



MEETING MINUTES

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

LOCATION: 9450 SW 146th Terrace in the MHW Clubhouse
 DATE: 11/27/2023
 TIME: 6:04 pm
 QUORUM PRESENT: Yes

ATTENDEES (Board Members Bolded)

Patty Higham - Chairperson	Nathan Shawen
Tom Gibbons - Treasurer	
Jessie Sweeney - Secretary	
Christy Peschl - Director	
Mark Vandervest - FSRE	
Cindy Vandervest – FSRE	

WELCOME

The meeting was called to order by Chairperson, Patty Higham. She welcomed everyone in attendance and introduced the Board of Directors that were present at the meeting. Patty then turned the meeting over to Mark Vandervest, Community Manager – FRESH START Real Estate, Inc. to facilitate the meeting. Mark 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. Management is under the direction of the Board of Directors.

APPROVAL OF AGENDA

Agenda – A motion was made and seconded to approve the agenda as written. The motion was passed unanimously without further discussion.

OWNER’S FORUM

No Comments in Owner’s Forum

APPROVAL OF PREVIOUS MINUTES

May 22, 2023 Minutes – A motion was made and seconded to approved the minutes as written, from May 22, 2023, The motion passed unanimously without further discussion.

September 18, 2023 Annual Minutes – The Annual minutes of September 18, 2023 have been included for the board’s review only. They will be reviewed and approved or modified at the next annual meeting.

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 Summary as of 9/30/2023:

§ Total operating funds:	\$ 84,239.98	including pending EFTs
§ Total reserve funds:	\$ 673,329.95	including reserves interest
§ Total cash assets:	\$ 757,569.93	
§ Total YTD income:	\$ 530,387.74	
§ Total YTD expenses:	\$ 442,019.24	including \$94,948.51 of Reserve Expenses
§ Budget vs. Actual <u>Income</u> :	88.38%	collected YTD.
§ Budget vs. Actual <u>Expenses</u> :	82.25%	including 59.41% of Reserve Expenses paid year to date
§ Total delinquencies:	\$ 3,010.50	1 account 91+ days; 0 accounts 61-90 days; 1 account 31-60 days; 6 accounts 0-30 Days.

Financial Summary as of 10/31/2023:

§ Total operating funds:	\$ 71,566.38	including pending EFTs
§ Total reserve funds:	\$ 683,898.96	including reserves interest
§ Total cash assets:	\$ 755,465.34	
§ Total YTD income:	\$ 589,763.55	
§ Total YTD expenses:	\$ 503,499.64	including \$100,474.64 of Reserve Expenses
§ Budget vs. Actual <u>Income</u> :	97.35%	collected YTD.
§ Budget vs. Actual <u>Expenses</u> :	93.59%	including 65.7% of Reserve Expenses paid year to date
§ Total delinquencies:	\$ 3,474.50	1 account 91+ days; 0 accounts 61-90 days; 1 account 31-60 days; 8 accounts 0-30 Days.

Supporting bank statements, reconciliations, balance sheet, income statements, budget vs. actual expense reports, and delinquency reports are sent to the Board of Directors separately on a monthly basis. Please do not hesitate to call or email Management if you have any questions.



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. New entry monument sign installed (electrical lighting in progress).
- b. New map signs installed (electrical lighting in progress).
- c. Pool & Spa closed for the winter.
- d. Foundation vent covers closed for the winter.
- e. Exterior hose bib frost covers installed for the winter.
- f. Irrigation system shut down for the winter.
- g. Attic venting corrections in unit A-5.
- h. Gutter maintenance is ongoing.
- i. Tree pruning is ongoing.
- j. Monthly fitness room and clubhouse cleaning is ongoing.
- k. Rodent control and bait stations are ongoing.
- l. Lighting maintenance is ongoing.
- m. Garbage onsite maintenance is ongoing.
- n. Cigarette receptacle cleaning is ongoing.

ADMINISTRATION

a. Violations (3/21/2023 thru 5/22/2023):

For informational purpose:

09/19/2023	Smoking	10/04/2023	Window
09/20/2023:	Parking	10/04/2023:	Shades
09/20/2023:	Excessive Noise, Party	10/06/2023:	Patio
09/20/2023:	Smoking	10/07/2023:	Parking
09/20/2023:	Disturbing the Peace-Police	10/09/2023:	Patio – Mesh on Rail
09/20/2023:	Smoking	10/09/2023:	Pet – Pee Pad on Deck
09/21/2023	Window	10/09/2023:	Nuisance Barking
09/26/2023:	Window	10/09/2023:	Excessive Noise - Party
09/28/2023:	Parking	10/12/2023:	Smoking
09/28/2023:	Patio	10/14/2023:	Smoking

b. Homeowner Correspondence and Administration

For informational purpose:

- i. Fourteen covered carport leases are in place.

#8 to Unit T-5	#26 to Unit D-4	#56 to Unit H-4
#11 to Unit C-6	#37 to Unit E-4	#68 to Unit N-6
#12 to Unit C-6	#38 to Unit E-4	#120 to Unit O-5
#13 to Unit C-7	#51 to Unit G-2	#146 to Unit N-6
#23 to Unit D-2	#53 to Unit G-8	

c. Owner correspondence for Board Review

Board action requested:



None

OLD BUSINESS

No Old Business at this time

NEW BUSINESS

2023 HOA Reserve Study

- The 2023 Reserve Study update was reviewed and explained in detail by Mark. The schedule of upcoming repairs identified in the 30-year maintenance plan were reviewed and discussed.

2024 HOA Proposed Budget

- The 2024 HOA proposed Budget was discussed in detail.
- Combined operating expenses including utilities is proposed to increase approximately 6.36% in 2024.
- HOA dues will raise \$13-\$17 per unit (depending on size of unit).
- A motion was made and seconded to approve the 2024 budget of \$691,628.00 as presented. Without further discussion, the motion passed unanimously.

Children at Meetings

- The Board members present discussed the request of another board member to allow children to attend board meetings due to lack of child care. While the board empathized with this member, they felt children present a distraction to all in attendance at business meetings.
- A motion was made and seconded to not allow children under the age of 18 to attend any HOA business meetings. The motion passed unanimously without further discussion.

ADJOURNMENT

NEXT MEETING DATES: **Monday, February 26, 2023 at 6:00 pm**

MEETING ADJOURNED: **7:08 PM**

... END OF MEETING MINUTES ...

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