

MINUTES

Murrayhill Woods Condominium Owners Association

Minutes of the Annual Meeting for the Murrayhill Woods Condominium Owners Association held at 6:30pm on August 22, 2016 in the clubhouse at 9450 SW 146th Terrace, Beaverton, OR 97007

Board Members in attendance: Bev Hovley, Chair
Mike Helmuth, Treasurer
Aaron Dent, Director
Torey Farnsworth, Director
Kathy Leonetti, Director
Rick Sheldon, Director

Board Members absent: Lynsi Sitton-Knieling, Secretary

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

At the request of Chair Bev Hovley, the meeting was called to order by manager Mark Vandervest at 6:16pm.

Quorum Present: No

Bev Hovley moved to adjourn the meeting. Motion seconded. Meeting adjourned.

The meeting was called to order by manager Mark Vandervest at 6:17pm.

Quorum Present: Yes. (36%) of the voting rights were in attendance either physically or by proxy to satisfy the reduced quorum requirement of 25%.

Welcome & Introductions: Mark Vandervest opened the meeting by welcoming everyone and encouraging everyone to help themselves to the beautiful buffet of sandwiches, vegetable trays, fresh fruit, chips, homemade chocolate chip cookies, and refreshments provided courtesy of the Association. The current board members present were introduced.

Proof of Notice: 72 hours notice for the meeting was mailed to Owners via US mail and publicly posted in all bulletin locations throughout the MHW condominium community, as well as on the MurrayhillWoods.com website.

Certification of Proxies: Manager Mark Vandervest produced 64 proxies for a total of 36.78% of the voting rights in the Association.

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

Reading of Minutes of Preceding Meeting: Motion to forgo the reading of the minutes from the 2015 annual meeting and approve them as distributed. Motion was seconded and approved via unanimous vote. Manager Mark Vandervest highlighted a few points in the minutes and there were no follow-up questions.

Officer Reports:

Bev Hovley – Chairperson:

Bev acknowledged Aaron Dent for his proactive work on getting some new fitness equipment for the fitness room. Bev also acknowledged the success of the monthly newsletter and FRESH START Real Estate, Inc. for all of the wonderful things that have taken place in the Association in the last several months. Bev asked that Manager Mark Vandervest highlight some of the accomplishments.

Manager's Report:

Mark acknowledged some of the many accomplishments in the Association including:

- Earthquake coverage added to the master insurance policy.
- Completion of the storm sewer repairs in front of buildings A through D.
- City of Beaverton Water audit netting nearly \$7,000 back into the Association.
- Electrical issues repaired including lighting that had not been operational since October.
- Sidewalk repairs and replacement throughout the Association.
- Replacement of rotten stair stringers and deteriorated steps.
- Red edges painted on steps for safety.
- Red curbs and yellow speed humps freshly painted.
- Pressure washing of stairs, entry areas and sidewalks throughout the Association.
- Consistent monitoring of the pool and spa chemical readings and usage.
- Purchase of two new table sets for the pool area and three matching umbrellas.
- Rebuilt pool shower and installation of frost-free shutoff valves in pool area.
- Spa heater and jet pump replaced.
- Minor cosmetic updates to the clubhouse, bathrooms, fitness room, manager's office, display cases and signage.
- Landscaping drainage and erosion renovations completed.
- Updated security system.
- Additional day per week of recycle dumpster pickups at no additional cost.
- Audit of Waste Recovery Service netting nearly \$1,000 back to the Association.
- Removal of diseased and dying trees within the Association.
- Launching of the new website portal for Owners and Residents.
- Phase 1 of the three year plan to replace the roofs on each building is underway.

Mark touched on the financial report and went over Actual Expenses vs. the Annual Budget and indicated that in most cases the Association was under budget on budgeted items. Mark briefly went over the Reserve Study "Component Summary By Year" that

was prepared by Schwindt & Co. for the Association. The summary outlines anticipated capital projects that were taking place this year and 10 years ahead. A “remodeling” of the reserve study maintenance plan is anticipated with the approval of next year’s annual budget. A complete copy of this report is available upon request via email to the Manager.

A year-to-date financial summary was supplied to the board for review

Board Member Elections:

Manager Mark Vandervest expressed a sincere thanks to the seven members of the Board and added that the Board has been very strong and a pleasure to work with over the last year. Mark added that there were 4 positions open for election and/or re-election to the Board of Directors. Board members Aaron Dent, Mike Helmuth, Lynsi Sitton-Knieling and Torey Farnsworth’s positions were up for renewal. Board member Kathy Leonetti nominated Aaron, Mike, Lynsi, and Torey to be re-elected to the board for 2-year terms. Mark asked if there were any other volunteers from those present and there were none. Kathy motioned to approve Aaron, Mike, Lynsi, and Torey for the Board of Directors, Bev seconded the motion, and the motion was approved unanimously.

Outstanding Business:

There is no outstanding business from the 2015 annual meeting of the Association.

New Business:

Chairperson Bev Hovley initiated the need for a Landscaping committee to be formed for the purpose of discussing the plantings throughout the Association. Bev passed around a sign-in sheet and several Owners volunteered to be on the committee. The committee will be meeting outside of board meetings and report to the board with recommendations.

The seasonal pool closure (typically through Labor Day) was discussed and a motion was made to keep the pool upon through the end of September, as weather permits to accommodate anticipated warm days. The motion was seconded and unanimously approved.

Adjournment:

Prior to adjournment, Board member Kathy Leonetti spoke briefly about the challenges with the prior management firm, and that how excited and satisfied she was with Mark and Cindy Vandervest of FRESH START Real Estate, Inc. as the Association’s new management team. Not only is the Association benefiting from the apparent savings and prompt improvements, but the board’s sound ability to make decisions and move forward on needed items has improved astronomically under the guidance of FRESH START since they took over managing the community at the end of March. Kathy indicated that a year ago she almost resigned from the board, but over the last several months she actually finds the board meetings enjoyable. Rick Sheldon motioned to adjourn the meeting at 7:24pm and Kathy Leonetti seconded the motion. Everyone present was invited to hang around and enjoy the food and refreshments provided by the Association.

Meeting called back to order:

Bev Hovley called a brief meeting back to order at 7:30pm.

Election of Officers:

The following officers were nominated to the 2016-2017 Board of Directors:

Bev Hovley, Chairperson

Lynsi Sitton-Knieling, Secretary

Torey Farnsworth, Treasurer

A motion was made to approve the officers as nominated. The motion was seconded and approved unanimously.

Additional New Business:

An Owner requested approval for the installation of a video compatible doorbell. The product was reviewed by the board and the board agreed that they did not want to make such approvals a general policy, but may approve such type of installations on a case by case basis as presented to the board. This video doorbell was approved to be installed on the jamb of the entry door to the unit.

The security system was reviewed and Management advised an upgrade to the new system which would provide better digital quality and zooming capabilities, and possible a couple of added cameras for the drive path. The Board recommended that Management discuss the suggested upgrades and costs with the security company and approved an upgrade not to exceed \$1,500.00. Management will try to negotiate the upgrade cost with the security company and/or ask them to remove the system and search for other providers.

The board discussed a new Enforcement resolution that was drafted by the Association attorney. The board felt that the new resolution was acceptable as drafted and a motion was made to move forward with the resolution. The motion was seconded and approved unanimously. Once executed by the Board Chair and Secretary, the new enforcement resolution will be mailed to all Owners.

Adjournment:

A motion was made to adjourn the meeting and seconded. The meeting officially adjourned at 7:50pm.

Submitted by:

FRESH START Real Estate, Inc.
Community Manager