

# MINUTES

## **Minutes of the Board of Directors Meeting for the Murrayhill Woods Condominium Owners Association held at 6:00pm on June 26, 2017 in the clubhouse at 9450 SW 146th Terrace, Beaverton, OR 97007**

The meeting was called to order by chair Bev Hovley at 6:03pm.

**Quorum Present:** Yes

**Board Members in attendance:** Bev Hovley, Chair  
Lynsi Sitton-Knieling, Secretary  
Torey Farnsworth, Treasurer  
Aaron Dent, Director  
Kathy Leonetti, Director  
Mike Helmuth, Director  
Geri Masters, Director

**Board Members absent:** None

**Guests in attendance:** Virginia Finn, N5  
Karen Showers, Q3  
Fred Lange, H2  
Patty Higham, V1  
Carol Davis, H4

**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 Bev Hovley opened the meeting, and welcomed all guests to the meeting.

### **Owners Forum:**

Patty Higham inquired as to whether smoking on the wall or on the sidewalk near Sapphire Ln. was permitted. Management confirmed that those areas are considered “within the boundaries of Murrayhill Woods” and those areas are not permissible smoking areas.

Karen Showers inquired about as to whether the broken light globe near an entry area was vandalism or if it was broken an accident. Management explained that it is common for those globes to be bumped and broken on accident.

**Approval of Agenda:** A motion was made by Kathy Leonetti to approve the Agenda. The motion was seconded by Mike Helmuth and was unanimously approved.

**Approval of Minutes:** A motion was made by Lynsi Sitton-Knieling to approve the minutes for the Board of Directors meeting held on 05/22/17 as written. The motion was seconded by Geri Masters and unanimously approved.

### **Financial Report:**

Management reported that the roofs for buildings J & T were completed during the months of May and June.

Mark added the following information to the financial report:

1. May financials were presented and reviewed.
2. Another “lean” Association Delinquency Report was presented, and Management was happy to report that there are only two delinquent units (90 days or more past due), one of which have an agreed-upon repayment plan, and one which was recently turned over to collections.
3. A request from a unit Owner was submitted concerning a violation removal request to the Board for review. This Owner had left a bag of garbage outside her front door and management had disposed of it. After reviewing all documentation and noting that is a clear violation of the rules, Kathy Leonetti made a motion to deny the request to waive the violation fees. The motion was seconded by Torey Farnsworth and unanimously approved.
4. A request from an Owner to lease a parking spot owned by the Association to store his covered trailer was submitted. Mike Helmuth made a motion to deny this request of storing a trailer on the premises because it is a clear violation of the bylaws. The motion was seconded by Geri Master and unanimously approved.
5. A request from a unit Owner to store tied off dog waste bags in front of his unit entrance until there was enough of an accumulation to take to the dumpster was reviewed. After reviewing all documentation and noting that is a clear violation of the bylaws, Kathy Leonetti made a motion to deny the storage of dog waste bags in any common area of the property. The motion was seconded by Mike Helmuth and unanimously approved.

### **Manager's Report:**

1. Mark reported gazebo covered had been replaced. The old one had been shredded from years of weather and heat.
2. Light fixtures, bulbs, and light globes were replaced as needed throughout the complex.
3. Bark dust is being spread around all buildings that get new roofs installed.
4. Building J & V roofs have been completed and building M will begin Early July.
5. PGE has tried on several occasions to bill MHW for units that were delinquent on paying their bills. Management has contacted PGE and this has been resolved.
6. The pool and spa chemicals are being administered and checked at least three (3) times per day.

7. As the new roofs are installed the new gutters and downspouts are lower than the old gutters and downspouts due to the thickness of the replaced tile roofs. Management is touching up the painted areas that are exposed by the movement of gutters and downspouts.

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

1. One (1) Entry violation warning was issued
2. Three (3) garbage violations were issued

### **New Business:**

FRESH START determined after reviewing the security videos that the Clubhouse had experienced theft. Someone using a key to enter through the Fitness room ransacked the clubhouse, taking cleaning supplies and other items. Management noted that the locks haven't been changed for many years. An estimate of \$1,000.00 was provided by Management to change locks and rekey the pool, fitness and bathroom entry doors. A key change would also weed out a lot of previous residents who no longer live at MHW, but continue to use the facilities. Once the locks are changed, Owners & Residents may come to the office to exchange their old key for a replacement key free of charge. There is a two key limit per unit. Everyone who receives a replacement key will also be given a copy of, and acknowledge receipt of the Community Policies and Guidelines (rules and regulations). Those Owners who do not have a key to exchange will be able to purchase a new key at a cost of \$10.00. A motion was made by Lynsi Sitton-Knieling to have the pool, fitness and bathroom locks changed and process the key exchange as discussed. The motion was seconded by Torey Farnsworth and unanimously approved.

Management received a foreclosure notice for nonpayment of taxes on parking spots at Murrayhill Woods. This was something the previous management company had supposedly resolved back in 2015. Mark has spoken with the Murrayhill Woods Attorney who believes this may be resolved without issue.

7 trees have been removed from the premises over the last year. Either due to disease or damage from the weather. Management received a bid of \$925.00 to treat the remaining trees on the property that are diseased. Mike Helmuth made a motion to have the trees treated. The motion was seconded by Bev Hovley and unanimously approved.

An Owner noticed skate boarding taking place on the property and called the Police. It turned out to be a guest of another Owner. Geri Masters made a motion to issue a warning first and then a violation should management find skate boarding on the premises. The motion was seconded by Mike Helmuth and unanimously approved

Mark presented to the Board that an Owner would like Murrayhill Woods to install an EV Charging station(s). This matter was tabled until further research can be done.

**Old Business:**

FRESH START labeled and numbered a plot map of all the carports at Murrayhill Woods. Including the assigned carports, the carports owned by the Association, and the public use carports. After reviewing the map of the 23 carports the Association owns, the Board directed management to send out a mass email offering to Lease the association owned parking spots at a cost of \$40.00 per month.

2017 Annual Report to register Murrayhill Woods with the State was executed by Secretary Lynsi Sitton-Knieling. This form will be filed with the state of Oregon.

Management presented the Board the estimated cost of \$4,583 to replace the pool heater. The Board noted that the pool heater hasn't worked for at least 4 years. The Board would like to table this motion until Management reviews the bylaws to see if it defined that the pool needs to be heated.

**Schedule Next Meeting:**

The next meeting for the MHW Board of Directors is scheduled for 6:00pm on July, 24th, 2017 at the MHW Clubhouse.

**Adjournment:**

Bev Hovley motioned to adjourn the meeting at 8:13pm. Aaron Dent seconded the motion.

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