

# MINUTES

**Minutes of the Board of Directors Meeting for the Murrayhill Woods Condominium Owners Association held at 6:00pm on April 22, 2019 in the clubhouse at 9450 SW 146th Terrace, Beaverton, OR 97007**

**Call to Order:** Secretary Lynsi Sitton-Knieling called the meeting to order at 5:58pm.

**Quorum Present:** Yes

**Board Members in attendance:** Lynsi Sitton-Knieling, Secretary  
Mike Helmuth, Treasurer  
Aaron Dent, Director  
Nicole Stewart, Director  
Patty Higham, Director  
Robert Rioux, Director

**Board Members absent:** Torey Farnsworth, Chair

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

**Guests in attendance:** Missy Hughes, Unit C6  
Eric Costaggini, Unit P2  
Judi Strong, Unit Q3

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

**Welcome & Introductions:** Secretary Lynsi Sitton-Knieling opened the meeting by welcoming the board members and guests in attendance. Lynsi 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 Robert to approve the Agenda as written. The motion was seconded by Patty and was unanimously approved.

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

**Approval of Minutes:** There was a typo with the word "January" in the minutes from March 25, 2019. A motion was made by Lynsi to approve the minutes for the Board of Directors meeting held on 03/25/19 as modified. The motion was seconded by Robert and was unanimously approved.

## **Financial Report:**

Management reported the following information to the financial report:

Total operating funds as of 3/31/19 was \$56,056.68

Total reserve funds as of 3/31/19 was \$586,279.79

Total cash assets as of 3/31/19 was \$642,336.47

There were no delinquent Association dues. There were no delinquencies older than 30 days.

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

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

## **Manager's Report:**

The following maintenance updates were presented and required no Board action at this time:

1. Gutters cleaned and sponge guards installed in upper roofs of buildings L & N
2. Reconfigure and reconnect bath fan exhaust vents in Attic of Units T-5 & J-6
3. Mold mitigation in the attic of unit E-6 was completed by Alpha Environmental
4. Dog waste cleaned from west parking lot.
5. Bark mulch installed around pool and clubhouse.
6. Pool cover removed, pool closet preparation started.
7. Lighting maintenance is ongoing.
8. Garbage maintenance is ongoing.

## **Administration:**

### *Violations:*

The following maintenance updates were presented and required no Board action at this time:

- a. 6 Parking Violations
- b. 4 Noise Violations
- c. 1 Pet Violation
- d. 1 Patio Violation

### *Carport Leases:*

There are 6 carport leases are in place as of 3/31/19.

### *Owner correspondence for Board Review:*

1. An Owner request for an indoor cat in building T was reviewed and approved.
2. An Owner requested review of three violations in Building D was reviewed and the board approved reducing the fines by 50%.
3. An Owner submitted an explanation for a loud vehicle complaint from Building F, and the Board approved not proceeding with a fine against the unit providing the vehicle was repaired as promised.
4. Disposal of cigarette butts around the perimeter of the Association was discussed. The Board approved the purchase of buckets for the deposit of cigarette butts.

**Old Business:**

A revised proposal was submitted by Coast Paving for the removal and repaving of the main drive path (146<sup>th</sup> Ter.) including some extensions into the stub streets branching east from the main drive path. A second proposal was received by Hal's Construction in the amount of \$134,180.00. There was discussion to approve Coast Paving's proposal in the amount of \$88,591.00 pending discovery of the quality of the base material below the current paving. If the recommendation following the discovery of the base quality should increase the proposal, the Board shall be advised before proceeding. Robert motioned to approve, and Patty seconded the motion. The motion passed by unanimous vote.

The mailbox replacement proposal in the amount of \$6,748.56 plus installation was reviewed. Robert motioned to approve the purchase of the new mailboxes. Nicole seconded the motion and the motion passed by unanimous vote. Management will work on the order.

**New Business:**

The landscape committee reported that they had met with Javier from Great Gardens Landscaping and went over various needs and recommended updates throughout the community. A proposal in the amount of \$8,310.00 from Great Gardens was reviewed and discussed. Patty motioned to approve the proposal from Great Gardens. Robert seconded the motion and the motion passed by unanimous vote. Management will schedule the work to commence.

Concrete curb replacement along the main drive path was discussed and tabled until after the completion of the paving project.

Aqua Care discovered a crack in the sand filter for the pool when setting up the equipment for the season. A proposal in the amount of \$1,705 from Aqua Care to replace the sand filter was discussed. Patty motioned to approve the proposal from Aqua Care. Mike seconded the motion and the motion passed by unanimous vote.

Damages to the irrigation system caused by the Comcast trenching over the winter months was discussed. It is not known at this time the cost to repair the damages, but Management will be working towards recovery of those costs from Comcast and/or their vendor.

Lynsi asked about the cleaning of the top of carports. Management advised that they would be able to use a portion of the pressure washing budgeted funds to clean some of the carport roofs in need.

**Schedule Next Meeting:**

The next bi-monthly meeting will be on June 24, 2019 at 6:00pm in the clubhouse.

**Adjournment:**

Lynsi motioned to adjourn the meeting at 7:45pm. Patty seconded the motion.

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