

MINUTES

Minutes of the Board of Directors Meeting for the Murrayhill Woods Condominium Owners Association held at 6:00pm on October 24, 2016 in the clubhouse at 9450 SW 146th Terrace, Beaverton, OR 97007

The meeting was called to order by chair Bev Hovley at 6:03pm.

Quorum Present: Yes

Board Members in attendance: Bev Hovley, Chair
Lynsi Sitton-Knieling, Secretary
Mike Helmuth, Director
Aaron Dent, Director
Rick Sheldon, Director

Board Members absent: Kathy Leonetti, Director
Torey Farnsworth, Treasurer

Guests in attendance: None

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

Welcome & Introductions: Chair Bev Hovley opened the meeting by welcoming the board members in attendance. There were no guests, so introductions were not needed.

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

Approval of Agenda: A motion was made by Mike Helmuth to approve the Agenda as written. The motion was seconded by Rick Sheldon unanimously approved.

Owners Forum:

There were no comments during the owner's forum.

Approval of Minutes: A motion was made by Bev Hovley to approve the minutes for the Board of Directors meeting held on 9/26/16 as written. The motion was seconded by Mike Helmuth and unanimously approved.

Financial Report:

Financial reports were reviewed by the Board and Bev questioned why the gutter bill was being paid in October when the work was done in the Spring. Management reported that Mark had been in the process of negotiating the bill since the association had to pay Great

Garden Landscaping extra to clean up the mess left in the ivy and around the buildings from the gutter cleaning. With the negotiations successful, the bill has been paid. Mark negotiated a \$3,000 water credit towards building L with the City of Beaverton after showing receipts for a repair that was completed when a tree root broke the main water line. I & J buildings are still considerably high compared to the other buildings and will require further investigation to see if the upper units may have running toilets or other plumbing leaks.

Bev inquired as to what the charges and credits on the ledger with “Forte” were. Mark explained that was the name of the new payment processing company that owners can use through the website to pay their dues online.

Management recommended that a non-interest bearing reserve account was not being utilized and suggested the funds from that account be moved to the interest bearing reserve account. Bev motioned the board close the non-interest bearing reserve account that was not being utilized. Mike Helmuth seconded the motion. The motion passed unanimously.

Manager's Report:

1. B, C, D, E, F, G & H buildings roofs and new gutters are fully completed, leaving only the A building to be completed when the weather will allow. There is a 3 year process with installation of the new roofs. This year the buildings A-H were slated first as they appeared to be in the worst shape. 2017 buildings I-P are scheduled to be completed and 2018 the buildings Q-V will be completed along with the clubhouse. The schedule does allow for changes. Should one building become a hazard or deteriorate to needing repair sooner, the board would prioritize that repair over another roof that is in better shape and could wait until the next phase.
2. Light fixtures and bulbs replaced as needed throughout the complex.

Violation Reports and Issued Violations:

1. A notice of violation was given for a dog.
2. Many notices of violation were given for stacking items in entry areas and on the stairs, and on patios. Fines will be assessed if violations are not remedied.

New Business:

Comcast Easement Agreement: The board ratified approval of the Comcast Easement agreement with unanimous approval. On behalf of the Association, Chair Bev Hovley executed the approved 12 year easement renewal contract with Comcast representative Therese McCarthy-Discus. In addition to gratis cable service in the fitness room and clubhouse and a complimentary guest Wi-Fi account, the Association will receive \$26,100 as compensation for renewing the Comcast easement agreement, which allows Comcast to market, service, and maintain the cable lines within the community. The funds will be disbursed to the Association Reserve Account when received.

Insurance Deductible Resolution: The board ratified approval of the Insurance Deductible Resolution drafted by legal counsel by unanimous approval. The resolution clarifies the Board of Directors sole discretion of determining negligence when liability claims arise; thereby determining who shall be responsible for the deductible when an insurance claim is involved. Chair Bev Hovley and Secretary Lynsi Sitton-Knieling executed the Resolution. The Resolution will be mailed to all Owners.

Enforcement Resolution & Fine Schedule: The board ratified approval of the Enforcement Resolution and Fine Schedule drafted by legal counsel by unanimous approval. The resolution clarifies the Board of Director's authority to help define and assess fines when violations of the governing documents arise. Chair Bev Hovley and Secretary Lynsi Sitton-Knieling executed the Resolution. The Resolution will be mailed to all Owners.

No Smoking Policy: The Association's Attorney provided information regarding the smoking complaints. It was discussed that the Attorney will charge a flat rate of \$600 to draft a letter and provide e-voting to all owners encouraging a vote to amend the Bylaws and make Murrayhill Woods a non-smoking community. This will require a 51% approval vote from the Owners. Mike Helmuth made a motion to move forward and Aaron Dent seconded the motion. The motion passed by majority.

Spa Closure: The Board discussed the cost of keeping the Spa open for the winter. A review of the new security camera footage show that the usage since the weather change has been only twice. In addition to the needed supplies, the Association pays for heating the spa, three chemical readings a day, Aqua Care to come once a week (winter checks), lighting and repairs. Management provided information on the cost of purchasing a pool cover. For approximately \$700 a pool cover with a 12 year warranty could be purchased. There will also be some minimal expenses to winterize the pool and spa equipment. Lynsi Sitton-Knieling motioned that the Spa close from November through March saving the Association approximately \$4500-\$5000. Mike Helmuth seconded the motion. The motion passed unanimously.

Illegal Dumping: The Police responded to several bags (more than 7) of garbage being tossed on the grounds of two of the dumpster areas. Animals had opened the bags on the ground displaying an address that was not within the Murrayhill Woods community. Beaverton Police followed up with an "arrest" of the violator for "Theft of Services". The case will be held in the Beaverton court system and restitution is expected in addition to a civil fine of up to \$3700.00. This is a crime that costs all Owners money. Please report any suspicious activity or if you notice any illegal dumping to Management.

2017 Annual Budget: The proposed new Budget for 2017 was discussed at length. Based on actual expenses in 2016, the Association reviewed changes in the new budget as follows:

	2016 Budget	2017 Budget	% Chg.
Total Ground & Maintenance Repairs:	\$36,400.00	\$34,000.00	-6.59%
Total Building Repairs & Maintenance:	\$70,050.00	\$68,184.00	-2.66%
Total Utility Expenses:	\$170,978.00	\$182,900.00	+6.97%
<u>Total Other Operating Expenses:</u>	<u>\$75,700.00</u>	<u>\$74,123.00</u>	<u>-2.08%</u>
Total Ground, Building, Utility, & Oper.:	\$353,128.00	\$359,207.00	+1.72%
<u>Reserves:</u>	<u>\$181,872.00</u>	<u>\$201,877.00</u>	<u>+11.0%</u>
Total Budget:	\$535,000.00	\$561,084.00	+4.88%
Assessment Payment per Unit:	\$221.39	\$232.00	
	\$259.65	\$272.00	
	\$260.23	\$273.00	
	\$284.57	\$298.00	

The Association budget decreased for 2017 in all operating areas except for Utilities and Reserve collections. Utilities are the highest operating expense for the Association, and largely out of the Association's control. The City of Beaverton has indicated that water & sewer expenses will increase by approximately 6% on July 1st. As an Association, we ask that if you have running toilets, or drips anywhere in your unit, that you contact management immediately. Mike Helmuth made a motion to approve the new budget as drafted. Aaron Dent seconded the motion. The motion passed unanimously. A copy of the 2017 Budget will be mailed to all Owners.

Old Business:

The Landscaping budget has been tabled until further notice.

Schedule Next Meeting:

The next meeting for the MHW Board of Directors is scheduled for 6:00pm on November 28th, 2016 at the MHW Clubhouse.

Adjournment:

Bev Hovley motioned to adjourn the meeting at 8:39. Rick Sheldon seconded the motion.

Submitted by:

FRESH START Real Estate, Inc.
Community Manager