

# MINUTES

**Minutes of the Board of Directors Meeting for the Murrayhill Woods Condominium Owners Association held at 6:00pm on April 25, 2016 in the Murrayhill Woods clubhouse at 9450 SW 146th Terrace, Beaverton, OR 97007**

The meeting was called to order by chair Bev Hovley at 6:03pm.

**Quorum Present:** Yes

**Board Members in attendance:** Bev Hovley, Chair  
Lynsi Sitton-Kneiling, Secretary  
Mike Helmuth, Treasurer  
Aaron Dent, Director  
Mark Vandervest, Director  
Kathy Leonetti, Director

**Board Members absent:** None

**Guests in attendance:** Karen Guilak, Owner at R3  
Spencer & David, Occupants at N4  
Shahnaz Kalanaki, Owner at N8

**Others in attendance by invitation:** None

**Welcome & Introductions:** Bev opened the meeting by welcoming everyone.

**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 Bev Hovley to approve the Agenda as written. The motion was seconded by Mike Helmuth and unanimously approved.

## **Owners Forum:**

1. Karen discussed that the former handyman that use to live onsite would like help from MHW residents to return to the United States legally. He would need a commitment from MHW to provide him a position in order to obtain work visa. Everyone discussed at length how wonderful and useful he was while he was onsite. Mark stated that Rudy would have to secure a license and bond in order to work here legally. We will follow-up with Rudy as to what he is expecting, and if he would be able to obtain a license and bond.
2. Aaron asked if we can vent A/C units through the wall instead of the windows. Kathy stated they would need to remain in “uniform” with the outside of buildings. Aaron will look further into the installation and report back to the BOD.
3. Mike wants to know if PREM has any further control over the finances. Mark explained that their last wire is expected within a day or two. Audits will take place to make sure the amounts being forwarded by PREM to MHW are accurate.

**Approval of Minutes:** A motion was made by Bev to approve the minutes, as written, for the Board of Directors meeting held on 3/28/16. The motion was seconded by Mike and unanimously approved.

### **Manager's Report:**

The Manager's report included in the Board Packet was reviewed including Owner correspondence and pending and completed maintenance and repairs over the last month. .

### **Old Business:**

1. There was a request to remove the old loose roof tiles off H building promptly to ensure safety. Mark will follow up with a contractor to complete the request
2. Replacement of the spa jet pump was discussed and it was decided to replace it now at a cost not to exceed \$757.50. Bev motioned to replace the spa pump. Lynsi seconded the motion. The motion was approved unanimously.
3. The pool heater has not been functioning for the last couple of years. There was discussion that we could replace the pool heater at a cost of \$4,365.00 or leave it as is for another year. The BOD discussed the option of solar covers that roll on and off. Mike motioned to replace pool heater. Bev seconded the motion. A vote was taken and the motion failed by a vote of 4-2.
4. There was discussion about the corroded gas pipe lines in the pool pump room. Aqua Care advised that the unneeded chemicals in the room should be disposed of, and the gas lines be replaced. Management will look into getting a price to complete the request.
5. Discussion that the pool shower is not functioning correctly. Bev states that it doesn't shut off once turned on. Mark will investigate and correct the issue.
6. The BOD reviewed two samples of roofing products proposed for the roofing replacement throughout the community. The BOD discussed moving forward with the Pabco Paramount roofing product at a cost not to exceed \$565,665 including gutter and downspout replacement. There was further discussion that the building H roof is in such disrepair and for safety concerns work will begin there. The board was given 2 addresses to drive and observe the proposed roofing product (Pabco Paramount) and color (Antique Black) for the proposed look of the new roof. Lynsi motioned to move forward with the roof and gutter replacement as discussed. Mike seconded the motion. The motion was unanimously approved.
7. Storm sewers repairs were discussed. TC Excavating reported that there was an additional 90 feet of replacement that was recommended at an additional cost of \$6,000.00 including some minimal sidewalk replacement. Bev motioned to approved the additional storm sewer replacement as discussed. Kathy seconded the motion. The motion was unanimously approved.

### **New Business:**

1. Bev suggested that Geri Masters would be willing to write a monthly Newsletter and email it out to the residents once a month to improve communication. The COA will provide Geri with the approved minutes and she will create a less formal version of the minutes into a monthly letter that will keep the current information in front of all residents. Those without email would get a hard copy mailed to them. Bev motioned

- to move forward with the newsletter. Lynsi seconded the motion. The motion passed unanimously.
2. Bev suggested that the return addresses on anything mailed out have the Murrayhill Woods name on them and not FRESH START in hopes that it might be more clear that its not junk mail from a Realtor. Management agreed that they would make that change.
  3. Discussion on replacement of plants, trees or bushes where the trees have been removed. Bev suggested to postpone further discussion until storm sewer and sidewalk repairs have been made. The BOD agreed to table the matter.
  4. Mark informed the BOD that he analyzed the water bills that came in from the City of Beaverton for the month of March. There was a significant price difference with the H building being MUCH higher than the others. Mark was informed by the City of Beaverton that the building had a leak in March of 2015 and the previous management had never called in to notify the City of the repair so the billing base fee never lowered back after the leak was corrected. After being told nothing could be done about the over-pay Mark asked for a supervisor and was able to negotiate a \$4,000+ credit on the MHW water bill for building H. Mark informed the BOD that buildings I-J should be inspected for water leaks as those buildings seem to have higher water bills than the rest as well. The BOD agreed to have a contractor evaluate the crawlspaces of buildings I-J and management will report back to the BOD.
  5. Crawl spaces vent covers were opened and hose bib insulation covers were removed for the spring, summer, and fall seasons.
  6. With the weather being in the 90's a few days already this year. Residents have been inquiring if the pool can open sooner. Mark informed the BOD that the pool is currently being treated and is ready for public use. The board discussed opening the pool on May 15<sup>th</sup>. Bev motioned to open the pool on May 15, 2016. Aaron seconded the motion. The motion passed unanimously.
  7. Kathy felt the pool and fitness room key replacement of \$10 may be too high. Mark informed the board that a "do not duplicate" key costs \$5 to have made. The board agreed the replacement fee of \$10 will remain as is.
  8. There was discussion about the ongoing problem with kids and non-residents jumping the fences to use the pool and spa. The board would like to discourage this by hanging new, more obvious signs saying this area is under surveillance. Management will install additional signage.
  9. The security cameras are blurred and are not functioning properly. Management will look into the cost to repair/replace the security cameras.
  10. The BOD discussed an additional proposal from Great Garden Landscape for additional French drain repairs in the amount not to exceed \$1,463.00. Mike motioned to move forward with Great Garden's proposal. Bev seconded the motion. Motion unanimously approved.
  11. There was discussion about pest control around the complex with the amount of ants present so far this year. Mark informed the BOD that O'Hana Pest control offered better protection at a cheaper cost to the COA. O'Hana would also offer a special price to MHW occupants for interior treatments at \$50.00 per service if scheduled at the same time as the complex treatment. Residents & Owners are encouraged to contact Jeff O'Hana directly at 503-752-2796 to schedule interior treatments. Kathy motioned to terminate Alpha Ecological's service and move forward with O'Hana Pest control at a monthly cost not to exceed \$145.00. The motion was seconded by Aaron. The motion was unanimously approved.

12. Discussion was made about cleaning services. FRESH START proposed to assume the cleaning responsibilities for a cost of \$350.00 per month. MHW is currently paying \$367.00 per month, with service being performed sporadically 2-3 times per month. Cindy informed the board that she is currently cleaning twice per week anyway because of the lack of service with the current cleaning service. Kathy motioned to have FRESH START assume the cleaning responsibilities moving forward at a cost of \$350.00 per month. Mike seconded the motion. The motion was approved with 5 votes in favor. Mark Vandervest abstained from voting.
13. New bark dust has been installed around the clubhouse, fitness room, office and pool. Some residents have also put the same red bark mulch in front of their units. The board isn't opposed as long as it all matches.
14. There was discussion about the double entry doors to the clubhouse, which need to be repaired or replaced. Management will get prices and report back to the BOD.
15. There was discussion about the compromised thermo-pane glass panels in the clubhouse doors to the pool patio. Management will get prices and report back to the BOD.
16. There was discussion about purchasing some used fitness equipment to update the fitness room, and remove some of the older, poorly-functioning equipment. Management provides some samples of used equipment that was available on Craigslist. Aaron will do some research on what is desired and available. In the interim, Kathy motioned to approve spending an amount not to exceed \$1,000 for fitness equipment. Aaron seconded the motion. The motion was approved unanimously.
17. Cindy Vandervest would like to give the clubhouse and office a little update by painting the accent red walls a vibrant green. Labor would be provided by management free of charge to the Association. The COA would purchase the paint. Mike motioned to approve the paint update. Kathy seconded. The motion was unanimously approved.

### **Closing Comments:**

The BOD is happy to be accomplishing the needed work around the complex.

### **Schedule Next Meeting:**

The next meeting for the MHW Board of Directors is scheduled for 6:00pm on May 23rd, 2016 at the MHW Clubhouse. **NOTE: Earlier time has been scheduled.**

### **Adjournment:**

The meeting adjourned at 8:34pm.

Submitted by:

FRESH START Real Estate, Inc.