NUMBER	UNIT NUMBER	UNIT NUMBER	UNIT NUMBER
<input type="checkbox"/> 1	<input type="checkbox"/> 12	<input type="checkbox"/> 23	<input type="checkbox"/> 34	<input type="checkbox"/> 45
<input type="checkbox"/> 2	<input type="checkbox"/> 13	<input type="checkbox"/> 24	<input checked="" type="checkbox"/> 35	<input type="checkbox"/> 46
<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 14	<input type="checkbox"/> 25	<input type="checkbox"/> 36	<input type="checkbox"/> 47
<input type="checkbox"/> 4	<input type="checkbox"/> 15	<input type="checkbox"/> 26	<input type="checkbox"/> 37	<input checked="" type="checkbox"/> 48
<input type="checkbox"/> 5	<input type="checkbox"/> 16	<input type="checkbox"/> 27	<input type="checkbox"/> 38	<input type="checkbox"/> 49
<input checked="" type="checkbox"/> 6	<input type="checkbox"/> 17	<input type="checkbox"/> 28	<input type="checkbox"/> 39	<input checked="" type="checkbox"/> 50
<input checked="" type="checkbox"/> 7	<input type="checkbox"/> 18	<input checked="" type="checkbox"/> 29	<input type="checkbox"/> 40	<input type="checkbox"/> 51
<input type="checkbox"/> 8	<input checked="" type="checkbox"/> 19	<input checked="" type="checkbox"/> 30	<input type="checkbox"/> 41	<input type="checkbox"/> 52
<input type="checkbox"/> 9	<input type="checkbox"/> 20	<input checked="" type="checkbox"/> 31	<input type="checkbox"/> 42	<input type="checkbox"/> 53
<input type="checkbox"/> 10	<input type="checkbox"/> 21	<input checked="" type="checkbox"/> 32	<input type="checkbox"/> 43	<input checked="" type="checkbox"/> 54
<input type="checkbox"/> 11	<input checked="" type="checkbox"/> 22	<input type="checkbox"/> 33	<input type="checkbox"/> 44	
<input checked="" type="checkbox"/> Mark Vandervest - FSRE		<input checked="" type="checkbox"/> Cindy Vandervest - FSRE		
<input checked="" type="checkbox"/> Sunny Arruda - FSRE				

In attendance Not in attendance

OPENING BUSINESS

January 15, 2022 Meeting Minutes were approved.

March 20, 2022 Emergency Meeting Minutes were approved

TREASURER'S REPORT

1. Due to concerns regarding financial fraud the Treasurer's Report will be read out loud during the meeting but will not be included in the meeting minutes. It will be available to any owner that requests to see it. Such requests should be directed to a board member.
2. New Treasurer had not received treasurer reports at the time of this meeting. Received petty cash fund.
3. FRESH START- presented financial reports from Superior as of March 31, 2022.
4. FRESH START suggested the Board consider adding certain financial info, which is public knowledge, to the minutes and posting it on the website, as most associations do. Access to this info is helpful to Realtors, buyers and sellers.

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PRESIDENT'S REPORT

1. We recently switched management companies from Superior to FRESH START. The Board is looking forward to a long and successful working relationship with FRESH START and Mark and Cindy. Due to the circumstances and the very short time provided to complete the switch, we ask all residents to please be patient as we work out all the kinks and get everything set up and in order. Switching to a new management company is a large undertaking and has many facets and nuances.

MANAGEMENT COMPANY REPORT

1. Introduction of FRESH START from Mark & Cindy Vandervest
2. Status regarding the transfer to FRESH START – Occurred in the past week
3. Late Fees have been waived during this transitional period. Owners with issues setting up their payment accounts are encouraged to contact FRESH START
4. The new website FRESH START created is up and running at www.StephanieTerraceCondominiums.com. Most all info can be found on the website, which is always being updated.

RESIDENT OPEN FORUM

Hole damage to siding

To be discussed in New Business later in the meeting.

Concrete & Painting Projects

To be discussed in New Business later in the meeting.

Changing Board Meeting Schedule

To be discussed in New Business later in the meeting.

Pest Control

There is a current contract for exterior rodent and ant control. Interior services are available at owner's expense at a discounted rate.

MAINTENANCE

Vent Block Covers

Vent block covers need to be removed and stored for the summer. This does not fall under the normal scope of tasks for FRESH START although it can be a service for a fee. Steve volunteered to remove covers from buildings 1, 2 and 3, and Karen will take care of some of the other buildings, but not all of them. She also has the storage bags and boxes. Chris volunteered to take a few buildings. A target date to complete this project was set for the end of this month.

Water Turn-On Notices

Notices will be distributed to all units in the coming weeks by FSRE. Outside water is turned on from within the units.

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ON-GOING BUSINESS

Concrete Repairs

All quotes obtained by Superior were different scopes. FSRE to go over bids, combine the various quoted items and determine what is needed and assign priority. Board to provide the previously received quotes to FSRE. New quotes will be requested when scope of work & priorities are understood. Trip hazards are priority for repair.

LED Lighting Project

Scope of work should be determined to replace all lighting with LED. However, both price and availability are impacted by supply chain issues at this time. Scott will get a few spare bulbs for the one light unit that was changed by unit owner. FSRE will obtain quotes from vendors they have used in the past.

Parking Signage versus Striping

Signs for tenant parking to replace the need for frequent repainting "Reserved Unit #" with signs for long term savings. These signs will also clearly indicate violation consequences. Will need one sign for the unloading zone. Signs are 12" x 18". FSRE to check with property management vendor for better pricing and options. Question regarding the easement used as parking spaces were not delegated in Phase II.

Signs for Visitor Parking

Minimum two (2) large signs in visitor parking with the VP parking rules and towing information. Smaller signs needed for directing to visitor parking. Looking for vendor options and design ideas. FSRE will contact their vendor for signs.

Entrance Sign (Near Mailboxes)

This sign will combine all of the signs by the mailboxes and inform those visiting about parking or any important property notices. Again, vendors and options needed.

Website Updates

- www.StephanieTerraceCondominiums.com is live now. It will be updated as things are added and/or changed.
- Pet form compared to Bylaws and House Rules, to determine the weight limits of each pet as 25 lb. limit per pet.
- All pages will be reviewed for correct wording, typos, and any other issues.

Landscaping

Current landscaping company is Forever Green. Shrubs/plants that have been removed need to be replaced.

Building water shut off valves

Valve locations need to be determined. Many buildings water shut off valves are inaccessible or broken and need to be made accessible and/or replaced. A quote received was approximately \$50K. A full assessment of each shutoff valve needs to be done to determine the status of each building. New quotes can be made based off new assessment. Tualatin Valley Water would have maps for each shutoff.

New Storage Shed

A new storage shed to hold Board/general property items was purchased. Receipt to be given to FSRE for reimbursement. The shed will be installed in the first visitor parking space. Waiting for call to schedule installation.

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Governing Documents

- Documents require review per new house legislation HB 2534 for discriminatory language. Previous review by HOA lawyer indicated STC governing documents need a full review and updating for compliance. FSRE to reach out to Attorney.
 - Leasing resolution needs to be sent out to remind all owners renting out or considering renting out their units.
-

Parking Lot Repair/Replacement

Project interrupted by pandemic. Assessment needed to determine/define scope of work. FSRE will have Coast Paving come out to do the assessment and bid on recommendations. Speed humps need to be evaluated for size and placement. Other bids can be obtained based on Coast's assessment.

NEW BUSINESS

New Board Meeting Dates

Quarterly meetings need to be moved away from weekends. Next meeting will be on Monday July 18th 2022 at 6:00 pm, and every 3 months on the 3rd Monday of the month.

Cable above ground behind building 5 (Unit 19)

What is this cable for and why is it there? Who is responsible for burying it underground? Appears to be a fiber optic cable, but who it belongs to hasn't yet been determined. May have been installed temporarily after the water main break 2 years ago. FSRE will explore the matter further.

Association Bank Accounts: Statements to Management and/or transfer of accounts:

- Checking CIT Bank Acct. #262522911
 - CDs maturing CIT Bank
 - Transfer Account CIT Bank Acct. #262823237 (closed transferred to checking)
 - A motion was made and seconded to establish a new Reserves Account with NW Bank. The motion passed unanimously. FRSE will get this process started.
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Adjourned Regular Meeting at 7:46 pm to open planned Executive Session Meeting.

Executive Session Meeting convened at 7:46 pm: See Executive Session Minutes dated 4/18/2022

Executive Session Meeting adjourned at 8:14 pm

Regular Meeting reconvened at 8:14 pm for Motions and voting.

POST Executive Session- Regular Meeting

Delinquent Unit – A motion was made and seconded to send a collections matter to the Association legal counsel. There was no further discussion and the Motion passed unanimously.

Damage caused by Unit 54 tenant – A motion was made and seconded to repair the damage at a cost not to exceed **\$700.00**, and for such repair to be billed back to the Owner of the unit. FSRE will oversee the repairs. There was no further discussion and the motion passed unanimously.

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Enforcement Resolution – A motion was made and seconded to have FSRE draft an updated Enforcement Resolution for the Board to review. There was no further discussion and the motion passed unanimously.

Upcoming Board Vacancy - Scott announced he was selling his unit and would be leaving his board position on or about June 1, 2022. Everyone wished him well in his next chapter.

NEXT MEETING DATES:	Monday, July 18, 2022 at 6:00 pm	Quarterly Meeting
	Monday, September 19, 2022 at 6:00 pm	Budget Meeting
	Monday, October 17, 2022 at 6:00 pm	Quarterly Meeting

MEETING ADJOURNED: **8:29 PM**

--- END OF MEETING MINUTES ---

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