

MINUTES

Minutes of the Board of Directors Meeting for the Murrayhill Woods Condominium Owners Association held at 6:00pm on January 27, 2020 in the clubhouse at 9450 SW 146th Terrace, Beaverton, OR 97007

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

Quorum Present: Yes

Board Members in attendance: Mike Helmuth, Treasurer
Missy Hughes, Secretary
Aaron Dent, Director
Lynsi Sitton-Knieling, Director
Nicole Stewart, Director
Patty Higham, 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: Jessie Sweeny, Unit S-5

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

Welcome & Introductions: President Torey 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 as written. A motion was made by Torey to approve the Agenda as written. The motion was seconded by Mike and was unanimously approved.

Owners Forum: A question was asked about the status of the sidewalks. Mark informed that the proposed work was completed by Premiere Concrete Construction at the reduced rate that was approved in the fall.

Missy mentioned some damage to the bottom edge of the siding that was the result of pressure washing in the corridor of the C Building. Mark will evaluate and repair.

Approval of Minutes: There was some duplicate information included in the draft for the minutes from October 28, 2019. The minutes will be re-drafted and approved at the next board meeting.

Financial Report:

Management reported the following information to the financial report:

Total operating funds as of 12/31/19 was \$44,388.36

Total reserve funds as of 12/31/19 was \$563,914.34

Total cash assets as of 12/31/19 was \$608,302.70

There was \$366.25 in delinquent Association dues including only one unit that is less than 30 days past due.

The Operating ledger, expenses, 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. Gutter maintenance performed throughout the community
2. Pressure washing the removal of moss on curbs in sidewalks in several areas of the community.
3. Attic mitigation including bath fan vent reconfiguration in Unit E-6
4. Repair photocell at building Q
5. Various paint touchups throughout community
6. Re-install temp handrail between O & P
7. Moss treatment in bark mulch beds
8. Pruning of bushes away from buildings L, I and F
9. Cut hanging limb by Bldg. P
10. Re-load bait boxes throughout community
11. Repair of south recycle gate
12. Replace Cadet heater in fitness room
13. Repair broken irrigation pvc line
14. Lighting maintenance is ongoing.
15. Garbage maintenance is ongoing.

ADMINISTRATION

1. Violations (10/28/19 thru 1/27/2020):

For informational purpose:

- a. 1 common area (entry) violation
- b. 2 noise violations
- c. 6 parking violations

2. Homeowner Correspondence and Administration

For informational purpose:

FOUR covered carport leases are in place

- a. #13 to Unit C-7
- b. #53 to Unit H-6
- c. #68 to Unit N-4
- d. #119 to Unit O-5

3. Owner correspondence for Board Review

Board action requested:

None at this time

Old Business:

1. Concrete curbs, stairs, and sidewalk work scheduled for 2019 has been completed.
2. Siding work for 2019 was successfully completed. 2020 siding replacements will progress throughout the year.
3. Mark will get bids for the needed handrail replacements.

New Business:

1. Resident parking enforcement was discussed. One vehicle was towed due to no response from several notices being placed on the unregistered vehicle. Residents who have more than two vehicles are filling up many open spots. It was discussed that Owners with more than two vehicles would be required to lease one of the available carports for \$40 per month. The board decided to table the matter and evaluate the issue over the next couple of months.
2. New Owner sheets and rule disbursement was discussed. The process is now streamlined with the title companies and rules are being disbursed with each new sale. However, there is still no way to make certain that the rules have been read and understood. Ultimately the delivery is satisfactory notice.
3. Fitness room updates were discussed. Painting will begin soon. It was recommended that a digital clock would be better for those who work out. Cindy will research.
4. The reserve study noted that it was time for activity room updates including the kitchenette area. Mark informed the board that the cabinets were original and most of the door hinges were sprung and being held closed with magnets. Missy suggested that the funds might be better spent with updating the clubhouse with a mini-split unit instead. The cost would likely be similar. Mark will secure bids for mini-split installations and report back to the board.
5. Exterior light replacements were discussed. Mark and Cindy will be putting together a proposal through their wholesale vendor.
6. There was discussion about how to repair the cracks in the pool deck concrete. Mark will research.
7. The replacement of the clubhouse doors and windows were discussed. Mark will be obtaining bids for those replacements at the same time as the storage shed addition.
8. Spring and Fall pest control was discussed and will proceed as in the past.

9. Management provided an updated cost sheet addendum 03.01.20 along with an updated Schedule A and Schedule B to the management agreement that will come into effect 3/1/2020. There were very little changes from the 2016 original management agreement that was approved when FRESH START began managing the community. The changes included defining title transfer fees paid by Buyers and Sellers, Lease review fees that equal the amounts shown in the leasing resolution, definition of onsite hours, etc. After discussion Patty motioned to approve the addendum and exhibits as proposed. Torey seconded the motion and the motion passed unanimously.

Schedule Next Meeting:

The next bi-monthly meeting will be on March 30, 2020 at 6:00pm in the clubhouse.

Adjournment:

Torey motioned to adjourn the meeting at 7:26pm. Missy seconded the motion.

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