



MEETING MINUTES

LOCATION: Zoom Meeting held at remote locations
 DATE: 04/25/2022
 CALLED TO ORDER: 06:04 pm
 QUORUM PRESENT: Yes

ATTENDEES (Board Members Bolded)

Patty Higham	Rachel Bristlin
Missy Hughes	Ruth Morelock
Nicole Stewart	Christy Peschi
Bryan Hall	Sarah Vandehey
Melissa Hartvigsen	Fabiola Gonzalez
Jeremy Letendre	Eric Costaggini
Aaron Dent	Tony Nguyen
	Jessie Sweeney
Mark Vandervest - FSRE	
Cindy Vandervest – FSRE	Sunny Arruda - FSRE

OWNER’S FORUM

AGENDA ITEM DESCRIPTION

Kitchen Remodel

- 1- Asked for info to shut off water sources – Hot water shutoff valve should be located above the Hot Water Heater. Cold water shutoff valve should be above/behind washer/dryer. If they are not located there or they do not turn off the water entirely, owner needs to schedule with management to come and identify the valves in her unit.
- 2- Asked if she needed to complete and ARC form – no need for ARC form is she is replacing like for like. Will send in ARC form if she decides to change the flooring.

Lighting Status

1. This has been temporarily put on hold due to Bidding Process issue. Need an Electrician to bid and landscaper to dig trench. Trenching could cut something as not all underground items can be identified. Materials are on hand. Board member has an electrician she will reach out to. Board is welcome to obtain bids additional for any project.

Dryer Vent

1. Owner thanked management for having the external dryer vent cleaned. It has helped her situation however, not fully resolved. The next regular cleaning is scheduled for 2023, and most vents are on a rotating 3-year schedule. Suggested she may want to have the vent checked on the interior.



Murrayhill Woods Condominiums

Kitchen Cabinet Brackets

1. Owner mentioned she has another kitchen cabinet door with broken brackets. Other owners offered info regarding where to get the replacement brackets and how to choose the correct ones.
2. Home Depot may have parts
3. Rockler Woodworking & Hardware at 11773 SW Beaverton-Hillsdale Hwy Beaverton, OR 97005 will be able help if she brings the broken part in.

OPENING BUSINESS

AGENDA ITEM DESCRIPTION

Agenda approved unanimously with the addition of Bidding Processes and Bank Accounts

January 31, 2022 Minutes approved unanimously

February 7, 2022 Executive Session Minutes were approved unanimously

February 15, 2022 Insurance information meeting minutes approved unanimously

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

AGENDA ITEM DESCRIPTION

1/1/2022 through 3/31/2022

FINANCIALS AS OF 3/31/2022:

§ Total operating funds:	\$ 57,437.19	including pending EFTs.
§ Total reserve funds:	\$862,387.17	
§ Total cash assets:	\$919,824.36	
§ Total YTD income:	\$167,491.24	
§ Total YTD expenses:	\$137,061.38	including \$25,082.47 of Reserve expenses.
§ Budget vs. Actual <u>Income</u> :	33.64%	collected YTD.
§ Budget vs. Actual <u>Expenses</u> :	19.67%	paid YTD incl. 7.34% of Reserve expenses
§ Total delinquencies:	\$ 5,192.50	1 account 91+ days (Unit F-1), 1 account 31-60 days (Unit L-1), and 4 account 0-30 days

1. Account over 91 days delinquent is with the attorney for collections now.

MANAGER'S REPORT

April 25, 2022



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REPAIRS, MAINTENANCE & UPDATES

The following maintenance updates are for informational purposes only and do not require Board action at this time:

- a. Storage addition concrete slab finally poured. Framing scheduled for the week of 4/25/2022.
- b. Gas line extension is scheduled for the week of 4/25/2022.
- c. Leaning carport repaired at southwest corner of pool area.
- d. All frost protectors removed for the season.
- e. All foundation vent covers opened for the season.
- f. Crawlspace mitigation at unit M-1 including cleaning of debris, reconfiguration of dryer vents, installation of vapor barrier, and fastening insulation back up on floor joist areas.
- g. Spot dryer vent cleaning at buildings N, M, & F.
- h. Peeling patio cleaned at unit M-1, Deck Over coating installed.
- i. Rotted entry landing & carpet replaced at unit D-5.
- j. Pool and spa monthly winter maintenance. Getting ready to open soon.
- k. Gutter maintenance is ongoing.
- l. Tree pruning is ongoing. Urban Forest Pro treated some cherry trees in need. Dogwoods are thriving.
- m. Monthly fitness room and clubhouse cleaning is ongoing.
- n. Rodent control and bait stations are ongoing.
- o. Lighting maintenance is ongoing.
- p. Garbage onsite maintenance is ongoing. Broadcast to owners to tell their tenants not to throw away large furniture (or other move-out items) in dumpsters or Styrofoam in recycling containers.
- q. Cigarette receptacle cleaning is ongoing.

ADMINISTRATION

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

For informational purpose:

- 02/19/22: Parking Violation
- 02/21/22: Parking Violation
- 02/21/22: Parking Violation
- 03/11/22: Parking Violation
- 03/18/22: Patio Violation
- 03/31/22: Parking Violation
- 04/01/22: Common Area Violation

b. Watch for unapproved screen doors as the weather begins to heat up.

HOMEOWNER CORRESPONDENCE AND ADMINISTRATION

For informational purpose:

SIX covered carport leases are in place.

- #12 to Unit C-6
- #13 to Unit C-7
- #56 to Unit H-4
- #67 to Unit N-1
- #68 to Unit N-6
- #119 to Unit O-5



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OWNER CORRESPONDENCE FOR BOARD REVIEW

Board action requested:

1. None

OLD BUSINESS

AGENDA ITEM DESCRIPTION

Storage Addition Update

Framing is finishing up. NW Roofing will do the shingling

Painting Project Update

Sherwin Williams will give substantial savings on materials. Some bids were very high. Other bids are expected to come in soon.

Board Email Addresses

One board member still insisting on dedicated email for the board to bypass management despite legal advice to the contrary. A motion was made to create a dedicated email for Board use to bypass management. The motion was seconded. The vote was 1 yay, 6 nay. The motion did not pass. The subject is now closed.

NEW BUSINESS

AGENDA ITEM DESCRIPTION

Landscaping Renovations

- Suggestion made to replace trees that are doing poorly with dogwoods which are easy to grow and much less invasive. Great Gardens can remove the dying trees very reasonably.
- Bryan to do a walkthrough with landscaping committee and Board for consensus on project
- Ice damaged plants need to be replaced first
- Budget is good for the landscaping project, with a few parts to be phased over the year and may require a few items to push out to 2023
- A motion was made and seconded to proceed with landscaping project according to Bryan's plan. The motion passed without further discussion

Bank Account Update

- Banner Bank records need to have signature updated
- President & Secretary to go Banner Bank to sign

CD Funds Discussion

- Current CDs are not yielding impressive results – suggested Edward Jones who has a much better deal right now.
- Consider moving some reserve funds to CDs as interest rates are rising which could net \$3,522.00 at the end of the year
- More research needed. Discussion is tabled until research is done.
- Local money management company preferred. Suggestions, Schwab, Edward Jones, etc.



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Bidding Process

- A board member had proposed to discuss the bidding process for work completed within the HOA. It was noted that the bidding process has been discussed in the past at great length. A motion was made and seconded to table further Bidding Process discussion to the next meeting due to length of current meeting. The motion passed by majority without further discussion.
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A D J O U R N M E N T

AGENDA ITEM DESCRIPTION	
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NEXT MEETING DATES:	Monday, June 27, 2022 at 6:00 pm
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MEETING ADJOURNED:	7:47 PM
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--- END OF MEETING MINUTES ---

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