



MEETING MINUTES

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

LOCATION: **Hybrid Meeting – In Person & Zoom Meeting held at remote locations**
DATE: **11/07/2022**
CALLED TO ORDER: **06:03 pm**
QUORUM PRESENT: **Yes**

ATTENDEES (Board Members Bolded)

Patty Higham	Jessie Sweeney <i>via Zoom</i>
Missy Hughes	Ruth Morelock <i>via Zoom</i>
Nicole Stewart <i>via Zoom</i>	Aaron Dent
Bryan Hall	Carlos Mendez
Tom Gibbons	Debi Baker
Sally Robinette <i>via Zoom</i>	Judi Strong
Emily Gardner	Cathy Thompson
	Mahara Landazuri
Mark Vandervest - FSRE	
Cindy Vandervest – FSRE	
Sunny Arruda – FSRE <i>via Zoom</i>	

OWNER’S FORUM

- Yard light near unit P-4 is staying on all day. Photosensor will be checked.
- Unit Owner discussed over due fines stemming from installation of mini-split in 2021. Since this owner has retained an attorney – she was reminded all concerns regarding this issue need to be brought to the attorneys. She was also advised, as she was last year, late fees will continue at the established rate until they are paid, and have reached the level they have due to no effort being made to pay them.
- Landscaping – Bldg P bark dust is scheduled for Spring/Summer 2023.
- Window with Rod across the center, possibly for privacy?, and a window with cardboard covering it from the inside have been noticed by owners.
- Some sidewalks seem slippery and mossy. Pictures of these areas have been requested. Send the pictures through the portal as a task request and the areas will be scheduled for power washing.
- A trench was dug behind Bldg P without notice given. Owner fell into it. This will be checked.



OPENING BUSINESS

Agenda approved unanimously

October 17, 2022 Minutes approved unanimously after discussion to modify the minutes to include Roll Down shades color was discussed but not decided.

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

1/1/2022 through 9/30/2022

Financials as of 9/30/2022:

§ Total operating funds:	\$207,786.66	including pending EFTs.
§ Total reserve funds:	\$575,485.30	
§ Total cash assets:	\$784,258.96	
§ Total YTD income:	\$501,785.60	
§ Total YTD expenses:	\$607,908.14	including \$312,815.19 of Reserve expenses.
§ Budget vs. Actual <u>Income</u> :	85.07%	collected YTD.
§ Budget vs. Actual <u>Expenses</u> :	86.57%	paid YTD incl. 95.17% of Reserve expenses
§ Total delinquencies:	\$ 6,763.83	1 account 91+ days, 0 accounts 61-90 days, and 0 accounts 31-60 days.

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. Notice of Board meetings can now be found on the front page of the website
- b. Permits submitted for garage storage addition framing.
- c. 2022 Painting project nearing completion. A broadcast will be sent out at the completion of painting project asking for owners to send an email to management for any issues that need be addressed around your unit.
- d. West side lighting project nearing completion
- e. Pool and spa closed for the season
- f. Gutter maintenance is ongoing.
- g. Tree pruning is ongoing.
- h. Monthly fitness room and clubhouse cleaning is ongoing.
- i. Rodent control and bait stations are ongoing.
- j. Lighting maintenance is ongoing.
- k. Garbage onsite maintenance is ongoing.
- l. Cigarette receptacle cleaning is ongoing.



ADMINISTRATION

a. Violations (2/1/2022 thru 4/1/2022):

For informational purpose:

- 7/16/2022: Smoking Violation
- 7/16/2022: Parking Violation
- 8/09/2022: Smoking Violation
- 9/12/2022: Prohibited bird feeder
- 9/12/2022: Garbage Violation
- 9/13/2022: Patio Violation
- 9/13/2022: Patio Violation
- 9/29/2022: Garbage Violation
- 10/3/2022: Parking Violation
- 10/3/2022: Common Area Violation (PODS Placement)
- 10/5/2022: Patio/Common Area Violation
- 10/5/2022: Patio Violation

HOMEOWNER CORRESPONDENCE AND ADMINISTRATION

For informational purpose:

1. TEN covered carport leases are in place.

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|-----------------|-----------------|------------------|
| #8 to Unit T-5 | #12 to Unit C-6 | #13 to Unit C-7 |
| #51 to Unit G-2 | #53 to Unit G-8 | #56 to Unit H-4 |
| #67 to Unit N-1 | #68 to Unit N-6 | #120 to Unit O-5 |
| #146 to T-6 | | |

OWNER CORRESPONDENCE FOR BOARD REVIEW

Board action requested:

- 1. None

COMMITTEE REPORTS

Audio/Visual Committee

- Team members unable to attend until 8pm
- Sound is still a challenge with zoom portion of meetings. Either the speaker can't be heard at all or the feedback is exaggerated. Can board members attending by zoom hear enough of the discussions to be informed when voting is required?
- New and better equipment is needed to allow hybrid meetings. Sound system with better mics and bigger speakers are needed, a dedicated computer, etc.
- Meetings are generally 6 times a year and the equipment wouldn't be used for other events.

Newsletter Committee

- Committee has several good ideas they are working on.
- Volunteers are still invited to join the committee.

OLD BUSINESS

2022 Painting Project Update, Issues & Protocol

- Painting is finished except for one concrete wall and a carport that was damaged.
- Touch-ups will be done when better weather returns.



2022 West Side Lighting Project Update

- West side lights have been installed
 - Landscaping will be next.
 - Six additional flood lights to be installed
 - Light on entrance sign to be installed
 - Planned lights by Bldgs K & M and Stop sign near bldg. I to be installed
 - Best bid so far is \$4600 for 3 areas; 2 other bids have been requested.
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Window Shades & Weatherstripping

- Number of brown rollup shades need to be counted to evaluate cost of replacing the brown shades, including installation.
 - Suggestions to the board to consider grandfathering current brown shades, helping owners replace old shades with new black shades, One color for all shades, etc.
 - Some board members are ok with 2 color shades while others think consistency of one color looks best.
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Storage Addition Permit Update

- Received a letter from City of Beaverton, with possible workaround to the permitting process.
 - Info sent to a contractor working on drawings required for the permit.
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NEW BUSINESS

Enforcement Resolution

- A few Board members suggested to post Fine Sheet separately on the website as they feel it is too hard to find on the last page of the enforcement resolution.
 - MHW website has clear sections that are labeled. Items in each section have clear links to the documents. Adding items from other sections to the home page would quickly create a cluttered field. If an owner has trouble finding items, they generally ask management for help.
 - Most people who commit a rule violation do not check to see what the violations/fines are. They do as they want until they are fined.
 - Two new Board members feel the fines are strict and want to consider lowering the first offense fine (\$50) for most violations, and were reminded by the Board chair person, that warnings have no effect of lowering violations and Fines are lower than most other communities. It was also suggested to increase fines for repeat offenders, however, this is routinely done as per the Enforcement Resolution.
 - New Board member proposed creating a database/spreadsheet to track rolling 18 month seemingly unaware, management records every violation given, the fine and how many times the same unit has had any violations as well as the outcome of any requests for hearings and any comments between violators and management. It's always been a matter of record.
 - One board member suggested not doing inspections looking for issues but to make issuing complaint driven. Others felt it would mean owners would be complaining about each other which is divisive and works against the idea of community.
 - Majority of Board members voiced disagreement with suggestion to lower fines or give warnings. Chairperson pointed out how much better things have been since the Enforcement Resolution was enacted.
 - Management suggested the board create a compliance committee, if they wish to take over the management of violations, including inspecting the facility regularly to deal with
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violations as they happen, issuing the violations to the community members, tracking them, etc that is already done by management. Each violation would need to be brought before the board to decide to issue it, as no board member can act alone or without a quorum.

- Topic was tabled until the next meeting to give the Board a chance to review the Enforcement Resolution and define changes they wish to make.

Ratify Payment to James Gilmore

- A motion was made and seconded to ratify approval for reimbursement to James Gilmore for installing electric outlet. The motion passed unanimously without further discussion.

Lighting around Complex (other)

- It’s very dark around the dumpsters, especially the “L” dumpster.
- Areas around Bldg K are also dark. Some flood lights have been installed, more may be needed in specific areas.

Reserve Study Projects

- **Monument Signage** - **Couldn’t hear anything. Nothing in Cindy’s notes.**
- **Dumpster Enclosures** No decisions made at this time
- **Carport Repair / Replace** – bids will be requested

Solar Panels

- Solar panels are not feasible for units due to overall cost
- Possibly consider for clubhouse & pool/spa

EV Chargers

- EV Chargers right now are not affordable without digging up or rebuilding the car ports

Carport Reflectors

- Pricing needed for various types of reflectors before a decision can be made.

Water Pooling in Areas of Community

- **Concrete delays**

Handrail by Recycle Area

- A short handrail is suggested in the recycle area. Details on project needed.

ADA Improvements

- Bldg N Handicapped parking area – Estimate given for \$2200.

A motion was made and seconded to go forward with this project and accept the bid for \$2200.00. The motion passed unanimously without further discussion.

Board of Director’s Code of Ethics

- The Code of Ethics document will be sent to new Board members to sign via docusign
- Reminder – No Board member can profit directly or indirectly from decisions made or projects awarded by the board.

ADJOURNMENT

NEXT MEETING DATES: **Monday, January 30, 2023 at 6:00 pm**

MEETING ADJOURNED: **8:16 PM**



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--- END OF MEETING MINUTES ---

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