

# MINUTES

**Minutes of the Board of Directors Meeting for the Murrayhill Woods Condominium Owners Association held at 6:00pm on March 28, 2016 in the clubhouse at 9450 SW 146th Terrace, Beaverton, OR 97007**

The meeting was called to order by chair Bev Hovley at 6:06pm.

**Quorum Present:** Yes

**Board Members in attendance:** Bev Hovley, Chair  
Lynsi Sitton-Kneiling, Secretary  
Mike Helmuth, Treasurer  
Aaron Dent, Director  
Mark Vandervest, Director  
Kathy Leonetti, Director

**Board Members absent:** None

**Guests in attendance:** Geri Masters, Owner at G1  
Tom & Patty Higham, Owner at V1  
Marian Anderson, Owner at S3  
Mary Grellman, Owner at H3  
Tyler Kuch, Owner at R8  
Josh LaFevre, Owner at J4

**Others in attendance by invitation:** Ashley Yorra, attorney with Vial Fotheringham, LLP

**Welcome & Introductions:** Bev opened the meeting by welcoming everyone.

**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 Bev Hovley to approve the Agenda as written. The motion was seconded by Mike Helmuth and unanimously approved.

## **Owners Forum:**

1. Marian Anderson asked why new management. Bev stated that maintenance wasn't being followed through as well as many other items
2. Tom Higham asked about after noise nuisances after 10:00pm. It was recommended that Beaverton Police non-emergency is called at 503-629-0111.
3. Josh LaFevre asked for updated gym equipment. He suggested disposing of 2 stationary bikes and getting an elliptical would be ideal. The BOD explained that there was currently no money in the budget for new equipment.
4. Tom Higham expressed an interest in joining the board. A questionnaire will be forwarded to Tom to be completed.

5. Tyler Kuch inquired about the HOA fees being raised. He also wanted to know how much was in the reserves. The BOD explained that every year a new budget is adopted for the COA. With rising costs of water, sewer, garbage, electric, and maintenance, the BOD is required to adopt a budget that will accommodate the rising costs. Josh suggested if the rates are going to be raised or any assessment come due that management would send out a letter (or post on a website or put in display cases) stating why.

**Executive Session:** Mike Helmuth motioned to adjourn to Executive Session at 6:25pm. Bev seconded the motion. Those not on the BOD were dismissed during Executive Session. The BOD adjourned to Executive Session to discuss collection matters with Ashley Yorra, attorney with Vial Fotheringham. Executive Session was adjourned and the General meeting reconvened at 7:10pm.

Bev motioned to table all collection decisions until more information was gathered by Ashely Yorra and reported back to the BOD. Kathy Leonetti seconded the motion. The motion was approved unanimously.

**Approval of Minutes:** A motion was made by Kathy Leonetti to approve the minutes for the Board of Directors meeting held on 2/22/16. The motion was seconded by Bev Hovley and unanimously approved.

#### **Manager's Report:**

1. The Manager's report included in the Board Packet was reviewed including Owner correspondence and pending and completed maintenance and repairs over the last month. Bev inquired about paint contractors and asked who is going to do small repairs. Mark suggested he is able to manage small discretionary repairs without bringing to the board for small decisions. The BOD agreed.

#### **Old Business:**

1. Failing concrete steps on unit A5 and stair stringer replacement on unit E8 were discussed. Proposals were reviewed. Mark recommended proceeding with Mitch Couch Contracting to perform repairs at a cost not to exceed \$2,350.00. Bev motioned to approve Mitch Couch Contracting's proposal. Mike seconded the motion. The motion was approved unanimously.
2. Roofing repairs and replacement were discussed. Proposals were reviewed. Mark recommended proceeding with CC&L Roofing to perform repairs including re-flashing the chimney above unit A5. Kathy motioned to approve the CC&L Roofing proposal at a cost not to exceed \$1,475.00 for repairs above unit A5. Mike seconded the motion. The motion was approved unanimously. Mark recommended proceeding with approving the roof replacement proposal presented by NW Roof Tech on a not-to-exceed amount of the current proposal, including gutter replacement. The project will be phased over the next three years and will be funded from the Reserves. Bev asked to be provided a sample of the roofing product before installation. Mark will obtain a sample board and provide it to the BOD for approval. Mike made a motion to approve NW Roof Tech's proposal including gutter replacement on a not-to-exceed \$541,665 phased over 3 years, including gutter replacement. Bev seconded the motion. The motion was approved unanimously.

3. Drainage and erosion issues around the complex were discussed. Proposals were reviewed from Great Garden Landscaping including the installation of new French drains in the complex, and erosion wall repairs along with west parking lot. Javier and Mark spent two hours going over all of the recommended work. Mark recommended proceeding with Great Garden's proposals as most of the funding necessary for the projects was allocated in the Reserve fund. Mike made a motion to approve the proposals from Great Garden Landscaping to correct drainage and erosion issues throughout the complex at a cost not to exceed \$14,224. Bev seconded the motion. The motion was approved unanimously.
4. Lighting and photo cell repairs were discussed. Mark informed the BOD that Willamette Electric was onsite earlier in the week and had discovered tape and paint over many of the photocells throughout the complex. The two main photo cells off of the central panel box were in need of replacement and were replaced at the same time. In contrast to the previous bids of several thousands of dollars, Willamette Electric was able to repair all of the failing issues for less than \$1,000, including the entry site sign at the Beard Rd. entrance which had a broken underground power supply. No further action is needed at this time.
5. Storm sewer repairs were discussed. Proposals were reviewed from several contractors. Mark recommended proceeding with TC Excavating, which not only came in at the lowest cost, but was the most responsive and thorough in their diagnosis of the problems. Mark suggested that the two trees in front of the A and B buildings are recommended to be removed. Kathy made a motion to approve the proposal from TC Excavating at a price not to exceed \$14,000, providing the trees were removed as part of the project at a reasonable additional cost. Aaron seconded the motion. The motion passed unanimously.

#### **New Business:**

1. Repair of the spa was discussed. Mark informed the BOD that the heaters for the pool and spa no longer work. The heater for the spa hasn't worked properly since October, and the pool heater has not been functional for over a year. Aqua Care, who maintains the pool and spa informed Mark that one or two of the underground lines to the spa are leaking and when the jets are turned on that the spa loses water. Mark had American Leak Detection onsite and was informed that the spa heater needed to be working in order to further diagnose the problem, and to determine the cost of the underground repairs. Mark informed the BOD that there was enough money in the reserve fund scheduled for 2016 to replace the spa heater. The BOD agreed that the spa heater should be replaced, as it was the intent of the COA to keep and maintain the spa. Lynsi motioned to replace the spa heater at a cost not to exceed \$4,195. Bev seconded the motion. The motion passed unanimously.
2. Signage policy was discussed, specifically placement of "for sale" and "for rent" signs in the complex. The BOD agreed that no signs of any kind should be placed in windows or in front of buildings. There is a designated area at the corner of Murray Blvd. and Sapphire Ln. where "for sale" and "for rent" signs may be placed.
3. Patio shades were discussed, as well as some large Arborvitae which had been placed on a patio. The BOD found no problems with using the approved shades at the discretion of the Owner, and found no problem with potted Arborvitae on the patios.
4. The maintenance plan prepared by Schwindt and Co was discussed. The latest model including the phasing of roof replacements was brought to the attention of the BOD. The decision to replace the roofs over the next three years will benefit the COA by lowering the output of reserve funds.

5. CD rollover was discussed. Mark and Bev met with Martin Haugh & Co., the financial advisors who manage the COA CDs. At this time the BOD agreed to keep the CDs in liquid funds in the event money is needed for all of the upcoming work.
6. Sidewalk repair was briefly discussed and tabled until the completion of the storm sewer repairs.
7. Empire's painting warranty was discussed. Mark informed the BOD that PREM had still not delivered any documentation relative to the warranty. It was suggested that the former chair of the COA may have that information. Mark will follow up on this matter and report back to the BOD.
8. Bev explained that the garbage areas are often out of control with garbage outside of the dumpsters. Mark noted that a company called Waster Recovery had been paid routinely over the last several months to manage the garbage in between pickups. Mark will follow up with Waste Recovery and report back to the BOD.

### **Closing Comments:**

Bev recognized Tyler Kuch, who commented that he was confident with the change in Management and that ultimately this change will get the COA to a better place. He added that he would like to see better communication between the BOD and the Owners. Bev asked if he had any recommendation of how to accomplish a better level of communication. Tyler added that the website community forum was a good start, however it was observed that a greater percentage of people do not use that technology. Mark added that there are many Owners who do not even use email. The BOD agreed that this need should be kept in mind for further discussion.

### **Schedule Next Meeting:**

The next meeting for the MHW Board of Directors is scheduled for 6:00pm on April 25th, 2016 at the MHW Clubhouse. **NOTE: Earlier time has been scheduled.**

### **Adjournment:**

The meeting adjourned at 8:56pm.

Submitted by:

Cindy Vandervest, Office Manager  
FRESH START Real Estate, Inc.