

# MINUTES

**Minutes of the Board of Directors Meeting for the Murrayhill Woods Condominium Owners Association held at 6:00pm on March 25, 2019 in the clubhouse at 9450 SW 146th Terrace, Beaverton, OR 97007**

**Call to Order:** Torey Farnsworth called the meeting to order at 6:03pm.

**Quorum Present:** Yes

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

**Board Members absent:** Mike Helmuth, Treasurer

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

**Guests in attendance:** Rachel Bristlin, Unit E5  
Eric Costaggini, Unit P2  
Judi Strong, Unit Q3  
Teresa Fobert, Unit F8

**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 as written. A motion was made by Patty to approve the Agenda as written. The motion was seconded by Robert and was unanimously approved.

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

**Approval of Minutes:** The next meeting date was recorded into the minutes incorrectly and should have read "March 25, 2019". A motion was made by Patty to approve the minutes for the Board of Directors meeting held on 01/28/19 as modified. The motion was seconded by Nicole and was unanimously approved.

## **Financial Report:**

Management reported the following information to the financial report:

Nicole questioned why the electric bill was elevated for the last reporting period. Mark explained that the elevated electric bill was largely due to the damage made by Comcast while trenching in the community. Many buildings and yard lamp areas had been on 24/7 for several weeks. Some yard lamps are still not repaired correctly. Mark will continue to reach out to Comcast and their subcontractor to remedy the problem.

Delinquencies as of 3/15/19 were reported as \$602.50. There were no delinquent Association dues. All balances were due to either late fees or unpaid violations. There were no delinquencies older than 30 days.

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

The ending balance of all Association funds as of 2/28/19 was \$631,543.94. The breakdown of funds are as follows:

\$ 44,695.87 in operating funds

\$586,848.07 in reserve funds

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

## **Manager's Report:**

- Several sales in the community produced inspection reports where bath fan vents were disconnected in the attic areas, and dryer vents were disconnected in the crawlspace areas. Mitigation of those deficiencies were corrected.
- There was a piece of missing siding which allowed a squirrel to gain access to an attic area in the N building. The squirrel was removed and the siding area was repaired.
- New siding on the south elevation of Building H was installed.
- Various gutter cleaning projects took place in the community.
- 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:**

There have been a total of 31 violations issued since January 1, 2019:

14 Patio violations

3 Curtain violations

9 Parking violations

2 Pet violations

2 Smoking violations

1 Garbage violation

5 carport leases are in place.

**Old Business:**

A proposal was submitted by Coast Paving for the removal and repaving of the main drive path (146<sup>th</sup> Ter.). There was discussion regarding the recommendations of installing 3-1/2 inches of asphalt or 4 inches of asphalt. Management will clarify the amount of re-stripping that is included in the bid. Management will also obtain recommendations on the maintenance for the stub streets off of 146<sup>th</sup> Ter. It was recommended that at least two bids be obtained.

The board asked management to obtain bids for replacing the deteriorated concrete curbs along the main drive path.

There was discussion about mailbox replacements. Several styles are available but costs increase dramatically between the current style of mailboxes and wider pedestal mailboxes. With wider mailboxes, the roofing structure would require major modifications (or removal). Management will provide the Board with some options on or before the next board meeting.

**New Business:**

A proposal to install a new mini-split heat pump system in Unit Q-2 was reviewed. It was discussed that the condensation lines coming from the heat pumps should be painted to match the color of the siding. Robert motioned to approve the installation and Nicole seconded the motion. The installation was approved unanimously.

A proposal from Alpha Environmental in the amount of \$1,700.00 was reviewed to mitigate mold growth in the attic and bathroom ceiling in Unit E-6. It was discussed that a comment in the monthly newsletter requesting that mold growth be reported to management as soon as possible. Lynsi motioned to approve the proposal by Alpha Environmental. Torey seconded the motion and the motion passed unanimously.

There was discussion about the pool and spa opening date for the season. The board agreed to target a opening date of May 10, 2019, weather permitting.

There was discussion about the rising level of dogs being reported in the community, given that Murrayhill Woods is a no dog community. Currently there are seven dogs that have been approved under the guidelines of the American Disabilities Act or by the Fair Housing Act. Legal counsel has provided advice and certain protocol for approving service and/or emotional support animals. A grassy area outside of unit C-5 has been damaged by dog urine from an approved emotional support animal. The Owner of the unit will be held responsible for the cost of replacing the grass in that area.

There was discussion about gutters leaking on the west side of building L, the north side of building N, and the west side of building J. Management will schedule those gutters to be cleaned and have sponge guards installed in those gutters to prohibit further overflowing of the gutters.

There was discussion about dead ivy in many areas of the community, especially along the west parking lot rock wall. Robert, Torey, and Patty volunteered as a committee to evaluate those areas and report back to the board. Management will schedule a meeting between the Landscape committee and Javier with Great Garden Landscaping on an

upcoming Tuesday morning. The Committee will report back to the board on or before the next board meeting.

There was discussion about many exterior lights surrounding buildings N and M remaining on 24/7. There was damage by Comcast due to trenching along the east side of the complex. Management stated that the subcontractor used by Comcast has been non-responsive to the damage. Management will schedule the repairs with Star Electric and attempt to bill back Comcast for the associated costs.

There was discussion about a recent call regarding unattended lit candles on a balcony. Ultimately the police was called and they were able to make contact with the Resident, who was informed not to leave lit candles unattended as it is a severe fire hazard. There was additional discussion about how to incorporate this situation in the rules and regulations to avoid similar situations in the future. The board agreed to add language to the rules and regulations prohibiting unattended flames including but not limited to candles, tiki torches, or the like. Such an offense would result in a fine of \$250.00. Fines for repeat violations would escalate. The fines for second violations would double to \$500.00 and triple for third or more violations to \$750.00. Patty motioned to approve the prohibition of unattended flames and associated fines. Torey seconded the motion, and the motion passed by majority with one board member abstaining from vote.

#### **Schedule Next Meeting:**

Since the next bi-monthly meeting would fall on Memorial Day, the Board decided to hold a meeting in April, so that a meeting in May could be skipped. The Board will resume bi-monthly meetings following the next meeting on April 22, 2019 at the MHW Clubhouse. The April meeting may begin at 5:45pm in Executive Session for the purpose of a violation Hearing request. The public portion of the meeting would begin at 6:00pm.

#### **Adjournment:**

Torey motioned to adjourn the meeting at 8:02pm. Lynsi seconded the motion.

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