



# MEETING MINUTES

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

LOCATION: Zoom Meeting held at remote locations  
 DATE: 03/20/2023  
 TIME: 6:00 pm  
 QUORUM PRESENT: Yes

### ATTENDEES (Board Members Bolded)

<b>Patty Higham - Chairperson</b>	Fabi Colmenarez
<b>Missy Hughes - Secretary</b>	Malek Musleh
<b>Nicole Stewart - Director</b>	Ruth Morlock
<b>Bryan Hall - Director</b>	Christy Peschl
<b>Sally Robinette - Director</b>	Howard Ishizuka
<b>Emily Gardner - Director</b>	Eric Costaggini
<b>Absent - Tom Gibbons - Treasurer</b>	Aaron Dent
	Jessie Sweeney
	Cathie Thompson
Mark Vandervest - FSRE	
Cindy Vandervest – FSRE	
Sunny Arruda - FSRE	

### WELCOME

Chairperson Patty called the meeting to order at 6:01 PM and welcomed everyone in attendance. Patty wanted to note for the record that meetings are generally turned over to management to run, because it is management who obtains and retains the Association information, takes minutes, puts together the financial reports, etc. The Board of Directors makes all decisions that are in the best interest of the Association. The meeting was turned over to Mark Vandervest, Community Manager – FRESH START Real Estate, Inc.

### APPROVAL OF AGENDA

**Agenda** – A motion was made and seconded to approve the agenda with the additions of 3 items: Rental Caps, Dumpster Slats, & Rollup Shades. The motion was passed unanimously without further discussion.

### OWNER'S FORUM



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**Reflectors on Carports** – An Owner expressed a need for reflectors on the carports since they've been recently painted black. This issue had been mentioned by only one person previously and didn't seem to be a priority. Tonight, several owners and board members agreed there is a need for the reflectors now that the carports have been hit or nearly hit more often after the painting has been finished. A few owners also requested reflectors at the dumpster and recycling enclosures. A quick search showed several types of reflectors that would fill the need at very reasonable prices. FSRE will research the types of reflectors that are available.

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**Smoking Stations** – Owner requested the smoking stations be emptied and cleaned more often. The receptacles seems to fill up faster than the current once per month cleaning can keep up with. This will be added as a bi-weekly routine maintenance item.

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**Gutters** – Owners reported a gutter screen blew off of Building L and the gutters along the front of Buildings G & N are overflowing. Maintenance crew will check all three areas.

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**Manhole** – Owner mentioned the manhole near Building V at unit 4 was flooding. FSRE mentioned the entire storm drain had been replaced in 2016 and was on target to be cleaned out this year.

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**Energy Trust Rebates** – Emily mentioned it might be beneficial to have the Energy Trust advocate come out and look at the recently done projects as well as the upcoming planned projects and tell us if anything qualifies for the rebates currently offered, or what it would take to qualify. She volunteered to reach out to the Energy Trust representatives to determine if the Association would qualify for any rebates.

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**Rental Caps** – Sally inquired about the possibility of putting a cap on the amount of rentals allowed in the association. A short discussion of the pros and cons of a rental cap was explained. While owner occupied units historically tend to create more of a vested interest in the upkeep of a complex, it also would be a detriment to owners wishing to rent their units for income. Currently there are 59 rented units (32.7%) of 174 units total, leaving 67.3% (115 of 174 units) that are owner occupied. To add a rental cap, an amendment to the Bylaws is needed which requires at least a 51% majority vote in favor of the amendment. A motion was made and seconded to add the topic to New Business at the next meeting to discuss it further. There was no additional discussion and the motion passed unanimously.

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**Motion Lights** – Two owners suggested motion sensor lights in the darkest areas, near dumpsters, recycling areas and back parking areas. Management noted that all exterior lighting in the community is already on photocell operation. The new flood lamps were recently installed in the back parking lot which should address this concern.

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**Dogs on the Property** – An owner mentioned seeing dogs when MHW does not allow dogs. It was explained that some of the dogs may be people walking through the property, while others are either service dogs (ADA approved) or emotional support animals (FHA approved). Each owner with an animal that qualifies under the ADA or FHA disability guidelines must complete a reasonable accommodation packet that was developed by the Association's Legal Counsel. The complete reasonable accommodation packet must be received, reviewed, and approved PRIOR TO bringing any unauthorized animal onto the property. Failure to obtain an approved reasonable accommodation prior to bringing an animal onto the property is subject to a violation and fine.

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**APPROVAL OF PREVIOUS MINUTES**



**November 2, 2022 Minutes** – A motion was made and seconded to approved the minutes as written, from November 2, 2022, which had been held over from the last meeting to give one board member time to review the minutes. Board members were reminded that the minutes are posted to the website in draft form for review within 2 weeks after each board meeting, and can be reviewed at any time prior to the next board meeting. The motion passed unanimously without further discussion.

**January 30, 2023, Minutes** – A motion was made and seconded to approve the minutes from January 30, 2023 modified with the following addition of the statement regarding: The quote for Building H handicapped space & ramp were to be discussed once the quote was received. The motion passed 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 Board of Directors.**

**FINANCIAL REPORT**

**Financial Report Summary:**

**Financials as of 1/31/2023:**

§ Total operating funds:	<b>\$ 202,055.09</b>	including pending EFTs
§ Total reserve funds:	<b>\$ 493,683.02</b>	including reserves interest
§ Total cash assets:	<b>\$ 695,738.11</b>	
§ Total YTD income:	<b>\$ 55,221.64</b>	
§ Total YTD expenses:	<b>\$ 28,684.96</b>	including \$3,175.00 of Reserve Expenses
§ Budget vs. Actual <u>Income</u> :	<b>16.07%</b>	collected YTD.
§ Budget vs. Actual <u>Expenses</u> :	<b>10.91%</b>	including 5.36% of Reserve Expenses paid year to date.
§ Total delinquencies:	<b>\$ 7,819.08</b>	<b>1 account 91+ days; 1 account 31-60 days</b>

**Financials as of 2/28/2023:**

§ Total operating funds:	<b>\$ 111,020.68</b>	including \$3,558.08 in pending EFTs
§ Total reserve funds:	<b>\$ 602,649.35</b>	including reserves interest
§ Total cash assets:	<b>\$ 713,670.03</b>	
§ Total YTD income:	<b>\$ 111,925.56</b>	
§ Total YTD expenses:	<b>\$ 67,456.96</b>	including \$8,936.37 of Reserve Expenses collected YTD
§ Budget vs. Actual <u>Income</u> :	<b>25.19%</b>	
§ Budget vs. Actual <u>Expenses</u> :	<b>16.93%</b>	including 8.68% of Reserve Expenses paid year to date
§ Total Delinquencies:	<b>\$ 8,141.33</b>	<b>1 account 91+ days; 2 accounts 31-60 days; 3 accounts 0-30 days.</b>

Supporting statements and reconciliations are sent to the Board of Directors separately. Please review the Expense report as that will be the best way 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 call or email Management if you have any questions.

## RESERVE FUNDS MOVEMENT

Management recommended moving reserve funds from Bank of America (current yield 0.01%) to other institutions which yield significantly more interest as follows:

- Move \$34,000.00 from BofA to Banner Bank (current yield 3.1%).
- Move \$66,000.00 from BofA to Northwest Bank (current yield of 3.6%).
- Move \$45,000.00 from BofA to OnPoint Credit Union (current yield of 1.1%).
- The movement of funds will also help to organize funds to all be FDIC Insured.
- Signers on all accounts shall continue to be the Chair, Secretary, and the corporate officers of FRESH START Real Estate, Inc. (Mark & Cindy Vandervest).

A motion was made and seconded to move the funds from the Bank of America reserves account as proposed above by Management. The motion passed unanimously without further discussion.

## MANAGER'S REPORT

### REPAIRS, MAINTENANCE & UPDATES

***The following maintenance updates are for informational purposes only and do not require Board action at this time:***

- a. Crawlspace mitigation performed at Unit B-4 including cleanout of debris, re-fastening of fallen insulation, installation of new vapor barrier as needed.
- b. Flood lamps installed at all stairways leading down to the west parking lot.
- c. Flood lamp installed at east sidewalk behind building K.
- d. Flood lamp installed at L dumpster area.
- e. Photocell replaced on carport in front of building B.
- f. Electrical issues diagnosed with yard lamps not working and were repaired.
- g. Carport fixture replaced in front of building S.
- h. Handicap parking space completed in front of building N.
- i. Gutter maintenance is ongoing.
- j. Tree pruning is ongoing.
- k. Monthly fitness room and clubhouse cleaning is ongoing.
- l. Rodent control and bait stations are ongoing.
- m. Lighting maintenance is ongoing.
- n. Garbage onsite maintenance is ongoing.
- o. Cigarette receptacle cleaning is ongoing.



**ADMINISTRATION**

**a. Violations (1/01/2023 thru 03/20/2023):**

***For informational purpose:***

01/02/2023:	Parking Violation	01/29/2023:	Trash
01/03/2023:	Common Area	01/29/2023:	Smoking
01/04/2023:	Parking	01/30/2023:	Patio
01/08/2023:	Parking	02/10/2023:	Trash
01/08/2023:	Common Area	02/10/2023:	Pets
01/18/2023:	Parking	02/23/2023:	Patio
01/29/2023:	Parking	03/10/2023:	Trash

**b. Homeowner Correspondence and Administration**

***For informational purpose:***

1. 11 covered carport leases are in place, including:

#8	#11	#12
#13	#23	#51
#53	#56	#68
#120	#146	

**c. Owner correspondence for Board Review**

***Board action requested:***

1. None



## COMMITTEE REPORTS

**Newsletter Committee** – Though the Newsletter Committee had decided to table the newsletter indefinitely, during the January 30, 2023, meeting due to lack of volunteers and time, FSRE created a newsletter and sent it to the community. The newsletter was well received with the exception of one board member who was not happy with FSRE branding on 3 of the 5 pages. FSRE created the newsletter for the benefit of the community at no cost to the Association and was surprised that there was any objection. Management asked if there was anyone present who would like to take over the newsletter now that there was a format that could be used. There were no volunteers. The same board member then stated the newsletter should be sent to the board for approval each time before sending it out. The board member was reminded by other board members that the newsletter could be done by the committee as originally intended, if more control over content was desired. All other board members and owners present expressed gratitude for the effort made by FSRE for the community and most felt it was a well done publication with good information. FSRE will consider if the newsletter was worth the effort to continue without committee participation. Owners present encouraged FSRE to continue with the newsletter as they felt it was good for the community. Owners did suggest printed copies would be nice in the exercise room and if possible, at the mail boxes. Should Management decide to continue with the newsletter, Owners are encouraged to contribute articles and content by using the Comments & Concerns form found on the Owners & Tenants form page of the MHW Website.

**Landscaping Committee** – Bryan Hall, chair of the Landscaping committee, was upbeat and excited for the coming of Spring. He discussed having a Community Walk event on April 15, 2023 where interested owners would walk through the community, identifying areas that needed work and what they'd like to see in these areas. Bryan agreed to write up an announcement of the walk and get it to FSRE who would be happy to send it out to the whole community. There is a budget of \$7,500 this year for landscaping upgrades.

## OLD BUSINESS

### 2023 Lighting Project Update

This topic was discussed during the Owner's forum and in more detail in the Manager's Report

### Storage Addition Permit Update

The City Planning department has been holding the permit waiting for the Building Department to give the ok to issue the permit. And the Building Department was unaware the planning department was ready to issue the permit. It seems to be settled now and the permit is expected to be issued this week. Once the permit is in hand, the inspections can be scheduled and the gas meter installed to the spa. The long delay seems to be at an end!

### Dumpster Slats Update

The new black slats for the chain link dumpster enclosures have arrived and are ready to be installed as soon as they can be scheduled.

### Rollup Shades Update

The new black rollup shades for the patios have begun to come in, so far 10 have arrived. Owners who had previously purchased the old brown shades are able to contact management to exchange their old brown roller shade for a new black shade. Installation will be up to the owners or they can contact Management to arrange for installation at a reasonable fee. Owners who did not have a rollup shade previously can contact Management to buy one at cost for as long as the supply lasts, and installation is up to the owner. Once the supply has run out, the shades are available at Lowes and information can be found on the Approved Products page of MHW's website.



**NEW BUSINESS**

**Reserve Study Action Items upcoming:**

- Clubhouse Doors – An estimate of was received from Chown’s Hardware for really well-done doors. A motion was made and seconded to accept the bid from Chowns as prices would only go up the longer this waits. The motion passed unanimously without further discussion.
- A new entry monument is scheduled for 2023 at a budget amount of \$7,500.00. Management is researching designs for board review.
- The water heater in the club house needs to be replaced this year.
- Pressure Washing 1/3 of the community where it needs it the most, 1/3 each year on a rotating basis.

**Pool & Spa Opening**

- The pool & Spa normally open on Memorial Day weekend but depending on weather and the planned gas meter installation, could happen earlier!!

**In Person Meetings**

- Once again a suggestion was made to return to in person meetings. There still are the same issues with the sound being unreliable to have hybrid meetings (both in person and via Zoom at the same time). Having meetings in person without the ability to attend by Zoom would make it very difficult for owners who do not live at the community or in town to attend. It was suggested to leave the meeting in May to be held via Zoom and to consider during that meeting if the annual meeting later in the summer should be held in person.

**Quarterly Meetings**

- A suggestion was made to consider moving the meetings from bi-monthly to quarterly. Most of the members of the board liked the idea but the concern was the meetings are already overly long and going farther apart may result in even longer meetings. The discussion was tabled until the next meeting.

**ADJOURNMENT**

NEXT MEETING DATES: **Monday, May 22, 2023 at 6:00 pm**

MEETING ADJOURNED: **8:01 PM**

**--- END OF MEETING MINUTES ---**

MINUTES PREPARED BY: **FRESH START Real Estate, Inc.**  
Community Manager