

MINUTES

Minutes of the Board of Directors Meeting for the Murrayhill Woods Condominium Owners Association held at 6:00pm on November 28, 2016 in the clubhouse at 9450 SW 146th Terrace, Beaverton, OR 97007

The meeting was called to order by Secretary Lynsi Sitton-Knieling at 6:12pm.

Quorum Present: Yes

Board Members in attendance: Lynsi Sitton-Knieling, Secretary
Torey Farnsworth, Treasurer
Mike Helmuth, Director
Kathy Leonetti, Director

Board Members absent: Bev Hovley, Chair
Aaron Dent, Director
Rick Sheldon, Director

Guests in attendance: Patty Higham, Owner at Unit V-1
April & Jeremy Orme, Owners of Unit R-1
Josh LaFevre, Owner at Unit J-4

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

Welcome & Introductions: Secretary Lynsi opened the meeting by welcoming the board members and guests that were in attendance.

Proof of Notice: 72 hours notice for the meeting was publicly posted in all bulletin locations throughout the MHW condominium community.

Approval of Agenda: A motion was made by Mike Helmuth to approve the Agenda with the addition of discussion about a TV upgrade in the fitness room under new business. The motion was seconded by Lynsi Sitton-Knieling and the motion was unanimously approved.

Owners Forum:

Josh LaFevre requesting new fitness room equipment. Some of the recent upgrades were great, but could use a few more simple upgrades (i.e. yoga mats, wall mount, bosu ball and perhaps other upper body strengthening equipment). Along with minimal rearrangement of equipment, the very old stationary bicycle that no one ever uses could be disposed of or donated to make more space in the room. Josh had done some research and felt that another \$500 to \$600 could go a long way. The board discussed the availability of funds and Mike Helmuth motioned to approve the spending of another \$600 to further enhance the fitness room equipment. Lynsi seconded the motion, and the motion was unanimously approved. Josh LaFevre will act as the committee for the fitness equipment upgrade and include Aaron Dent on proposed recommendations.

Josh asked if he could use the fitness room to train some of his clients. The Board informed Josh that the facilities are not to be used for commercial purposes.

Approval of Minutes: A motion was made by Lynsi Sitton-Knieling to approve the minutes for the Board of Directors meeting held on 10/24/16 as written. The motion was seconded by Kathy Leonetti and was unanimously approved.

Financial Report:

Financial reports were reviewed by the Board and Management informed the Board that Unit O-1 had closed, thereby funding the association with a long awaited delinquency. Mike asked whether the non-interest bearing reserve account was closed, and Mark informed the board that the account has been closed and will show up in the November financials. Mark discussed that the Association Voya Financial reserve account funds were moved into a money market account because Martin-Haugh no longer managed the previous type of financial investment account. Mark suggested that the financial advisor be invited to one of the upcoming meetings for Q&A, and the board felt that would be a good idea.

The Association received \$29,464.92 from an insurance claim for the water damage to units C5 & C1. Those funds were paid out immediately after the completion of the repairs. Management will be collecting the Association's deductible of \$5,000.00 from the Owner of Unit C5.

Management reported that delinquent accounts have dropped from 55 to 7 accounts since March, of 2016. Collection efforts have been stellar, but a few larger delinquent accounts have been lingering in collections with Vial Fotheringham. The board discussed moving collection accounts from Vial Fotheringham to new legal counsel for collections. The Association would have to pay off approximately \$2,000 of legal fees to do so. One delinquent account has a pending sale to the current Tenant in the property that was anticipated to close last month, but now has been extended to this month. The board asked management to request a copy of the purchase agreement to verify the pending sale. The board discussed giving several delinquent accounts until 12/15/16 to either respond or pass the accounts off to collections. Kathy motioned to both pass the delinquent accounts and remove one collection account from Vial to forward on to collections at Community Association Law Group if no resolution is able to be made on these accounts by 12/15/16. Lynsi seconded the motion and the motion unanimously approved.

Mike asked whether the Comcast funds had come through yet. Mark reported that he had a conversation with the Comcast rep last week who informed him that the paperwork was still being processed. In the interim, Comcast plans to survey the property within the next few weeks and to install the gratis Wi-Fi and additional cable outlet.

Manager's Report:

1. The dumpster in front of the L building continues to be overloaded and requires frequent onsite management, even though it is now being serviced by Waste Management three times per week. It is suspected that one or more tenants may be using the dumpster for commercial disposal of waste. Management suggested that a form of portable video surveillance be used to determine who is overloading the dumpster. It was discussed that stealth or trail cameras could be purchased at

Costco or elsewhere for around \$100.00. Kathy Leonetti motioned that the Association purchase a “stealth camera” to place near the dumpster and monitor the area. Torey Farnsworth seconded the motion and the motion passed unanimously. Management informed everyone that **Owners and residents are reminded to not overfill the dumpsters or place any garbage outside of the dumpster container. All garbage must be placed within the dumpster container. If the dumpster lid is raised more than 4 inches, the Association is charged additional fees by Waste Management in addition to additional onsite garbage management time. If a dumpster lid is raised, Owners and Residents are required to take their garbage to an alternate dumpster location within the complex. Anyone found overfilling the dumpsters will be subject to a fine. Landlords are expected to notify their Tenants of this, and all other rules and regulations within the community.**

2. The Annual Owner packet was mailed to all Owners which included the 2017 approved budget, the approved insurance deductible resolution, the approved enforcement and fine resolution, and a copy of the community policies and guidelines which have been updated to include the spa closure for the winter.
3. Owners are reminded and encouraged to pay their monthly COA dues for free at www.PayMHW.com.

Violations:

1. Two violation notices were served for prohibited items on patios/balconies.
2. One fine was assessed for prohibited items on the patio.
3. A violation notice was served for personal property in entry corridor.
4. A violation notice was served for prohibited window coverings.
5. One violation notice was posted for illegal parking.
6. One violation notice was served for overfilling a dumpster.

Old Business:

1. **No Smoking Policy:** The Association will be mailing out the proposed smoking amendment to all Owners in December. **Upon receipt of the mailing, Owners are asked to promptly cast an electronic vote at www.calaw.attorney/murrayhill.** If Owners require a hardcopy paper ballot, they are to contact Management.
2. **2017 Assessment Increase:** Owners are reminded that assessments will increase on January 1, 2017 as follows:

	2016		2017
Assessment Payment per Unit:	\$221.39	increases to	\$232.00
	\$259.65	increases to	\$272.00
	\$260.23	increases to	\$273.00
	\$284.57	increases to	\$298.00

New Business:

1. Management presented a proposal from Schwindt & Company to engage services for 2017. The annual audit & reconciliation will cost \$2,000 and tax preparation will cost \$300. These amounts were included in the approved 2017 budget. Kathy Leonetti motioned to approve the Schwindt engagement. Torey seconded the motion and the motion passed unanimously.
2. Management proposed the purchase of a new larger TV for the fitness room. Several requests have been made by residents as the current TV is quite small. As the result of Black Friday sales, a 50" 4K TV could be purchased along with a new wall mount bracket for \$400. Torey Farnsworth motioned to purchase the new TV for the fitness room. Kathy Leonetti seconded the motion and the motion passed unanimously.
3. Board members in attendance were presented with a poinsettia plant, compliments of Management.

Schedule Next Meeting:

Pending no anticipated critical need to meet, the MHW Board of Directors discussed not holding a meeting in December. Mike motioned to skip December's meeting and schedule the next board meeting for January. Lynsi seconded the motion and the motion passed unanimously. The next board meeting will be held at 6:00pm on January 23rd, 2017 in the MHW Clubhouse.

Adjournment:

Lynsi motioned to adjourn the meeting at 7:18pm. Kathy seconded the motion with gratitude of the concise organization of the meeting, keeping the meeting to just slightly over an hour for the first time in many years. The motion passed unanimously.

Submitted by:

FRESH START Real Estate, Inc.
Community Manager