

# MEETING MINUTES

## BUDGET MEETING OF THE BOARD OF DIRECTORS OF: MURRAYHILL WOODS CONDOMINIUMS

LOCATION: Murrayhill Woods Clubhouse  
9450 SW 146<sup>th</sup> Terrace, Beaverton, Oregon 97007  
DATE & TIME: 11/17/2025 at 6:00 PM  
CALLED TO ORDER: 6:07 PM  
QUORUM PRESENT: Yes

### **ATTENDEES:**

#### Board Members:

Patty Higham, Chair  
Jessie Sweeney, Secretary  
Tom Gibbons, Treasurer  
Christy Peschl, Director  
Eric Costaggini, Director  
Sarah Tenney, Director  
Absent – Beth Pinchot, Director

#### Owners & Guests:

#### Management:

Mark Vandervest – FSRE  
Cindy Vandervest – FSRE  
Sunny Arruda – FSRE

### **CALL TO ORDER:**

Chair Patty Higham called the meeting to order and thanked all of the Board Members for attending the Budget Meeting. She thanked FRESH START Real Estate, Inc. for all of their hard work this quarter and expressed her happiness at how nice everything looked. Patty then turned the meeting over to Community Manager, Mark Vandervest, of FRESH START Real Estate, Inc. to facilitate the meeting.

### **APPROVAL OF AGENDA:**

A board member pointed out the meeting dates for 2026 were each off by one day and included one on Memorial day. This will be corrected. Manager Mark Vandervest asked for a motion to approve the agenda with the change of meeting dates requested. A motion was made and seconded to approve the agenda with the corrected meeting dates. The motion was approved unanimously without further discussion.

*NOTE: Unless noted differently, all Board decisions contained in the minutes of the meeting received a motion, a second to the motion, additional discussion, if any, and a vote of a quorum of the Membership present either in person or by proxy.*

### **OWNER'S FORUM:**

1. **Damaged Carport:** An Owner asked about the damaged carport. Mark answered the carport has been repaired and the owner will be billed for the cost of the repairs.

### **APPROVAL OF MINUTES FROM PRECEDING MEETINGS:**

1. **Quarterly Meeting, May 19, 2025 Minutes:** A motion was made and seconded to approve the Meeting Minutes from May 19, 2025. There was no additional discussion, and the motion passed unanimously.

## **FINANCIAL REPORT SUMMARIES:**

### **Financial Summary as of 07/31/2025:**

▪ Total Operating Funds:	\$ 16,730.90	including pending EFTs
▪ Total Reserve Funds:	\$ 829,227.20	including reserves interest
▪ Total Cash Assets:	\$ 845,958.10	
▪ Total YTD Income:	\$ 441,671.98	
▪ Total YTD Expenses:	\$ 452,092.46	including \$161,778.07 of Reserve Expenses collected YTD
▪ Budget vs. Actual Income:	68.65%	including 57.96% of the total Reserve Expenses
▪ Budget vs. Actual Expenses:	64.51%	<b>0 accounts 91+ days; 0 accounts 61-90 days</b>
▪ Total Delinquencies:	\$ 1,851.50	<b>2 accounts 31-60 days; 6 accounts 0-30 days.</b>

### **Financial Summary as of 08/31/2025:**

▪ Total Operating Funds:	\$ 27,757.13	including pending EFTs
▪ Total Reserve Funds:	\$ 832,026.13	including reserves interest
▪ Total Cash Assets:	\$ 859,783.26	
▪ Total YTD Income:	\$ 506,077.71	
▪ Total YTD Expenses:	\$ 502,673.03	including \$165,587.42 of Reserve Expenses collected YTD
▪ Budget vs. Actual Income:	78.39%	including 59.97% of the total Reserve Expenses
▪ Budget vs. Actual Expenses:	72.54%	<b>0 accounts 91+ days; 1 account 61-90 days;</b>
▪ Total Delinquencies:	\$ 1,962.00	<b>0 accounts 31-60 days; 5 accounts 0-30 days.</b>

### **Financial Summary as of 09/30/2025:**

▪ Total Operating Funds:	\$ 24,786.71	including pending EFTs
▪ Total Reserve Funds:	\$ 849,594.51	including reserves interest
▪ Total Cash Assets:	\$ 874,381.22	
▪ Total YTD Income:	\$ 568,977.68	
▪ Total YTD Expenses:	\$ 550,975.04	including \$167,753.72 of Reserve Expenses collected YTD
▪ Budget vs. Actual Income:	87.07%	including 60.10% of Reserve Expenses
▪ Budget vs. Actual Expenses:	79.36%	<b>0 accounts 91+ days; 1 account 61-90 days;</b>
▪ Total Delinquencies:	\$ 1,519.50	<b>0 accounts 31-60 days; 2 accounts 0-30 days.</b>

### **Financial Summary as of 10/31/2025:**

▪ Total Operating Funds:	\$ 4,585.71	including pending EFTs
▪ Total Reserve Funds:	\$ 870,539.89	including reserves interest
▪ Total Cash Assets:	\$ 875,125.60	
▪ Total YTD Income:	\$ 632,373.07	
▪ Total YTD Expenses:	\$ 613,626.05	including \$171,613.64 of Reserve Expenses collected YTD
▪ Budget vs. Actual Income:	95.75%	including 61.49% of Reserve Expenses
▪ Budget vs. Actual Expenses:	86.05%	<b>0 accounts 91+ days; 0 accounts 61-90 days;</b>
▪ Total Delinquencies:	\$ 261.75	<b>0 accounts 31-60 days; 1 account 0-30 days.</b>

*Supporting financial documents, statements, and reconciliations are sent separately to the Board of Directors monthly. Please review the monthly Expense Report, as that will be the best way for the Board to be aware of the actual monthly expenditures and corresponding work that has been performed on the property since the last financial statement report. Please do not hesitate to contact management if you have any questions.*

## **MANAGER'S REPORT (as of 11/17/2025):**

**1. REPAIRS, MAINTENANCE & UPDATES:** The following maintenance updates are for informational purposes only and do not require Board action at this time:

- a. New concrete pool deck & drain system installed.
- b. Pool & spa being cleaned to paint
- c. Pressure washing throughout community
- d. Foundation vent covers opened for spring through fall
- e. Exterior hose bib frost covers removed for spring through fall
- f. Irrigation systems started up for spring through fall.
- g. Purchase of 800 bags of bark mulch to be installed throughout community
- h. Loose cinder block repaired on south recycle dumpster cubicle.
- i. Rotted fascia replaced on roofs above units C5 & E5
- j. F dumpster repaired.
- k. Entry lock replaced on fitness room.
- l. Crawlspace issues mitigated in Unit B-4.
- m. Attic issues mitigated in unit J-6
- n. Gutter maintenance is ongoing.
- o. Tree pruning is ongoing.
- p. Monthly fitness room and clubhouse cleaning is ongoing.
- q. Rodent control and bait stations are ongoing.
- r. Lighting maintenance is ongoing.
- s. Garbage onsite maintenance is ongoing.
- t. Cigarette receptacle cleaning is ongoing.

## **2. ADMINISTRATION:**

**a) Violations (since last meeting – for informational purpose):**

03/03/2025: Garbage Violation

03/03/2025: Garbage Violation

**b) Owner Correspondence & Administration (for Board information only):**

**For informational purpose:**

i. FIVE covered carport leases are in place.

#51 to Unit G-2

#56 to Unit H-4

#11 to Unit C-6

#68 to Unit N-6

#12 to Unit C-6

**c) Owner Correspondence & Administration (Board Action requested):**

i. None

## **3. UNIT SALES DATA:**

**Sold Units year-to-date in 2025 are as follows:**

Unit: <b>C-7</b>	Sq. Ft.: <b>753</b>	Sold Price: <b>\$230,000</b>	Sold Date: <b>1/30/25</b>	DOM: <b>19</b>
Unit: <b>R-3</b>	Sq. Ft.: <b>971</b>	Sold Price: <b>\$292,000</b>	Sold Date: <b>1/27/25</b>	DOM: <b>179</b>
Unit: <b>S-4</b>	Sq. Ft.: <b>884</b>	Sold Price: <b>\$279,000</b>	Sold Date: <b>1/15/25</b>	DOM: <b>72</b>

**Active Listings as of 5/19/2025 are as follows:**

Unit: <b>Q-1</b>	Sq. Ft.: <b>884</b>	List Price: <b>\$279,900</b>	DOM: <b>160</b>
Unit: <b>D-2</b>	Sq. Ft.: <b>971</b>	List Price: <b>\$292,900</b>	DOM: <b>10</b>
Unit: <b>M-2</b>	Sq. Ft.: <b>971</b>	List Price: <b>\$269,900</b>	DOM: <b>83</b>

**Pending Listings as of 2/24/2025 are as follows:**

Unit: <b>B-4</b>	Sq. Ft.: <b>884</b>	List Price: <b>\$279,900</b>	DOM: <b>33</b>
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*Information provided courtesy of FRESH START Real Estate, Inc. extracted from the RMLS*

**OLD BUSINESS:**

1. None

**NEW BUSINESS:**

2. **2025 Reserve Study Update:** Mark reviewed and explained the 2025 Reserve Study update and went over planned maintenance projects for 2026. There were no questions regarding the 2025 Reserve Study and the board decided to move directly to the discussion of the proposed 2026 Budget.
3. **2026 Proposed Budget:** The budget discussion was brief and no additional questions were asked. The proposed increase of the HOA dues will increase \$17-\$22 per month for each unit owner beginning January 1, 2026. A motion was made and seconded to accept and approve the proposed budget as-is for 2026. The motion passed unanimously without further discussion.

**ADJOURN****Next Meeting Date:****Monday, February 23, 2026 at 6:00 pm****To be held in the Murrayhill Woods Clubhouse**

*It is the Board's intention to hold meetings quarterly on the 4<sup>th</sup> Monday of every third month. Mark your calendars! The scheduled meetings in 2026 will be held on **02/23/2026** at 6:00 pm, **02/23/2026** at 6:00 pm (Annual Meeting), **05/11/2026** at 6:00 pm, **08/24/2026** at 6:00 pm (Annual Meeting), **11/16/2025** at 6:00 pm (Budget Meeting). We hope you can attend.*

**Meeting Adjourned:****6:36 PM****Minutes Prepared By:****FRESH START Real Estate, Inc. - Community Manager**

## MEETING MINUTES

### HEARING MEETING (Executive Session) OF THE BOARD OF DIRECTORS OF: MURRAYHILL WOODS CONDOMINIUMS

LOCATION: Via Zoom at Remote Locations  
DATE & TIME: 1/12/2026 at 6:00 PM  
CALLED TO ORDER: 6:00 PM  
QUORUM PRESENT: Yes

#### **ATTENDEES:**

##### Board Members:

Patty Higham, Chair

Tom Gibbons, Treasurer

Christy Peschl, Director

Sarah Tenney, Director

Beth Pinchot, Director

Absent – Jessie Sweeney, Secretary

Eric Costaggini, Director

##### Owner/Resident:

Ali Javaheri

##### Management:

Mark Vandervest – FSRE

Cindy Vandervest – FSRE

#### **CALL TO ORDER:**

Chair Patty Higham called the hearing to order and thanked all of the Board Members for taking the additional time to attend the hearing. Patty then turned the hearing over to Community Manager, Mark Vandervest, of FRESH START Real Estate, Inc. to facilitate.

#### **HEARING STATEMENT READ:**

Mark read the hearing statement to address the evidence of the violation. The violation was a smoking violation observed on the balcony of the Owner's Unit. Mark discussed the meeting protocol and moved on to the Owner's statement.

#### **OWNER'S STATEMENT:**

Owner/Resident stated that he was the Owner of the property and expressed his belief that the violation did not meet the burden of proof to enforce. Owner stated that he was not aware of anyone smoking on his balcony, and that even if someone was smoking on his balcony, observation is not enough proof.

#### **EVIDENCE REBUTTAL:**

Management shared a photo that was taken at the time of the violation which not only showed an individual smoking on the balcony, but it also showed the Owner/Resident in the background observing the smoking.

#### **BOARD DISCUSSION:**

The Board thanked the Owner/Resident for his testimony and then dismissed him from the hearing. The Board briefly discussed the evidence and found the Owner's testimony not to be credible. The Board added that observation by either a board member or Management is, in fact, enough evidence to enforce the violation even if there was no photo evidence. Additionally, it was reiterated that Owners and Residents are responsible for the actions of their guests at all times. The Board adjourned the executive session for the hearing at 6:25 pm.

### **DELIBERATION AND BOARD DECISION:**

The Board called a brief open meeting at 6:26 pm and further discussed the evidence presented. Management expressed concerns that the Resident may not even be the Owner of the property. Bylaws require that Owners must be present at any duly called hearing. A motion was made and seconded to enforce the violation and assess the full \$250.00 fine. There was no additional discussion and the motion passed unanimously. The Board instructed Management to send an email to the Owner/Resident of the Board's Decision.

### **ADJOURNMENT:**

The meeting was adjourned at 6:31 pm.

**Minutes Prepared By:** FRESH START Real Estate, Inc. - Community Manager