

MINUTES

Minutes of the Board of Directors Meeting for the Murrayhill Woods Condominium Owners Association held at 6:00pm on May 21, 2020 via Zoom at remote locations

Call to Order: President Torey called the meeting to order at 6:03pm.

Quorum Present: Yes

Board Members in attendance: Torey Farnsworth, President
Missy Hughes, Secretary
Mike Helmuth, Treasurer
Lynsi Sitton-Knieling, Director
Nicole Stewart, Director
Patty Higham, Director

Board Members absent: Aaron Dent, Chair

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

Guests in attendance: None

Proof of Notice: Via electronic invitation

Welcome & Introductions: President Torey opened the meeting by welcoming the board members to the first Zoom meeting of the HOA. Torey asked community manager Mark Vandervest to run the meeting. Mark moved forward to the Approval of the Agenda.

Approval of Agenda: Mark requested a motion to approve the Agenda as written. A motion was made by Mike to approve the Agenda as written. The motion was seconded by Patty and was unanimously approved.

Owners Forum: None

Approval of Minutes: The minutes from October 28, 2019 were reviewed. Mike motioned to approve the minutes as written. Patty Seconded the motion and the motions were unanimously approved with no further discussion. The minutes from January 27, 2020 were reviewed. Nicole motioned to approve the minutes as written. Torey Seconded the motion and the motions were unanimously approved with no further discussion.

Financial Report:

Management reported the following information to the financial report:

Total operating funds as of 4/30/2020 was \$111,379.98

Total reserve funds as of 4/30/2020 was \$575,021.63

Total assets as of 4/30/2020 was \$686,401.50

There were \$0.00 in delinquent Association assessments over 30 days old as of 4/30/2020. This represents an excellent collection from all Owners.

The Operating ledger and account balances were reviewed, there were no additional questions.

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. Gutter maintenance performed throughout the community.
2. Pressure washing the removal of moss on curbs in sidewalks in several areas of the community.
3. 6 Units of Bark Mulch delivered and spread along East end of complex.
4. Attic mitigation including bath fan vent reconfiguration in Unit M-7.
5. Attic mitigation including bath fan vent reconfiguration and roof jacks in Unit K-7.
6. Attic mitigation including bath fan vent reconfiguration in Unit S-6.
7. Repair broken dryer vent at Bldg.
8. Re-route exterior clubhouse electrical conduit, add receptacle in fitness room.
9. Add exterior electrical box for address number location on clubhouse.
10. Various paint touchups throughout community.
11. Correct unit I-4 insulation deficiency in bedrooms.
12. Clean G-1 crawlspace, insulate floor where missing, clean & reconfigure dryer vents.
13. Repair foundation vent mesh at Unit O-4.
14. Moss treatment in bark mulch beds.
15. Repair A & L dumpster gates.
16. Siding repair at Unit C-2.
17. Paint fitness room walls, ceiling, and trim.
18. Install two new ceiling fans in fitness room.
19. Purchase/install new digital clock in fitness room.
20. Repair/paint clubhouse fireplace
21. Blow excess leaves off buildings K & V.
22. Diagnose/repair faulty photocell at building M.
23. Pruning of bushes.
24. Cut low-hanging limbs.
25. Re-load bait boxes throughout community.
26. The spring insect treatment around all building perimeters has been completed.
27. Lighting maintenance is ongoing.
28. Garbage maintenance is ongoing.
29. Cigarette receptacle cleaning is ongoing

ADMINISTRATION

1. Violations (1/1/2020 thru 5/18/2020):

For informational purpose:

- a. 2 Pet Violations
- b. 7 Noise violations
- c. 7 Parking violations
- d. 1 Entry violation
- e. 3 Smoking violations
- f. 5 Garbage violations
- g. 1 Excessive speed violation

2. Homeowner Correspondence and Administration

For informational purpose:

TWO covered carport leases are in place as follows:

- a. #53
- b. #119

3. Owner correspondence for Board Review

Board action requested:

- a. None.

Old Business:

1. Siding elevation replacements: Siding replacements are progressing as planned.
2. Exterior light replacements: Samples have been sent and will be installed within the next week on the clubhouse, next to the Q dumpster, and on Building R for the board to review. The material costs are expected to be less than \$35,000. This does not include installation which is expected to be up to twice that amount. Missy motioned to approve the proposed amount of \$35,000 for the exterior lighting materials update. Nicole seconded the motion. There was no additional discussion and the motion passed unanimously.
3. Clubhouse mini-split installation: Proposals were reviewed by three vendors, two of which had already installed mini-split systems in the community. Missy motioned to approve the installation of the new mini-split units in the clubhouse and manager's office at a cost not to exceed \$8,970.00. Mark will continue to negotiate to see if a lower price is possible. Nicole seconded the motion. There was no further discussion and the motion passed unanimously.
4. Maintenance room addition: It has been very difficult to get subcontractors to give bids on the project given the current pandemic. There was one bid received in the amount of \$39,900, but the contractor withdrew the proposal. Other proposals are ranging between \$50,000 and \$64,000. Mike Helmuth motioned to approve the storage room addition at a cost not to exceed \$50,000. Patty seconded the motion. There was no additional discussion and the motion passed unanimously. Mark will continue to progress on the bids and hopefully still get the project started this year. The permit process with the City of Beaverton is an unknown variable and may cause further delays.
5. Clubhouse entrance doors: Similar to the maintenance room addition, it has been difficult to obtain bids. Only two bids have been secured, the lowest being \$9,000. Missy motioned to approve the purchase and installation of the new clubhouse doors as planned at a cost not to exceed \$9,000. Mark will continue to negotiate to see if a lower price is possible. Mike seconded the motion. There was no further discussion and the motion passed unanimously.

New Business:

1. 2020 sealcoating project: The entire parking lot (both front and back) are planned to be seal-coated and re-striped this year some time in July. More details will follow. It will take a bit of coordination to get all vehicles removed from the parking lot during the anticipated phases because the areas under the carports will also be completed.
2. Upcoming hearing request: There was a brief discussion about a hearing request having to do with multiple dogs on the property. The date for the hearing will be scheduled for May 26, 2020 at 6:00pm.

3. Pool and fitness room closures: Washington County will not allow any pools or fitness facilities to be opened due to Governor Brown's orders. There was a brief discussion, and Mark indicated that the County would have to get through phase 2 of the County opening process before the Association could determine if the restrictions placed on such openings would be able to be maintained by the Association. There was hope that maybe the facilities could be opened within the next 60 days, but due to the changing regulations, that decision is uncertain at this time.
4. New handrails: Five new handrails were purchased and manufactured and have been delivered to the site. Installation should take place within the next week.

Schedule Next Meeting:

The next meeting for the purpose of a hearing will be on May 26, 2020 at 6:00pm via Zoom. The next regular board meeting is anticipated to be in July at a date, time, and location to be determined.

Adjournment:

Torey motioned to adjourn the meeting at 8:00pm. Missy seconded the motion.

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