

MINUTES

Minutes of the Board of Directors Meeting for the Murrayhill Woods Condominium Owners Association held at 6:00pm on February 27, 2017 in the clubhouse at 9450 SW 146th Terrace, Beaverton, OR 97007

The meeting was called to order by chair Bev Hovley at 6:04pm.

Quorum Present: Yes

Board Members in attendance: Bev Hovley, Chair
Lynsi Sitton-Knieling, Secretary
Torey Farnsworth, Treasurer
Aaron Dent, Director
Mike Helmuth, Director
Rick Sheldon, Director

Board Members absent: Kathy Leonetti, Director

Guests in attendance: Tony Williams, S1
David Schwindt, of Schwindt & Co.

Others in attendance by invitation: Cindy Vandervest, Office Manager
Mark Vandervest, Community 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 with no guests in attendance at the beginning of the meeting, the Owner's Forum was moved down the Agenda and Bev asked for approval of the Agenda.

Approval of Agenda: A motion was made by Mike Helmuth to approve the Agenda. The motion was seconded by Lynsi Sitton-Knieling and was unanimously approved.

Approval of Minutes: A motion was made by Mike Helmuth to approve the minutes for the Board of Directors meeting held on 01/23/17 as written. The motion was seconded by Lynsi Sitton-Knieling and unanimously approved.

Financial Report:

David Schwindt from Schwindt & Co was introduced and the Board. Mr. Schwindt acknowledged that Murrayhill Woods is now considered an “aging Association” and recommended an envelope inspection that would be very helpful in figuring out how the “materials, design and workmanship” of the community is progressing as it ages. Once the envelope inspection is complete, the reserve study can be updated to include the actual needs of the Association and shift funds accordingly (i.e. unexpected storm drain repairs, roof replacement savings, whether siding replacement is on schedule or not, etc. Mr. Schwindt said the 2015 financial review provided to the Association is adequate and doesn't see any reason to have an audit completed.

Upon the conclusion of Mr. Schwindt's presentation to the board, Mark added the following information to the financial report:

1. January financials were presented and reviewed.
2. Running balances were reviewed and Management recommended moving \$125,000 from Voya Financial to Bank of America because the interest rate was slightly better, and then all funds with Voya and Bank of America would each be slightly under the \$250,000 threshold to thereby be fully FDIC insured as required by the governing documents of the Association. Bev motioned to move \$125,000 from the Voya Financial reserve account to the Bank of America reserve account. Mike seconded the motion. The motion passed unanimously.
3. A very “lean” 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. There is only one other account that is 60 days or more past due (less than \$100.00). This is significantly down from 57 delinquent accounts in March of 2016 prior to the move to new management with FRESH START.

Manager's Report:

1. Mark reported the roof was just completed on Building A. There is a tarp around the chimney to rule out a dripping sound in unit A6. Phase 2 will begin just as soon as weather permits.
2. Light fixtures and bulbs replaced as needed throughout the complex.
3. All the outside vent covers were either fixed so that they stay up, or replaced with new ones.
4. Mark mentioned that the curbs and sidewalks really suffered from the snow and ice removal.

Owners Forum:

Tony Williams from S1 arrived during the meeting and Bev opened up the Owner's Forum for questions. Tony inquired as to what can be done about cars parking in front of his

building playing loud music in their cars. Mr. Williams was advised to call Beaverton Police non-emergency at 503-629-0111.

Summer Teeny from S1 had requested that Mark present the possibility of installing stop signs where the East and West streets meet the North and South main drive path because of several near miss accidents, where residents and guests were failing to stop or slow down when turning out from the side street extensions.

Violation Reports and Issued Violations:

1. A notice of violation was given for 2 vehicles with expired tags.
2. Patio violation was issued
3. Window violation was issued.

New Business:

FRESH START inquired as to what the Board would prefer management do when inclement weather causes ice or snow buildup in and around the complex. Board confirmed if it's less than a 2 inch accumulation, nothing will be done. If more than 2 inches the Board will decide via electronic communication.

Mark presented to the Board that it will cost about \$22.00 per unit to have chimney's swept. The Board asked to table this decision until the next meeting.

Green Garden Landscaping noted that the arborvitae along the west parking lot, and the trees that front Murray Blvd all have damage to them from the snow and ice and need to be trimmed back in order to be able to recover. The cost to do the trimming work and apply lime to the grass with approximately \$2,700. Bev made a motion to allow Great Garden Landscaping to make these repairs and the motion was seconded by Mike Helmuth. The motion passed unanimously.

Management presented pricing for two "No Smoking Allowed On The Property" signs to the Board and 4 "Stop" signs. Bev motioned that management purchase and install both the No Smoking and the Stop Signs. Mike Helmuth seconded the motion. The motion passed unanimously.

Old Business:

The non-smoking vote is complete and with 81% of votes cast by the Owners, it is official that Murrayhill Woods will become a nonsmoking community. The new rule will begin being enforced on March 1, 2017. Smoking is prohibited everywhere within the boundaries of the condominium property including, but not limited to, all dwelling units, decks, terraces, patios, parking areas, and all general and limited common element areas of the condominium. Those who violate the no smoking policy beginning March 1st will be assessed a fine of \$250.00 for each occurrence. Please note, the Board is sympathetic of the inconvenience this will cause those Owners that voted "no" to this amendment.

However, an overwhelming majority of Owners voted to pass the nonsmoking amendment. With the health risks involved, the Board is hopeful the smoking residents will understand and make this transition as peaceful as possible. “No Smoking Community” signs will be installed at the north and south entrance to the complex.

Schedule Next Meeting:

The next meeting for the MHW Board of Directors is scheduled for 6:00pm on March, 27th, 2017 at the MHW Clubhouse.

Adjournment:

Bev Hovley motioned to adjourn the meeting at 7:50pm. Mike Helmuth seconded the motion.

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