



# MEETING MINUTES

## REGULAR MEETING OF THE BOARD OF DIRECTORS OF: MURRAYHILL WOODS CONDOMINIUMS

LOCATION: Zoom Meeting held at remote locations  
 DATE: 01/30/2023  
 CALLED TO ORDER: 06:04 pm  
 QUORUM PRESENT: Yes

### ATTENDEES (Board Members Bolded)

<b>Patty Higham</b>	Jessie Sweeney
<b>Missy Hughes</b>	Ruth Morelock
<b>Bryan Hall</b>	Eric Costaggini
<b>Tom Gibbons</b>	Cathy Thompson
<b>Sally Robinette</b>	Nathan Shawen
<b>Emily Gardner</b>	Sarah Vandehey
	Jennifer Layton
Mark Vandervest - FSRE	
Cindy Vandervest – FSRE	
Sunny Arruda - FSRE	

### OWNER’S FORUM

- **Hybrid Meeting** – Owner voiced preference for Hybrid meetings with the option to attend in person. Due to audio issues and the cost of purchasing better audio equipment to use only a few times a year, hybrid meetings are not workable at this time. Given the choice of zoom or in person but not both, the board had voted to continue with Zoom meetings for the foreseeable future. Sound is a very important concern as attendees need to be able to hear what is being discussed at board meeting.
- **Painting touch-ups** - An owner asked if there would be touch-ups and repairs left from the painting project. Yes, the touchups and items to be repaired will be handled as soon as the weather is more conducive to painting. Different crews were responsible for different areas of the community and they will be responding to the issues from their areas.
- **Carports** - Newly painted car ports are still dripping condensation onto cars and creating a slipping issue by icing up on the asphalt. This is being researched to find why this is happening and what can be done to mitigate it.
- **Ice Melt** – An owner asked if Ice Melt could be spread on the slippery asphalt, especially the areas around the car ports. Ice Melt will not be used as it eats away the concrete and asphalt it touches. Other solutions will be considered.
- **Lighting** – Dumpster areas are quite dark at night. This is planned to be discussed during Old Business.



**OPENING BUSINESS**

**Agenda** – A motion was made and seconded to accept the agenda with an addition to Old Business – Shades. The motion was approved unanimously without further discussion.

**November 7, 2022 Minutes-** A decision was made to leave the previous minutes in draft form until the next meeting as a few board members had not read them and could not make corrections or additions.

While the minutes were contained in the Board Packet sent out earlier in the day, the board was reminded the minutes are published in draft form on the website within 7-10 days after each meeting, giving the board members a minimum of 6 weeks to look over the previous minutes at any time convenient to them prior to the upcoming meeting.

**Board members are requested to read the minutes from the website and be prepared to approve or suggest changes/corrections at each meeting.**

**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.**

**FINANCIAL REPORT**

**Financial Summaries**

**Financials as of 10/31/2022:**

§ Total operating funds:	<b>\$ 200,390.62</b>	including pending EFTs
§ Total reserve funds:	<b>\$ 453,801.35</b>	including reserves interest
§ Total cash assets:	<b>\$ 654,191.97</b>	
§ Total YTD income:	<b>\$ 556,101.20</b>	
§ Total YTD expenses:	<b>\$ 791,303.73</b>	including <b>\$454,635.19</b> of Reserve Expenses
§ Budget vs. Actual <u>Income</u> :	<b>93.75%</b>	collected YTD.
§ Budget vs. Actual <u>Expenses</u> :	<b>100.38%</b>	including <b>113.54%</b> of Reserve Expenses paid year to date
§ Total delinquencies:	<b>\$ 7,150.58</b>	<b>1 account 91+ days (Unit F-1)</b>



**Financials as of 11/30/2022:**

§ Total operating funds:	<b>\$ 211,603.72</b>	including pending EFTs
§ Total reserve funds:	<b>\$ 465,003.07</b>	including reserves interest
§ Total cash assets:	<b>\$ 676,606.79</b>	
§ Total YTD income:	<b>\$ 613,571.62</b>	
§ Total YTD expenses:	<b>\$ 826,359.33</b>	including <b>\$463,748.29</b> of Reserve Expenses
§ Budget vs. Actual <u>Income</u> :	<b>102.42%</b>	collected YTD.
§ Budget vs. Actual <u>Expenses</u> :	<b>104.26%</b>	including <b>114.08%</b> of Reserve Expenses paid year to date
§ Total delinquencies:	<b>\$ 7,490.33</b>	<b>1 account 91+ days (Unit F-1)</b>

**Financials as of 12/31/2022:**

§ Total operating funds:	<b>\$ 192,438.00</b>	including pending EFTs
§ Total reserve funds:	<b>\$ 476,214.43</b>	including reserves interest
§ Total cash assets:	<b>\$ 668,652.43</b>	
§ Total YTD income:	<b>\$ 672,382.54</b>	
§ Total YTD expenses:	<b>\$ 893,124.61</b>	including <b>\$473,973.58</b> of Reserve Expenses
§ Budget vs. Actual <u>Income</u> :	<b>104.00%</b>	collected YTD.
§ Budget vs. Actual <u>Expenses</u> :	<b>109.01%</b>	including <b>115.99%</b> of Reserve Expenses paid year to date
§ Total delinquencies:	<b>\$ 7,398.83</b>	<b>1 account 91+ days (Unit F-1)</b>

*Supporting financial documents, statements, and reconciliations are sent separately to the Board of Directors Monthly. Please review the monthly Expense Report, 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.*

- Board member mentions she didn't think she received the full financial reports. The board was reminded the full Financial reports are sent to their emails within days of the previous month's end. Please check emails prior to the meeting to review the reports of all accounts.
- Murrayhill Woods is doing very well as an association, Financially
- Banner Bank will now Match the interest rate at NW Bank of 3.028%

**MANAGER'S REPORT**

**1. REPAIRS, MAINTENANCE & UPDATES**

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

- Handicap spot created in front of Building N
- Mildew mitigated in unit D-4
- Gutter maintenance is ongoing.
- Tree pruning is ongoing.



Murrayhill Woods Condominiums

- e. Monthly fitness room and clubhouse cleaning is ongoing.
- f. Rodent control and bait stations are ongoing.
- g. Lighting maintenance is ongoing.
- h. Garbage onsite maintenance is ongoing.
- i. Cigarette receptacle cleaning is ongoing.
- j. Concrete Bid should also include handicap spaces and ramp near Building H.  
Both H2 & H3 have need for handicap spaces. Request for quotes has been sent out.

**ADMINISTRATION**

**a. Violations (11/5/2022 thru 1/30/2023):**

*For informational purpose:*

- Two Patio Violations
- Six Parking Violations
- One Smoking Violation

**b. Homeowner Correspondence and Administration**

*For informational purpose:*

- 1. ELEVEN covered carport leases are in place.
 

#8 to Unit T-5	#12 to Unit C-6	#13 to Unit C-7
#23 to Unit D-2	#51 to Unit G-2	#53 to Unit G-8
#56 to Unit H-4	#67 to Unit N-1	#68 to Unit N-6
#120 to Unit O-5	#146 to T-6	

**c. Owner correspondence for Board Review**

*Board action requested:*

- 1. None

**COMMITTEE REPORTS**

**Landscaping**

Np new activity due to the season but it seems a few trees in the area of Murray Blvd may be dying. Will have landscaper look at these.

**Audio**

The Audio committee needs more volunteers who can make ybrid meetings work. Unfortunately the committee has hasn't received any new volunteers.

**Newsletter**

The news letter committee has also run into a problem with not getting volunteers and have decided to take a break and revisit the idea of a newsletter at another time. Management spoke in praise of previous newsletter and said it was a shame it wasn't working out at this time because it was very well done.



**OLD BUSINESS**

**Storage Addition Update**

Still waiting for the City of Beaverton to issue the permit after asking for more info and more fees. All documentation has again been sent to the permit department.

**Painting Project Update**

As discussed in Owner’s Forum, Touch up painting will be scheduled when the weather dries up enough to get the work done. Let management know if you see touch up work that needs to be done.

**Community Lighting**

The lighting project will be sent to the board in the form of a spreadsheet or other report making it easier to see what is planned, what has been done and costs.

- The east side of building K needs to have a trench dug to install the light fixtures. Great Gardens will be doing that.
- The bid that came in for installing 6 flood lights was overly high and other bids will be needed. The 6 light fixtures have been purchased

**Patio Roll-up Sun Shades**

16 installed shades were noted. A motion was made and seconded to replace the 16 shades with the new black shades, at cost. Installation would be up to the owner to do it themselves or obtain help. After discussion the motion passed by a 4/2 vote.

**Clubhouse Doors**

Getting bids now to replace doors to the clubhouse.

**Dumpster Enclosures**

A motion was made and seconded to replace the old , dirty & bent white slats in the dumpster enclosure fencing with black slats. After a short discussion, the motion passed unanimously.

**NEW BUSINESS**

**New Window Installation in Building N (ARC review)**

- Owner wants to replace the windows in her unit with triple pane
- The ARC form has been submitted.
- Product info and pics of the new windows will need to be provided.
- Owner assures the windows will look the same from the outside.

**ADJOURNMENT**

NEXT MEETING DATES: **Monday, March 20, 2023 at 6:00 pm**

MEETING ADJOURNED: **7:54 PM**

**--- END OF MEETING MINUTES ---**

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