

# MINUTES

**Minutes of the Board of Directors Meeting for the Murrayhill Woods Condominium Owners Association held at 6:00pm on April 23, 2018 in the Community Room at 9450 SW 146th Terrace, Beaverton, OR 97007**

The meeting was called to order by chair Torey Farnsworth at 6:05pm.

**Quorum Present:** Yes

**Board Members in attendance:** Torey Farnsworth, Chair  
Mike Helmuth, Treasurer  
Aaron Dent, Director  
Nicole Stewart, Director  
Robert Rioux, Director

**Board Members absent:** Lynsi Sitton-Knieling, Secretary  
Patty Higham, Director

**Guests in attendance:** Jessie Sweeney, S5  
Nara Teixeira, G3  
James Hust, S6  
Arthur Huang, D6

**Others in attendance by invitation:** Mark Vandervest, Community Manager  
Cindy Vandervest, Office Manager  
FRESH START Real Estate, Inc.

**Proof of Notice:** 72 hours notice for the meeting was publicly posted in all bulletin locations throughout the MHW condominium community.

**Welcome & Introductions:** Chair Torey Farnsworth opened the meeting by welcoming the visitors and asked community manager Mark Vandervest to run the meeting.

**Owners Forum:** Nara Teixeira inquired as to the progress with lighting along the west parking lot. She also inquired as to whether or not a decision had been made about additional security camera being installed around the community.

**Approval of Agenda:** A motion was made by Mike to approve the Agenda as written. The motion was seconded by Robert and was unanimously approved.

**Approval of Minutes:** A motion was made by Aaron to approve the minutes for the Board of Directors meeting held on 03/26/18 as written. The motion was seconded by Nicole and was unanimously approved.

## **Financial Report:**

Management reviewed the March financial reports with the Board including a review of all of the first quarter of 2018.

The Association Delinquency Report was reviewed and Management noted that the two collection accounts that are 90+ days past due are now for sale. Upon the sale of each of those units, the delinquencies will be paid in full through closing.

## **Manager's Report:**

- Several recent closings have had inspections that have called out dryer vents that have become disconnected in the crawlspaces. Those have been repaired.
- River rock was spread in some areas where water run-off was causing issues.
- Top Hatter Chimney Service reported that many units need the backwall, sidewall, and/or floor of the fireplace replaced. Management is obtaining a second opinion from another company.
- Bark Mulch was placed around the Pool & Community Room in preparation for the pool opening.
- Several toilet flappers were replaced on running toilets in the community.
- Mildew and a rather large inactive beehive were found in the ceiling of unit N1 and have been repaired/corrected.
- The roofs on the Community & Fitness rooms have begun.
- The new conference table has been placed in the Community room.
- Management presented additional information regarding the security cameras. Aaron motioned that the Association proceed with installing additional security cameras around the Community. Torey second the motion and it was unanimously approved.

## **Violation Reports and Issued Violations:**

- 6 (six) illegally parked vehicle violations were issued.
- 2 (two) smoking violations were issued.
- 1 (one) pet violation was issued.

## **New Business:**

Management received two bids for replacing siding on several of the south elevations of buildings. The bids were around \$21,000. Management is attempting to secure other bids to see if any money can be saved. Management also discussed the option of replacing siding with a new Hardi-plank siding product. Hardi-plank is the latest go-to siding product in the Northwest because of its cement-based composition and durability. Management explained that the thickness of the siding is less than the Cedar, but once installed and painted it has a very similar look to it. Mark will email photos to the board of the siding similar to cedar next to Hardi-plank siding.

Mark noted that the Association needs to open an additional reserve account and transfer funds from Banner Bank that are in excess of \$250,000 so that all liquid funds on hand remain Federally insured. Management recommended that an account be opened at OnPoint Community Credit Union because they are very business friendly, conveniently located right down the road at Murrayhill Marketplace, and federally insured up to \$250,000 through the National Credit Union Administration (NCUA). Two officers of the Association need to be signers on the account in addition to Management. Robert motioned that an account be opened at OnPoint Community Credit Union with Torey Farnsworth, Chair, and Mike Helmuth, Treasurer, and Mark and Cindy Vandervest, Managers at FRESH START Real Estate, Inc. as signers to the account. Aaron seconded the motion and it was unanimously approved. Torey and Mike will go to OnPoint once notified by Management that the initial paperwork with the Credit Union has been set up.

Updating of the Community Room (clubhouse) was discussed. Nicole motioned that Management sell the current couches and coffee tables and replace them with more updated chairs, and to paint to the interior walls and doors of the Community Room a gray color. Robert seconded the motion and it was unanimously approved.

### **Old Business:**

Top Hatter pointed out many units that have hazardous fireplaces that need repairs. That conflicted with information one owner provided to Management from a company she had hired. Further inspections will be completed.

The new pool heater is planned to be installed by May 4th.

Proposals for spa covers were presented. Mike Motioned that Management purchase a new summer floating spa cover. Torey second the motion and it was unanimously approved. The board will consider purchasing the new winter cover for the spa later in the season.

### **Schedule Next Meeting:**

The next scheduled meeting will be on May 28, 2018 in the MHW Community Room.

### **Adjournment:**

Torey Farnsworth motioned to adjourn the meeting at 7:45pm. Mike Helmuth seconded the motion.

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