

MINUTES

Minutes of the Board of Directors Meeting for the Murrayhill Woods Condominium Owners Association held at 5:40pm on January 25, 2021 via Zoom at remote locations.

Call to Order: President Patty Higham called the meeting to order at 5:40pm.

Quorum Present: Yes

Board Members in attendance: Patty Higham, President
Missy Hughes, Secretary
Jeremy Letendre, Treasurer
Aaron Dent, Director
Nicole Stewart, Director
Melissa Hartvigsen, Director

Board Members absent: None.

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

Guests in attendance: Nour Sofan Unit I-3

Proof of Notice: Via electronic invitation

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

Adjourn to Executive Session: Mark requested a motion to adjourn the meeting to Executive Session for the purpose of a hearing requested by Nour Sofan, owner of Unit I-3. Patty motioned to adjourn. Aaron seconded the motion. There was no further discussion and the motion passed unanimously. Mark read the hearing statement relative to the common area violation dated 1/14/2021. Nour Sofan presented her defense. The Board had several questions which were answered by Nour. The Board then excused Nour from the meeting, had a discussion relative to the evidence and testimony presented. The Executive Session was then adjourned to convene for the Regular Board meeting of the Board of Directors scheduled for 6:00pm.

Meeting Reconvened: Mark reconvened the meeting at 6:00pm and welcomed those in attendance.

Guests in attendance: Chris de Guzman Unit H-3
Jessie Sweeney Unit S-5
Annalea Egging Unit K-7
Michael Rosenberg and Angie Vasquez Unit J-3

Approval of Agenda: Mark requested a motion to approve the Agenda as written. Melissa requested to add an update on the lighting installation and concrete vendor search under old business. Missy asked to add an update on the progress of the sewage backup mitigation in unit D-1. A motion was made by Melissa to approve the Agenda as modified. The motion was seconded by Patty. There was no additional discussion, and the motion to approve the Agenda as modified was unanimously approved.

Owners Forum: Annalea asked about the process of installing new flooring in her upper-level unit. Mark explained the process including the requirement of a minimum soundproofing underlayment with a minimum IIC rating of 71 and that all work to be performed must be submitted on an Architectural Review Committee form which can be found on the HOA website at www.MurrayhillWoods.com

Approval of Minutes: The minutes from November 12, 2020 were reviewed. Nicole motioned to approve the minutes as written. Patty Seconded the motion. There was no additional discussion and the motion to approve the minutes as written were unanimously approved.

Financial Report: Management reported the following information to the financial report:

Financials as of 12/31/2020:

- Total operating funds: \$120,704.30 including pending EFTs.
- Total reserve funds: \$619,402.38
- Total cash assets: \$740,106.68
- Total YTD income: \$646,205.22
- Total YTD expenses: \$514,201.24 including \$171,987.91 of Reserve expenses.
- Budget vs. Actual Income: 103.97% collected YTD.
- Budget vs. Actual Expenses: 77.78% paid YTD incl. 64.63% of Reserve expenses
- Total delinquencies: \$625.00 6 unpaid fines

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. Photocell repaired at building H.
2. Attic mitigation above unit K-7 including bath fan vent reconfiguration.
3. Attic mitigation above unit P-6 including bath fan vent reconfiguration.
4. Crawlspace mitigation below unit G-1 including dryer vent reconfiguration & insulation repairs.
5. Repair of ground electrical box near NW corner of pool
6. Gutter cleaning at Buildings Q, D, N & P
7. Winter flowers planted at entry and near clubhouse.
8. Mole remediation in west parking lot grass area and along Beard Rd. behind Building I
9. Re-bait rodent boxes around foundations throughout community.
10. Installation of 39 new LED lights in west parking lot carports.
11. Damage repaired on door at Building S (restitution claim against tenant)
12. Landing pressure washed and cleaned at entrance to Units K6 & K7
13. Crawlspace mitigation below unit S-1 including dryer vent reconfiguration & insulation repairs.

14. Threshold repair at Building S
15. Repair bent carport flashing in front of Building H.
16. Water main repair at building F
17. Dead tree removed by Unit V3.
18. Pruning of various bushes in community.
19. Chimney chases re-sided on building A and above Units C-5 and R-5
20. New lighting project installations are ongoing.
21. Lighting maintenance is ongoing.
22. Garbage maintenance is ongoing.
23. Cigarette receptacle cleaning is ongoing.

ADMINISTRATION

1. Violations (11/12/2020 thru 1/24/2021):

For informational purpose:

- a. 11/21/20 Smoking Violation
- b. 11/24/20 Parking Violation
- c. 12/16/20 Patio Violation
- d. 12/29/20 Window Violation
- e. 1/8/2021 Parking Violation
- f. 1/14/21 Common Area Violation *Hearing Requested
- g. 1/14/21 Parking Violation
- h. 1/14/21 Patio Violation
- i. 1/14/21 Patio Violation
- j. 1/14/21 Patio Violation
- k. 1/25/21 Smoking Violation
- l. 1/25/21 Garbage Violation

Unit Owners are reminded that under the Murrayhill Woods Enforcement Resolution, warnings are not provided by the Association. Residents are expected to know the Rules & Regulations within the community to assure that their units remain in compliance.

2. Homeowner Correspondence and Administration

For informational purpose:

- a. None

THREE covered carport leases are in place.

- a. #13 to Unit C-7
- b. #56 to Unit H-4
- c. #68 to Unit N-6

3. Owner correspondence for Board Review

Board action requested:

- a. Common Area Violation: Hearing Requested

Old Business:

1. Exterior light replacement update: Installations are going well. The door area lights have been installed on buildings P, Q, & R so far. Once all of the door and entry lights are installed, Management will begin scheduling the installation of balcony and patio lights. It was noted that the new lights brighten up the entry areas much nicer than the old fixtures did.

2. Concrete projects update: It remains difficult to get concrete contractors to respond to provide a bid for the work needed in the community. Melissa provided some additional contractor names, which Mark will follow up on.
3. Unit D-1 sewage backup update: The only thing left to complete on the project is the installation of new master closet doors, which must be ordered. Otherwise, all work has been completed. The final cost is estimated at just under \$15,000, of which \$10,000 was covered by the Owner's insurance policy, and approximately \$5,000 will be paid out by the Association. There was additional discussion about the process of increasing the Association deductible to \$15,000, and the \$10,000 amount was established back in 2006 and is now outdated due to rising costs of repairs. Mark will reach out to the insurance carrier to get additional information.

New Business:

1. **2021 Chimney Inspections:** Manager Mark Vandervest provided a proposal from The Hatter LLC, who is the contractor who performed the previous inspection and cleaning services back in 2018. The chimneys inspections and cleanings are on a 3-year schedule. Melissa motioned to approve the proposal from The Hatter LLC in the amount of \$3,850.00 to proceed with the chimney inspections. Patty seconded the motion. There was no additional discussion and the motion passed unanimously.
2. **Entry Monument Signage:** The Reserve Study provides a budget of \$7,500.00 for entry monument upgrades including signage. It was asked if the map signs would also be upgraded. Mark explained that the funds could be used at the discretion of the Board. Fast Signs in Beaverton was recommended with a contact Brian to explore options. Mark noted that the complex is scheduled to be painted in 2022 and that color schemes may want to be considered. Cindy said that she would do some research for the Board on color schemes.

Schedule Next Meeting: The next regular meeting of the Board of Directors was scheduled to be March 22, 2021 at 6:00pm via Zoom.

Adjourn to Executive Session: Mark requested a motion to adjourn the meeting to Executive Session at to finish the discussion on the hearing heard prior to the regular meeting. Patty motioned to adjourn to executive session. Missy seconded the motion, and the motion passed unanimously. Guests in attendance were thanked for attending the regular meeting of the Board of Directors and were excused from the meeting. The meeting adjourned to Executive Session at 7:04pm. There was complete review of the evidence and testimony provided by the parties. The Executive Session was then adjourned at 7:19pm to vote on the matter.

Meeting Reconvened: Mark reconvened the meeting at 7:20pm. Melissa motioned to not waive the violation and assess the fine as indicated. Patty seconded the motion. There was no further discussion and the motion to assess the fine for the common area violation was approved by a majority vote. Management was directed to send the Board's response to the Unit Owner.

There was additional discussion about escalating the fines for repeat offenders. Management indicated that in the event of a repeat offense, the Board would be requested to determine what amount of the escalated fine would be. The importance of remaining consistent with the issuance of violation notices was stressed so that nobody would feel like they are being singled out.

There was also additional discussion of the creation of a more detailed welcome letter for new Owners, so that they would be made more aware of the rules and regulations within the community. Management already provides a “Welcome to the Neighborhood” sheet on the door jamb of every unit that is sold. It includes the required Owner information sheet as title companies rarely provide the needed information for the new Owner to get them into the system and provide access to the portal. Management mentioned that a more detailed information sheet would be helpful for new Owners but would not necessarily help with new Tenants unless the Owner was diligent about sharing that information with their Tenant. Missy said that she would try to come up with something for the Board to review.

Adjournment:

Patty motioned to adjourn the meeting at 7:30pm. Missy seconded the motion and the motion passed unanimously.

Submitted by:

FRESH START Real Estate, Inc. ~ Community Manager