

MINUTES

Minutes of the Board of Directors Meeting for the Murrayhill Woods Condominium Owners Association held at 6:00pm on October 23, 2017 in the clubhouse at 9450 SW 146th Terrace, Beaverton, OR 97007

The meeting was called to order by chair Torey Farnsworth at 6:00pm.

Quorum Present: Yes

Board Members in attendance: Torey Farnsworth, Chair
Lynsi Sitton-Knieling, Secretary
Mike Helmuth, Treasurer
Aaron Dent, Director
Patty Higham, Director
Robert Rioux, Director

Board Members absent: Nicole Stewart, Director

Guests in attendance: Missy Hughes, C6
Joyce Jamison, C2
James Hust, S6
Karen Showers, Q3
Fred Lange, H2

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. Mark continued by asking if there were any Owner/Resident questions or input.

Owners Forum: Missy Hughes asked about heat pumps and whether they are allowed in the Community. James Hust mentioned that he worked for an HVAC company and had information to provide on the sound levels of these types of systems. Mark informed everyone that the Association has historically prohibited these units because of noise and installation modification requirements. James will obtain additional information and report back to the Board.

Approval of Agenda: Mark requested that a brief conversation be added to the agenda regarding unneeded fitness equipment. A motion was made by Torey to approve the Agenda as modified. The motion was seconded by Robert and was unanimously approved.

Approval of Minutes: A motion was made by Torey to approve the minutes for the Board of Directors meeting held on 09/25/17 as written. The motion was seconded by Patty Higham and was unanimously approved.

Financial Report:

Management reported the following information to the financial report:

1. Reserve funds with Voya Financial were placed in Certificates of Deposit as follows:
 - a. \$77,000.00 invested at 1.45% APR for 12 month CD maturing 10/12/18
 - b. \$76,000.00 invested at 1.70% APR for 24 month CD maturing 10/15/19
 - c. \$77,000.00 invested at 2.00% APR for 36 month CD maturing 10/13/20
2. The Association Delinquency Report was presented, and Management was happy to report that there are only three delinquent units (90 days or more past due), two of which have an agreed-upon repayment plan, and one which was recently turned over to collections.

Manager's Report:

- Pool area cleaned up
- Pool, spa, and equipment room winterized
- Pool cover installed
- Bark mulch finished around building P and behind K building
- Stone installed behind O building and between K & M buildings
- Freshened bark mulch at Beard Rd. Entry
- Magnolia tree by fitness room trimmed from hanging on carport
- Cleaned gutters at V4 overflow
- Gutter screens installed in various high-leaf locations
- Waterproofing light fixtures (ongoing)
- Lighting maintenance is ongoing.
- Garbage maintenance is ongoing.

Violation Reports and Issued Violations:

1. One (1) pet violation was issued
2. One (1) smoking violation was issued

The above violations were discussed and Mike Helmuth made a motion to enforce all fines as written. Patty seconded the motion and it was unanimously passed

New Business:

2018 Budget: Mark presented a proposal for the 2018 budget. A modest 4.7% overall increase was proposed in comparison to a 4.86% increase in 2017. Utility expenses were down in 2017, but a couple new annual line items including irrigation and tree maintenance were added for 2018. There was a significant reduction in the roof repair and maintenance line item amount due to the prioritization of roof replacements in the first two phases of roof replacements.

Old Business:

FRESH START presented information regarding a request for installation of an EV charging station. 10% of any income generated from a charging station goes to the company that installs it. The remaining 90% would be reimbursed to the Association to pay for electrical usage. The cost to install a terminal ranges from \$8,000- \$12,000. The Board reviewed all information and Mike Helmuth made a motion for the Board to deny this request at this time. Torey Farnsworth seconded the motion. The motion passed by a majority vote with one abstention.

Management presented the Board with a bid of \$3,500 to chimney sweep the entire complex. The bid was only valid for sequential access to each building over a 3-day period. The Board requested one more bid before making the commitment.

Schedule Next Meeting:

The next meeting for the MHW Board of Directors is scheduled for 6:00pm on October, 23rd, 2017 at the MHW Clubhouse.

Adjournment:

Torey Farnsworth motioned to adjourn the meeting at 7:34pm. Mike Helmuth seconded the motion.

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