

MINUTES

Murrayhill Woods Condominium Owners Association

Minutes of the Annual Meeting for the Murrayhill Woods Condominium Owners Association held at 6:30pm on August 28, 2017 in the clubhouse at 9450 SW 146th Terrace, Beaverton, OR 97007

Board Members in attendance: Mike Helmuth, Treasurer
Aaron Dent, Director
Torey Farnsworth, Director
Geri Masters, Director
Lynsi Sitton-Knieling, Secretary

Board Members absent: Bev Hovley, Chair

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

At the request of Torey Farnsworth, the meeting was called to order by manager Mark Vandervest at 6:00pm.

Quorum Present: Yes

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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 57.4% of the voting rights in the Association.

Approval of Agenda: A motion was made by Mike Helumth to approve the Agenda as written. The motion was seconded by Aaron Dent and unanimously approved.

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Reading of Minutes of Preceding Meeting: Motion to forgo the reading of the minutes from the 2016 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.

Manager's Report:

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

- Comcast negotiation netted MHW \$26,100.00 in compensation for an easement renewal. The funds will be applied to the Association's Reserve Funds.
- Audits of the City Water/Sewer bills has resulted in a total of \$12,233.96 in credits back to the Association.
- Roofs on Buildings V, U, T, J, N, K, P & I have been completed this year.
- No Smoking amendment was passed and is now in full force.
- Envelope Inspection was complete.
- Sidewalk repairs were made and two additional ADA ramps were installed.
- Spa was closed through the winter to save money and purchase a pool cover.
- Drainage issues were repaired in front of Building V & ?.
- Stop Signs were posted.
- Carport leases are offered for several unassigned parking spots.
- Consistent monitoring of the pool and spa chemical readings and usage.
- Bark mulch was spread around each building as the new roof installations were completed.
- Added a couple of new pieces of fitness room equipment
- Changed facility locks on the pool and fitness room doors.
- Landscaping drainage and erosion renovations completed.
- Removal of diseased and dying trees within the Association.
- Cleaned off carport roofs
- Launched new Murrayhillwoods.com website

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. A complete copy of the reserve study report is available upon request via email to the Manager.

Board Member Elections:

Manager Mark Vandervest expressed a sincere thank you 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 3 positions open for election to the Board of Directors. Board members Kathy Leonetti, Geri Masters and Chair Bev Hovely's

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positions were up for renewal. Board member Geri Masters nominated Torey Farnsworth to Chair the Board, Mike Helmuth second the nomination and the motion was approved unanimously. Geri Masters, Torey Farnsworth and Aaron Dent nominated Patty Higham, Robert Rioux and Nicole Stewart to be elected to the board for 2-year terms. Mark asked if there were any other volunteers from those present and there were none. Geri motioned to approve Torey for Chair, Patty, Robert and Nicole for the Board of Directors, Mike seconded the motion, and the motion was approved unanimously.

Outstanding Business:

There is no outstanding business from the 2016 annual meeting of the Association.

Election of Officers:

The following officers were nominated to the 2017-2018 Board of Directors:

Torey Farnsworth, Chairperson
Lynsi Sitton-Knieling, Secretary
Mike Helmuth, Treasurer

Robert motioned to approve the officers as nominated. Lynsi seconded the motion and the motion was approved unanimously.

Adjournment:

Prior to adjournment, Resident Bud Majest spoke briefly about how satisfied he is with Management's hard work to improve the appearance of Murrayhill Woods. He thanked Mark and Cindy Vandervest of FRESH START Real Estate, Inc for doing such an outstanding job. Torey Farnsworth motioned to adjourn the meeting at 7:28pm and Mike Helmuth seconded the motion. Everyone present was invited to hang around and enjoy the food and refreshments provided by the Association.

Submitted by:

FRESH START Real Estate, Inc.
Community Manager