

MINUTES

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

Call to Order: Secretary Missy Hughes called the meeting to order at 6:04pm.

Quorum Present: Yes

Board Members in attendance: Mike Helmuth, Treasurer
Aaron Dent, Director
Lynsi Sitton-Knieling, Director
Nicole Stewart, Director
Patty Higham, Director

Board Members absent: Torey Farnsworth, Chair

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

Guests in attendance: Eric Costaggini, Unit P2
Sally Robinette, Unit J8
Tom Higham, Unit V1

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

Welcome & Introductions: Secretary Missy Hughes opened the meeting by welcoming the board members and guests in attendance. Missy 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 as written. A motion was made by Mike to approve the Agenda as written. The motion was seconded by Missy and was unanimously approved.

Owners Forum: Missy mentioned that there is an app that would record minutes for the meeting if desired. Mark explained that legal counsel advised against recording meetings because of record retention rules.

Tom Higham presented an ARC application to install a camera doorbell on the front door to their unit and a security camera on the back patio of their unit. The system is completely wireless and would not be intrusive to the exterior of the unit. There was a brief discussion about the request and Missy motioned to approve the installation of the door and security camera. Aaron seconded the motion and the motion passed by majority (Board member Patty Higham abstained from the vote).

Approval of Minutes: There was a typo noted on page 3 of the minutes from the bi-monthly meeting on June 24, 2019. A motion was Patty to approve the minutes as corrected. The motion was seconded by Mike and was unanimously approved. Minutes from annual Meeting on 8/26/19 remain in draft format and are not approved until the next Annual meeting.

Financial Report:

Management reported the following information to the financial report:

Total operating funds as of 9/30/19 was \$29,784.74

Total reserve funds as of 9/30/19 was \$561,119.69

Total cash assets as of 9/30/19 was \$590,910.68

There was \$3,674.15 in delinquent Association dues including one \$50.00 outstanding fines and one unit owner balance who passed away and has a current balance of \$1,460.15. Most accounts are anticipated to catch up within 30 days.

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

Manager's Report:

REPAIRS, MAINTENANCE & UPDATES

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

1. Pool & Spa closed for the season – systems winterized
2. Frost protection installed on all exterior faucets for the winter
3. All foundation vent covers closed for the winter.
4. Siding elevation replacements on buildings O, H, & D
5. Gutters were cleaned and gutter sponge guards were installed on building A
6. Deck patio rail repaired and balcony rails painted on lower units of Building Q
7. Lighting maintenance is ongoing.
8. Garbage maintenance is ongoing.

ADMINISTRATION

Violations (6/25/19 thru 10/25/19):

For informational purpose:

- a. 1 common area violation
- b. 2 dog waste violations
- c. 1 fitness room violation
- d. 2 noise violations
- e. 4 parking violations
- f. 1 pool violation
- g. 2 window violations

2. Homeowner Correspondence and Administration
For informational purpose:

SIX covered carport leases are in place

- a. #12 to Unit C-5
- b. #13 to Unit C-7
- c. #53 to Unit H-6
- d. #68 to Unit N-4 (beginning 11/1/19)
- e. #119 to Unit O-5
- f. #148 to Unit U-4

3. Owner correspondence for Board Review
Board action requested:

Old Business:

1. Mark has been waiting to get bids on the needed handrails in several areas of the community because of the concrete work that is being performed.
2. Concrete deteriorated curbs, stairs, and sidewalks are ready to be replaced. A bid of \$10,200 was provided from Best Alternative Concrete because Premier Concrete, who had given a bid of \$9,000 has been delaying the job for nearly two months. Premiere is the contractor who has performed work in the community for the last two years. Mike motioned to approve the bid of \$10,200 if Premier doesn't respond by 11/12/19, Patty seconded the motion and the motion passed unanimously.
3. Carport repairs were completed near Buildings S & C.

New Business:

1. A proposal was reviewed for the reconstruction of two dumpster cubicle walls that had broke loose and began to rock. Mike motioned to approve the proposal from Meister Masonry to rebuild the two dumpster cubicle walls for \$3,300.00. Aaron seconded the motion and the motion passed unanimously.
2. An ARC application was presented for the installation of luxury vinyl plank flooring in Unit J-8. The flooring comes with a 60-grade superior sound proofing backing which is claimed to be equivalent to that of most carpet padding. There was discussion about several units which already had similar flooring in upper units and the need for accommodating current market updates and products. Mike motioned to approve LVP flooring in upper units with prior board approval to assure a minimum sound-proof rating. Missy seconded the motion and the motion passed unanimously.
3. The modified 2020 Reserve Study was presented and reviewed thoroughly. A capital project for the construction of a storage shed extending out from the back of the maintenance closets was included in the modified reserve study. Mark proposed that a new storage addition by the maintenance closets would be a great asset to the community for the storage of maintenance supplies and equipment. The Association continues to be on a great path financially and has the ability to continue completing the needed repairs. Mike motioned to approve the 2020 modified reserve study and proposed projects as presented. Patty seconded the motion and the motion passed unanimously.

4. The 2020 budget was prepared by management and presented to the Board. Adjusting for uncontrolled expenses like a 7% increase by the City of Beaverton for water and sewer, increased with Waste Management, Gas & Electricity, and landscaping costs, it was proposed that the operating expense portion of the budget increase 3.5%, while the reserve component of the budget follow the 30-Year Reserve Study projections with a 1.9% increase in reserve collections. The total dues (operating and reserve) for each 1-bedroom unit would increase approximately \$7.00 per month, and each 2-bedroom unit would increase approximately \$9.00 per month. There was discussion about the proposed increase and Patty motioned to approve the 2020 budget as proposed. Aaron seconded the motion and the motion passed by majority with one vote in opposition of any increase. The Budget and modified Reserve Study will be sent out to all Owners at least 30 days prior to the January 1st increase date.
5. Missy presented the idea of performing a seismic study at Murrayhill Woods. There was discussion about the idea and some felt that it could be very costly, not only for the study itself, but then also for the upgrades that may be recommended in the community. An upgrade of that magnitude could result in a significant special assessment, given that it is not a planned component for reserve expenditures. The majority of the Board felt that more research would need to be completed as to the nature of cost and the creation of liability to the Community. The matter was tabled until it could be discussed in further detail at a future meeting.

Schedule Next Meeting:

The next bi-monthly meeting will be on January 27, 2020 at 6:00pm in the clubhouse.

Adjournment:

Missy motioned to adjourn the meeting at 7:42pm. Mike seconded the motion.

Submitted by:

FRESH START Real Estate, Inc. ~ Community Manager