

# MINUTES

## Murrayhill Woods Condominium Owners Association

**Minutes of the Annual Meeting for the Murrayhill Woods Condominium Owners Association held at 6:00pm on September 27, 2021 via Zoom at remote locations.**

**Board Members in attendance:** Patty Higham, President  
Missy Hughes, Secretary  
Jeremy Letendre, Treasurer  
Aaron Dent, Director  
Nicole Stewart, Director  
Melissa Hartvigsen, Director

**Board Members absent:** None

**Others in attendance by invitation:** Mark & Cindy Vandervest, Community Managers  
14 Additional Owners

President Patty Higham called the meeting to order at 6:03pm. She welcomed everyone in attendance and requested that the meeting be conducted by community manager Mark Vandervest.

**Quorum Present:** Yes. **(48.28%)** of the voting rights were in attendance either physically or by proxy. This proxy response was down from the **44.83%** response received in **2020**. Bylaws Section 2.4 requires a minimum of 40% of the voting rights to be in person or by proxy to hold the Annual meeting.

**Certification of Proxies:** Manager Mark Vandervest noted that a total of eighty-four proxies were submitted for the annual meeting consisting of 64 proxies for the purpose of establishing a quorum only, 19 proxies giving the Board of Directors Power of Attorney, and 1 special proxy naming certain individual(s) as Power of Attorney.

**Approval of Agenda:** Patty Higham made A motion to approve the Agenda as written. Melissa Hartvigsen seconded the motion. There was no further discussion, and the motion was unanimously approved.

**Welcome & Introductions:** Mark Vandervest opened the meeting by welcoming everyone to the 2021 Annual Meeting. The current board members present introduced themselves.

**Proof of Notice:** Mark Vandervest noted that 72-hours' Notice for the meeting was electronically mailed to Owners with email addresses on record and personally delivered to those Owners with no email. Notices were publicly posted in all bulletin locations throughout the MHW condominium community, as well as on the MurrayhillWoods.com website.

**Approval of Minutes:** Missy Hughes motioned to forgo the reading of the minutes from the 2020 annual meeting held on October 26, 2020 and approve them as distributed. Melissa Hartvigsen seconded the motion. There was no further discussion, and the motion to approve the minutes from October 26, 2020 was unanimously approved.

**Owner's Forum:**

Bryan Hall inquired on the specifications for the installation of mini-split units in the community. The approved location would block a hose bib. Manager Mark Vandervest said that he would schedule a time with Bryan to evaluate his options.

Sarah Vandehey inquired if there were any mice issues being reported in other areas of the community. Mark noted that there have been a couple of calls, and the installation of rodent bait stations throughout the community seemed to be helping. It was noted that interior mouse issues are the responsibility of the Owner. However, the Association is happy to evaluate the exterior of buildings to see if there are any areas where intrusion may happen.

Patty Higham suggested that clubhouse rules should be posted and include Covid protocol and mask policies.

Bryan Hall stated that his facility key was not working in the fitness room door. Mark said that he would be happy to meet Bryan at the Manager's Office to swap out keys.

Bryan Hall noted that several snakes have been observed on the east side of building K and that the area was dark at night. He asked if any additional lighting could be installed. Mark noted that the large amount of ivy planted around the community is a very good environment for snakes. Short of removing all the ivy, the advice from pest control companies is that there is not much you can do except remove their comfortable environment. Mark noted that he would do more research on snakes and report back to the board. As for lighting, the lighting project has budgeted for additional yard lighting. Mark will review the area and report back to the board with any suggestions or recommendations.

Michael Rosenberg asked if there was any crime being reported in the area. Mark noted that while south Beaverton is one of the lowest reported crime rates in all of Beaverton, there is still some issues being reported. Specifically, in Murrayhill Woods items have been reported from being stolen from patios including barbeque grills and bicycles. Also there has been one instance of a catalytic converter being stolen from a vehicle. Management asked if the camera security system could be reviewed for the crimes mentioned. Mark noted that while there are security cameras at each dumpster location and up and down the main drive path, that even if the crimes were observed, the policy will not be able to identify the individual who is doing the crime. Additionally, there are not cameras looking at most of the patio areas and the cameras are often out of range to many parking spots. Mark reminded Owners and Residents to be observant of things going on in the community and always call Beaverton Police non-emergency at 503-629-0111 first if there is any suspicious activity. The suspicious activity should also then be reported to management.

Michael Rosenberg asked if charcoal barbeque grills are allowed in the community. Mark noted that the rules and regulations prohibit charcoal grills, and anyone observed with one would be issued a violation and fine. Rules & Regulations, along with the bylaws and other governing documents can be found on the HOA website at [www.MurrayhillWoods.com](http://www.MurrayhillWoods.com).

**Report of Officers & Management:** Mark reported the following information relative to the financial status of the Association:

**2020 Year-End Income** was reported as follows:

**Financials as of 12/31/2020:**

§ Total operating funds:	<b>\$120,704.30</b>	including pending EFTs.
§ Total reserve funds:	<b>\$619,402.38</b>	
§ Total cash assets:	<b>\$740,106.68</b>	
§ Total YTD income:	<b>\$646,205.22</b>	
§ Total YTD expenses:	<b>\$514,201.24</b>	including <b>\$59,954.82</b> of Reserve expenses.
§ Budget vs. Actual <u>Income</u> :	<b>103.97%</b>	collected YTD.
§ Budget vs. Actual <u>Expenses</u> :	<b>77.78%</b>	paid YTD incl. <b>64.63%</b> of Reserve expenses
§ Total delinquencies:	<b>\$ 625.00</b>	6 accounts with unpaid fines.

**2021 Income Year-to-date** was reported as follows:

**Financials as of 8/31/2021:**

§ Total operating funds:	<b>\$188,312.01</b>	including pending EFTs.
§ Total reserve funds:	<b>\$701,395.57</b>	
§ Total cash assets:	<b>\$889,707.58</b>	
§ Total YTD income:	<b>\$435,566.27</b>	
§ Total YTD expenses:	<b>\$285,965.37</b>	including <b>\$59,954.82</b> of Reserve expenses.
§ Budget vs. Actual <u>Income</u> :	<b>77.74%</b>	collected YTD.
§ Budget vs. Actual <u>Expenses</u> :	<b>58.06%</b>	paid YTD incl. <b>42.34%</b> of Reserve expenses
§ Total delinquencies:	<b>\$ 1,410.75</b>	6 accounts 0-30 days, 1 account 91+ days for unpaid fines.

Mark reported that the Murrayhill Woods continues to operate in a financially sound manner. Mark briefly went over the Reserve Study “Component Summary by Year” that was updated by FRESH START in 2021. The summary outlines a maintenance plan to follow for capital projects and improvements over a 30-year plan. Many new items continue to be added and re-arranged in the Reserve Study and the Association is well on track for the funding of the needed projects as shown by the projected balances through 2051. A copy of the current 2021 reserve study report will be available on the Association website at [www.MurrayhillWoods.com](http://www.MurrayhillWoods.com). The 2021 Reserve Study update will be posted on the website after the budget meeting to be scheduled in November.

Missy asked for clarification on the delinquencies and Mark added that all six of the delinquencies were from unpaid fines that were assessed. There were no additional questions.

## **Manager's Report:**

Mark acknowledged some of the many repairs, maintenance, and improvements in the Association over the last year including:

### ***Monthly & Ongoing Maintenance:***

- *Onsite garbage management & cleanup*
- *Lighting maintenance*
- *Rodent bait stations installed*
- *Cigarette receptacles maintained*
- *Photo sensor replacements*
- *Pool & spa reads & maintenance*
- *Handrail repairs*
- *Balcony and patio repairs*
- *Dryer vent repairs and cleaning*
- *Gutter Maintenance*

### ***Reserves Projects:***

- *All new lights on exterior of buildings and in yard areas*
- *Concrete sidewalk lift repairs, stairs installed by pool, sidewalk by Building L*
- *New recreational benches by buildings O and M*
- *Siding replacement on Buildings L and P*
- *Chimney chase rebuilds at buildings A & H*
- *Moss treatment throughout community*
- *Pressure washing throughout community*
- *Bark mulch throughout community*
- *Tree trimming throughout community*
- *Various attic mitigation with corrected venting*
- *Various crawlspace mitigation with corrected venting*

## **Board Member Elections:**

Manager Mark Vandervest expressed a sincere thank you to the six members of the Board and added that the Board continues to be very strong and has been a pleasure to work with over the years. Mark added that there were four positions open for election to the Board of Directors. President Patty Higham, Secretary Missy Hughes, and Director Nicole Stewart all requested to remain on the board of directors. Each of the were three board members provided completed candidate questionnaires. Each were given a few minutes to introduce themselves and express their qualifications to contribute as a board member at Murrayhill Woods. Mark asked if there were any additional volunteers or nominations from those in attendance. Owner Bryan Hall volunteered to become part of the Board of Directors and gave a brief background. He was welcomed enthusiastically. There were no additional volunteers or nominations. With such excellent credentials shared by each Owner, Mark asked for a motion to approve Patty Higham, Missy Hughes, Nicole Stewart, and Bryan Hall to be elected for 2-year terms to the Murrayhill Woods Board of Directors. Melissa Hartvigsen made a motion, and the motion was seconded by Jeremy Letendre. There was no additional discussion and the motion passed unanimously. Welcome Patty, Missy, Nicole, and Bryan to the Board!

## **Board Officer Positions:**

Manager Mark Vandervest asked if the newly elected Board would like to take a moment to nominate and appoint officer positions. Patty Higham stated that she was willing to remain in the position as President. Missy Hughes stated that she was willing to remain in the position as Secretary. Jeremy Letendre stated that he was willing to remain in the position as Treasurer. There was brief discussion. Melissa Hartvigsen motioned to approve the officer positions as stated. The motion was seconded by Aaron Dent. There was no additional discussion and the motion passed unanimously to appoint the officer position as follows:

Patty Higham, President  
Missy Hughes, Secretary  
Jeremy Letendre, Treasurer

**Outstanding Business:** There was no outstanding business to be reported.

## **New Business:**

Mark noted that the Association's assets were approaching \$900,000 and that the crime and fidelity limit of the Association's insurance policy was \$900,000. With the painting project coming up in 2022. That will reduce the assets by around \$150,000. However, Mark noted that the assets should be monitored, and policies be updated as may be needed.

Missy stated that it would be great if there were volunteers for a Newsletter Committee.

Mark stated that the Association would also benefit from having a landscape committee. The landscape committee would work with Great Gardens to come up with a plan and budget for adding plants and shrubs in many areas of the community that have become quite bare over the years. It was suggested that management prepare a broadcast to the owners asking for volunteers for a newsletter and landscape committee. Both Patty and Missy noted that they would be willing to be part of the landscape committee. Mark asked if Missy would be willing to draft the notice to be broadcast and Missy said that she would work on it.

Mark noted that the insurance deductible will be increasing to \$25,000 per unit for all water damage claims, and \$25,000 per occurrence for other claims effective January 1, 2022. Notice will be sent to each owner along with the year-end Owner's packet.

Mark was asked about real estate turnover within the community and Mark reported the following statistics:

Units sold in 2021 (to date): 17  
Average days on market: 5  
Average Sq. Ft. 880  
Average list price: \$232,626  
Average list price per sq. ft.: \$264.00  
Average sold price: \$239,653  
Average sold price per sq. ft.: \$272.00  
Highest sold price for 2 BR: \$275,000  
Highest sold price for 1 BR: \$237,000

Sales continue to remain very strong within the community.

**Schedule Next Meeting:** Mark indicated that there would need to be an additional meeting for the approval of the 2022 budget by mid-November. The Board discussed dates and decided that the budget meeting would be held on Monday November 15, 2021 at 6:00pm via Zoom.

**Adjournment:**

With no further comments from those in attendance, Mark asked for a motion to adjourn the meeting. Melissa motioned to adjourn the meeting at 7:29pm. Missy seconded the motion. There was no further discussion and the motion passed unanimously.

Submitted by:

FRESH START Real Estate, Inc., Community Manager