

MINUTES

Minutes of the Board of Directors Meeting for the Murrayhill Woods Condominium Owners Association held at 6:00pm on June 27, 2016 in the clubhouse at 9450 SW 146th Terrace, Beaverton, OR 97007

The meeting was called to order by chair Bev Hovley at 6:05pm.

Quorum Present: Yes

Board Members in attendance: Bev Hovley, Chair
Lynsi Sitton-Knieling, Secretary
Mike Helmuth, Treasurer
Aaron Dent, Director
Mark Vandervest, Director
Kathy Leonetti, Director
Rick Sheldon, Director

Board Members absent: None

Guests in attendance: Geri Masters, Owner at G1
Fred Lange, Owner at H2
Michael & Jane Damiano, F1
Patty Higham, Owner at V1
Torey Farnsworth, Owner at N6

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

Welcome & Introductions: Bev opened the meeting by welcoming everyone.

Proof of Notice: 72 hours notice for the meeting was publicly posted in all bulletin locations throughout the MHW condominium community.

Approval of Agenda: A motion was made by Bev Hovley to approve the Agenda as written. The motion was seconded by Kathy Leonetti and unanimously approved.

Approval of New Board Member: The Board of Directors reviewed a Board Candidate questionnaire submitted by Torey Farnsworth, owner of unit N6, and a long-time resident of Murrayhill Woods. Mark Vandervest submitted his resignation as a Director to make room for Torey Farnsworth as a new Director. A motion was made by Bev Hovley to approve Mark's resignation and approve Torey Farnsworth as a Board Member and Director for Murrayhill Woods COA. The motion was seconded by Kathy Leonetti and unanimously approved. Welcome Torey!

Owners Forum:

1. Geri Masters brought recycle bags to be handed out to those who would like to use them.

2. Bev inquired as to why FSRE uses a P.O. Box as an address instead of the Murrayhill Woods address. Mark explained that the PO Box address is the primary mailing address for FRESH START Real Estate, Inc. It was Mark's opinion that the PO Box is more secure from a business perspective, and therefore he has adopted that business practice.
3. Bev inquired as to why it appears real estate signs never leave the corner of Murray Blvd. & Sapphire Ln. Mark explained that all signs at the corner of Murray Blvd. and Sapphire Ln. are for active and/or pending listings or available rentals within the Association. Signs have remained for an extended period of time because of multiple listings within the community (one sells, and another goes active). In any event, signs are monitored and removals are requested upon closing of sales.
4. Rick mentioned the touch up paint on the doors and curbs look great and that he thought the work on the stairs in between buildings A & B was excellent.
5. Rick inquired about the paint that had been chipping from the mailboxes. Mark informed him that the mailboxes had already been repainted.
6. Jane & Michael Daminao inquired as to whether the board would consider permitting a permanent heat/ac unit to be installed on the patio or exterior portion of the structure. The current COA rules provide that free-standing portable AC units are permitted providing that no portion of the vent protrudes through the face of the window area. The board decided after careful consideration, to keep the AC rules the same. Kathy motioned and Mike seconded the motion and the motion was approved unanimously.
7. Patty Higham has noticed someone removing our decorative rocks and putting them into their van and driving off. This same offender is shuffling through our recycle bins and taking things out. She gave his license number to Mark to follow up with.
8. All members and guests retreat to the fitness room to check up the new equipment that Aaron Dent graciously found and installed.
9. Bev wanted the records to reflect the status of the recycling and waste overflow issues. Mark spoke with Waste Management and they are now picking up recycle 1 extra day each week at no extra cost to the Association. The recycle pickups will be on Mondays, Wednesdays, and Fridays beginning on 6/20/16. Additional waste pickup prices were discussed, and the board agreed to wait and see if the additional recycle pickup would be sufficient.
10. Kathy inquired as to if the board could start imposing fines on the repeat offenders of breaking the rules. Mark explained that we would have to serve an official violation notice first, offering a hearing. Mark also suggested that the attorney Kevin Harker draft a fine resolution form up for the association. Mark will forward a sample of a fine and enforcement resolution to the board for review.

Executive Session: After the conclusion of the Owner's Forum, Bev motioned to adjourn to executive session for the purpose of meeting with Ashley Yorra, attorney from Vial Fotheringham to discuss Association collection efforts. Kathy seconded the motion and the motion was approved unanimously. Guests were asked to leave and return in 30 minutes. After collection efforts were discussed in executive session, Bev motioned to adjourn executive session and move back into the regular board meeting. Mike seconded the motion, and the motion was approved unanimously.

Approval of Minutes: A motion was made by Kathy Leonetti to approve the minutes for the Board of Directors meeting held on 5/23/16 as written. The motion was seconded by Bev Hovley and unanimously approved.

Financial Report:

Financial reports were reviewed by the Board and there were no additional questions. Management reports that they are gaining on delinquent accounts from the balances passed on by prior management.

Manager's Report:

1. Mark discussed the blackout of building N and the carports that surround that area. Willamette Electric was called out to the site and after diagnosing a faulty photo cell and a broken underground line, the problems were corrected.
2. Mark discussed that the gas lines in the pool maintenance room had all been severely corroded and were replaced for safety.
3. Mark spoke of the new shower that was constructed out at the pool, the faucet that was re-piped, and the new hose bib installed near the shower on the pool deck.
4. Mark discussed that there is currently not a shutoff valve for the clubhouse and that it would cost about \$900 to have a shutoff valve installed. After discussion, Bev asked that we table this decision until the next meeting. The matter was tabled.
5. Mark presented the board with the new security camera bids. Aaron motioned that the board approve a new security system as proposed for a price not to exceed \$3,500.00. Bev seconded the motion, and the motion passed unanimously.
6. The pool and spa chemical stability was discussed at length. The board agreed that we need to do whatever needs to be done to get the pool chemicals stabilized. Mark will research the matter further and report back to the board at the next board meeting.
7. Mark pointed out the erosion work along the west parking lot has been completed by Great Garden Landscaping.
8. There are new bright red lines that were painted on the stairs to make them more visible and safe.
9. A proposal from Great Garden Landscaping for work to be performed in front of building A was presented. The board agreed to table the discussion of new landscaping in front of building A until the roof project has been completed.
10. Expired vehicle tags. A sweep of the parking lot was performed by management and several vehicles were found to have expired tags. The association policies and guidelines adopted in July of 2014 state that all vehicles parked on the premises must have valid DMV tags, not be in disrepair, and are prohibited from being stored anywhere on the property. All owners with expired tags were notified to bring tags current in order to avoid being towed.

11. Discussed what to charge for rent on the extra parking spots. Mark suggested \$20 a month. Mike suggested everyone sign a leasing form. Being that there is not a resolution in place for the collection of a monthly rent fee, the matter was tabled until the next meeting. Mark will contact Kevin Harker for further advice on the matter and report back to the board.
12. Management pointed out that there are a few residents that have removed their mini blinds and are using curtains. Residents are advised to refer to the conforming window treatment policy.
13. The board agreed there needs to be additional seating on the pool deck and would like to see another table, chairs and umbrella set. Mark motioned the board approve up to \$550.00. Lynsi moved and Kathy seconded the motion and the motion passed unanimously.

Violation Reports and Issued Violations:

1. A notice of violation was given for a charcoal barbeque grill being stored on a patio. The grill has been removed.
2. A notice of violation was given for dumping used charcoal in the common area behind a patio. The violation has been corrected.
3. A notice of violation was given for a dog roaming off leash and being kept in a unit. The Tenant has supplied a certified companion pet certificate to management, but has been informed that the pet must remain on leash when outside of the unit.
4. A notice of violation was given for placing cardboard in a window of an upper unit. The violation has been corrected.
5. A notice of violation was given for Christmas lights being displayed on the balcony of an upper unit.
6. A notice of violation was given for auto parts being stored on a patio and under a parking carport. The violation has been corrected.
7. A notice of violation for the disposal of cigarette butts on the ground in the common area of the Association. Smoking is permitted in designated areas, and all cigarettes must be disposed of appropriately.
8. A notice of violation was given for cabled bicycles to the railing of building A. The violation has been corrected.

Residents and Owners are encouraged to become familiar with the Policies and Guidelines for the Association in order to avoid being fined. A copy has been posted in the display case outside of the Manager's office, or you can request a copy by emailing manager@murrayhillwoods.com.

Old Business:

None to report.

Schedule Next Meeting:

The next meeting for the MHW Board of Directors is scheduled for 6:00pm on July 25th, 2016 at the MHW Clubhouse.

Adjournment:

Mike motioned to adjourn the meeting at 9:17 and Kathy seconded the motion.

Submitted by:

FRESH START Real Estate, Inc.
Community Manager