

# MINUTES

**Minutes of the Board of Directors Meeting for the Murrayhill Woods Condominium Owners Association held at 6:00pm on January 28, 2019 in the clubhouse at 9450 SW 146th Terrace, Beaverton, OR 97007**

**Call to Order:** Torey Farnsworth called the meeting to order at 6:00pm.

**Quorum Present:** Yes

**Board Members in attendance:** Torey Farnsworth, Chair  
Lynsi Sitton-Knieling, Secretary  
Mike Helmuth, Treasurer  
Aaron Dent, Director  
Nicole Stewart, Director  
Patty Higham, Director  
Robert Rioux, Director

**Board Members absent:** None

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

**Guests in attendance:** Missy Hughes, Unit C-6  
Jessie Sweeny, Unit S-5  
Nara Teixeira, Unit G3

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

**Welcome & Introductions:** Chair Torey Farnsworth opened the meeting by welcoming the board members and guests in attendance. Torey asked community manager Mark Vandervest to run the meeting. Mark introduced himself and moved forward to the Approval of the Agenda.

**Approval of Agenda:** Mark requested a motion to approve the Agenda with the addition of a discussion about mailbox replacement under New Business. A motion was made by Robert to approve the Agenda as written. The motion was seconded by Patty and was unanimously approved.

**Owners Forum:** There were no comments during the Owner's Forum.

**Approval of Minutes:** A misspelled word was noted in the minutes from 10/22/18. A motion was made by Lynsi to approve the minutes for the Board of Directors meeting held on 09/24/18 as modified. The motion was seconded by Torey and was unanimously approved.

## **Financial Report:**

Management reported the following information to the financial report:

The two broken backflow valves were replaced. The original approved bid of \$12,817 was reduced by management separating the bids and having the work performed by two different contractors. The final cost came in at \$7,000, saving the association \$5,817 from what was initially anticipated.

Delinquencies as of 12/31/18 were reported as \$550.00. There were no delinquent Association dues older than 30 days.

The delinquent and current carport taxes were paid to Washington County.

The ending balance of all Association funds as of 12/31/18 was \$606,324.02. The breakdown of funds is as follows:

\$ 49,020.36 in operating funds

\$557,303.66 in reserve funds

The Operating ledger and account balances were reviewed, there were no additional questions.

## **Manager's Report:**

- Various gutter cleaning projects took place in the community.
- A section of deteriorated sidewalk was replaced in between buildings L & N.
- A section of deteriorated sidewalk and steps were replaced between buildings M & O.
- Two backflow valves were replaced.
- A rocking stair step was repaired on Building H
- Monthly Newsletter was prepared by Missy Hughes, reviewed by Chair Torey Farnsworth, and emailed out.
- Ongoing light bulb replacement, garbage clean up and pool chemical checking.
- Ongoing garbage & recycling management is ongoing. December is typically a heavy month for large items and full dumpsters due to the holiday season.

## **Violation Reports and Issued Violations:**

- 1 (two) patio violations
- 1 (three) smoking violations
- 1 (one) common area violation warning
- 1 (two) dog violation warnings
- 1 (two) patio shade warning

5 carport leases are in place.

A question was asked why the water was shut off in building E. Mark reported that the City of Beaverton had to replace a water meter that served buildings D & E. 24-hour notices were posted to doors of all affected units.

### **Old Business:**

A vote was unanimously ratified by the board to replace the siding on the South Elevation of building F.

A concern about a fireplace repair in building E was addressed. The fireplace had been repaired by Top Hatter and a receipt was received.

A vote was ratified by the majority of the board to revise the rules and regulations regarding the color of curtains as viewed from the exterior. Torey motioned to revise the rules that curtains must have a white exterior facing out for the purpose of uniformity. Lynsi seconded the motion.

A 12-month CD that earned 1.45% matured on 10/12/18. Mark presented current rates from the Association's financial planner with MartinHaugh. Mike motioned to roll the maturing CD into a new 3 year CD at 3.2%. Robert seconded the motion and the motion was unanimously approved.

### **New Business:**

Management presented a proposed budget for 2019. The board had been provided the proposed budget for review earlier in the month. Mark explained actual and budgeted expenses. In combination with the 2019 proposed budget, Mark presented a newly remodeled Reserve Study which added in a multitude of expenses over the next 30 years. Prior Reserve Studies had lacked many needed maintenance items. The new Reserve Study prepared by FRESH START Real Estate, Inc. can easily be updated based on needed expenses and the cost of future actual expenses. Mark added that there was no recommended need to increase the reserve collections for 2019. The operating budget increased 2.53% overall from 2018 to cover increasing utility bills and also the addition of a new annual line item for the payment of property taxes for the 23 carports that the Association maintains assignment of. Grounds and Maintenance decreased 1.23% over 2018 and General Building Repairs and Maintenance decreased by 8.16% over 2018. The result of the 2.53% overall increase will add between \$7.00 and \$8.00 to the monthly COA dues of each unit, depending on the size of the unit. Robert motioned to approve the 2019 Budget of \$603,145.00 as proposed. The motion was seconded by Mike Helmuth and was unanimously approved.

The need for monthly board meetings was discussed given the upcoming holidays of Thanksgiving and Christmas falling closely on the scheduled board meeting dates. Mark informed the Board that there was not much, if any pending critical matters and that it might make sense to go to bi-monthly meetings moving forward. If something comes up that requires immediate attention, the Board can convene as needed. Mike motioned to move to a bi-monthly board meeting schedule (unless otherwise needed) and to have no meetings in November or December to accommodate the holidays. Torey seconded the motion passed unanimously.

The need for replacement of the mailbox banks was briefly discussed. Mark informed the board that the mailbox banks are at the end of their life expectancy. \$12,377.00 was modeled into the new Reserve Study for 2019. The previous Reserve Study only had budgeted \$2,622.00, which would not be nearly enough according to preliminary research on costs. There may also be the need to rebuild or modify the mailbox structures. More research is required by management. The matter was tabled until the January or March meeting.

Robert asked if the Board was going to continue working towards eliminating the payment of carport property taxes. Mark reported that the State of Oregon Real Estate Commissioner initially reported through legal counsel that the intent of the Association Declaration was that the carports would be taxed. Otherwise, if the Board attempted to formally change the Declaration, the total value of the carports would be assessed over all 174 units and the property taxes for each individual unit would increase accordingly. There would be a costly and lengthy process through Washington County to process the change. Changing the Declaration Documents would also require a majority vote of all Owners.

Robert asked if the west parking lot would be seal coated when the asphalt is replaced in the complex. It was reported that there was a growing crack in the asphalt. Mark said that the west parking lot would be evaluated and a report would come back to the Board for review.

It was asked if there would be any additional plantings along the west parking lot retaining wall. Mark said that he would talk with Javier from Great Garden Landscaping and report back to the board.

Nicole asked the status of concrete maintenance and replacement of the steps and rails between buildings M and O. Mark stated that there were sidewalk repairs scheduled between buildings L & N, in addition to the replacement of the steps between buildings M & O. The work should be completed in late December or early January. The handrails would have to be replaced at a later date to allow the concrete to cure. A new rail would have to be manufactured for the lower set of steps.

**Schedule Next Meeting:**

The next scheduled regular board meeting will be on March 25, 2019 at the MHW Clubhouse.

**Adjournment:**

Torey motioned to adjourn the meeting at 7:19pm. Robert seconded the motion.

Submitted by:  
FRESH START Real Estate, Inc.  
Community Manager