



MEETING MINUTES

REGULAR MEETING OF THE BOARD OF DIRECTORS OF: MURRAYHILL WOODS CONDOMINIUMS

LOCATION: **Zoom & In Person Meeting**
 DATE: **10/17/2022**
 CALLED TO ORDER: **06:03 pm**
 QUORUM PRESENT: **Yes**

ATTENDEES (Board Members Bolded)

Patty Higham	Carol Davis
Missy Hughes	Sarah Harvey
Nicole Stewart	Eric Costaggini
Bryan Hall	Jessie Sweeney
Sally Robinette	Joe Morlock
Tom Gibbons	Ruth Morlock
Emily Gardner	Christy Peschi
	Howard Ishizuki
	Beth Pinchot
Mark Vandervest - FSRE	Cathie Thompson
Cindy Vandervest – FSRE	Alison Burns
Sunny Arruda - FSRE	Aaron Dent

OWNER’S FORUM

Once the painting is done, please send an email to management listing anything around your unit that needs attention. The painters will be sent around to correct all of the issues they are made aware of.

Carports are hard to see after dark and it would be easy to hit the structure when parking. Suggestion to apply reflectors to make it easier to see the carport stalls.

Watch your surroundings. People who do not belong in the community have been seen walking/driving through, stopping, etc. If you see someone suspicious, call Beaverton Police non-emergency line to report any suspicious activity. BPD Non-Emergency 503-629-0111.

An ARC form is needed to replace sliding glass doors. Include the quote from the installers too.

Sidewalks are uneven in some areas and make a lot of noise when bringing things in and out, like rolling suitcases, carts used to move in & out, etc. Owner would like to see this issue be added to the concrete repair schedule. The budget includes concrete repair yearly. It can be added to the schedule next year after the rains stop. Send an email to management with issues like this when you find them.



Murrayhill Woods Condominiums

Shrubbery seems to be dying in some areas, possibly due to lack of watering because of painting project. It was noted some sprinklers need to be repairs as some areas are not getting water and others are being flooded. Please send an email to management with areas you notice that are overly wet or dry. It will be forwarded to the landscapers to assess and repair the irrigation lines.

Broken curbs around bldg. N & trash area could be bumped out and turned into handicapped parking with proper ramps

Some carports seem to have a brownish coffee like liquid dripping onto the cars since they were painted. Will watch and see if this continues.

Roll down patio shades will be counted. Suggested any new shades should be the black type shade listed on the website under COA Approved Products tab. However this was not decided.

Maintenance tasks should be requested on the website. You can access this by signing in to your account on the portal in the same place you go to pay your association dues or by accessing the Owners & Tenants Forms tab on the website. You will be required to sign in to your account to submit a maintenance task request.

The snakes seem to be back and are hard to see in the dark. More lighting in the areas where they tend to be was suggested.

OPENING BUSINESS

Agenda was approved unanimously

July 11, 2022 Minutes approved unanimously after request to change Sally Robinette's name from Sara to Sally.

NOTE: Unless noted differently, all Board decisions contained in the minutes of the meeting received a motion, a second to the motion, additional discussion, if any, and a vote of a quorum of the Board of Directors.

FINANCIAL REPORT

1/1/2022 through 9/30/2022

Financials as of 9/30/2022:

§ Total operating funds:	\$207,786.66	including pending EFTs.
§ Total reserve funds:	\$575,485.30	
§ Total cash assets:	\$784,258.96	
§ Total YTD income:	\$501,785.60	
§ Total YTD expenses:	\$607,908.14	including \$312,815.19 of Reserve expenses.
§ Budget vs. Actual <u>Income</u> :	85.07%	collected YTD.
§ Budget vs. Actual <u>Expenses</u> :	86.57%	paid YTD incl. 95.17% of Reserve expenses
§ Total delinquencies:	\$ 6,763.83	1 account 91+ days (Unit F-1), 0 accounts 61-90 days, and 0 accounts 31-60 days.



MANAGER'S REPORT

1. REPAIRS, MAINTENANCE & UPDATES

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

- a. Notice of Board meetings can now be found on the front page of the website
- b. Permits submitted for garage storage addition framing.
- c. 2022 Painting project nearing completion. A broadcast will be sent out at the completion of the painting project asking for owners to send an email to management for any issues that need to be addressed around your unit.
- d. West side lighting project nearing completion
- e. Pool and spa closed for the season
- f. Gutter maintenance is ongoing.
- g. Tree pruning is ongoing.
- h. Monthly fitness room and clubhouse cleaning is ongoing.
- i. Rodent control and bait stations are ongoing.
- j. Lighting maintenance is ongoing.
- k. Garbage onsite maintenance is ongoing.
- l. Cigarette receptacle cleaning is ongoing.

ADMINISTRATION

a. Violations (7/16/2022 thru 10/5/2022):

For informational purpose:

- 7/16/2022: Smoking Violation (J-5)
- 7/16/2022: Parking Violation (B-6)
- 8/09/2022: Smoking Violation (F-6)
- 9/12/2022: Prohibited bird feeder (P-4)
- 9/12/2022: Garbage Violation (M-6)
- 9/13/2022: Patio Violation (N-3)
- 9/13/2022: Patio Violation (T-1)
- 9/29/2022: Garbage Violation (J-2)
- 10/3/2022: Parking Violation (I-5)
- 10/3/2022: Common Area Violation (PODS Placement) (E-6)
- 10/5/2022: Patio/Common Area Violation (D-2)
- 10/5/2022: Patio Violation (B-5)

b. Homeowner Correspondence and Administration

For informational purpose:

- 1. EIGHT covered carport leases are in place.

#12 to Unit C-6	#13 to Unit C-7
#51 to Unit G-2	#53 to Unit G-8
#56 to Unit H-4	#67 to Unit N-1
#68 to Unit N-6	#120 to Unit O-5

c. Owner correspondence for Board Review

Board action requested:

- 1. None



Committee Reports

Audio/Visual Committee

The AV Committee will be keeping track of how many people attend the meetings both in person and via Zoom. The object is to see if funding better AV equipment makes sense.

Audio was much better this time. Thanks given to Bryan Hall & Beth Pinchot for their hard work making these hybrid meetings possible.

Newsletter Committee

The news letter archives were lost when Mail Chimp was turned off. Will need to start from the beginning. Anyone interested in helping out with the newsletter please attend the next board meeting.

OLD BUSINESS

- 2022 Painting project update – discussed during the Owner’s forum and again during the Manager’s Report
- 2022 Westside Lighting Project Update – New lighting has been completed.

NEW BUSINESS

2022 HOA Reserve Study

- The 2022 Reserve Study was reviewed and explained in detail by Mark. The schedule of upcoming repairs identified in the 30-year maintenance plan were reviewed and discussed.
- Reserves have been affected by the cost of the Painting project but over all The association appears to be in very good shape to be able to cover upcoming needs.

2023 HOA Proposed Budget

- The 2023 HOA proposed Budget was discussed in detail.
 - Water is expected to increase 10.6% in 2023
 - HOA dues will raise \$6-\$8 per unit (depending on size of unit)
 - A motion was made and seconded to accept the budget as proposed.
- Without further discussion, the motion passed unanimously.

For Next Meeting

- Reflectors for car ports
- Black Slats for chain link fences on dumpster cubicles

ADJOURNMENT

NEXT MEETING DATES: **Monday, November 7, 2022 at 6:00 pm**

MEETING ADJOURNED: **7:52 PM**

--- END OF MEETING MINUTES ---

MINUTES PREPARED BY: **FRESH START Real Estate, Inc.**
Community Manager