

MINUTES

Minutes of the Board of Directors Meeting for the Murrayhill Woods Condominium Owners Association held at 6:00pm on May 22, 2017 in the clubhouse at 9450 SW 146th Terrace, Beaverton, OR 97007

The meeting was called to order by chair Bev Hovley at 6:01pm.

Quorum Present: Yes

Board Members in attendance: Bev Hovley, Chair
Lynsi Sitton-Knieling, Secretary
Torey Farnsworth, Treasurer
Kathy Leonetti, Director
Aaron Dent, Director
Mike Helmuth, Director

Board Members absent: None

Guests in attendance: Virginia Finn, N5
Geri Masters, G1
April & Jeremy Orme, R1
Gary Moak, Q1
Karen Showers, Q3
Rachel Bristlin, E5

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

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

Welcome & Introductions: Chair Bev Hovley opened the meeting, and welcomed all of the guests to the meeting.

Owners Forum:

Geri Masters has offered suggestions to improve the current parking conditions. She thinks that implementing parking stickers so that Owners are made to occupy their assigned parking spots would help to free up guest parking spots. The Board asked to table this discussion while management researches how to best incorporate this.

Karen Showers inquired about the mailbox break in the South mailbox bank. Management informed everyone that it appeared as though someone had dropped a piece of mail in the “outgoing” mail drop and then attempted to pry it open to retrieve the mail item. In doing

so, they bent the frames of two (2) mailboxes and ruined the keying of one box. The mailboxes are original 1986 and not in the best of condition.

Approval of Agenda: A motion was made by Kathy Leonetti to approve the Agenda. The motion was seconded by Mike Helmuth and was unanimously approved.

Approval of Minutes: A motion was made by Kathy Leonetti to approve the minutes for the Board of Directors meeting held on 04/24/17 as written. The motion was seconded by Mike Helmuth and unanimously approved.

Financial Report:

Management reported that The City of Beaverton has once again come through. They have credited \$2,690.94 towards the I and J building water bill because of water main leak that was repaired.

Mark added the following information to the financial report:

1. April financials were presented and reviewed.
2. Once again, a very “lean” Association Delinquency Report was presented, and Management was happy to report that there are only three delinquent units (90 days or more past due), two of which have an agreed-upon repayment plan, and one which was recently turned over to collections. There is only one other account that is 60 days or more past due (less than \$100.00). This is significantly down from 57 delinquent accounts in March of 2016 prior to the move to new management with FRESH START.
3. A second request from a unit Owner was submitted concerning a late fee removal request to the Board for review. After again reviewing all documentation and noting that there were four attempts by management to remedy the late delivery of these dues, Mike Helmuth made a motion to deny the waiver of the late fees. The motion was seconded by Aaron Dent and unanimously approved.

Manager's Report:

1. Mark reported the STOP signs and the NO SMOKING signs have been installed.
2. Lighting continues to be monitored, fixtures, photo cells and bulbs were repaired and/or replaced as needed throughout the complex.
3. The supply line to the pool shower was cracked and has been repaired.
4. The extension cord to power up the treadmill in the Fitness room was stolen. It has been replaced, taped, and cabled securely into place.
5. Building U roof has been completed and building T will begin 5/24/17.
6. The foundation vent covers have been removed for the spring, summer, and fall seasons.
7. A dryer vent in building A was repaired.
8. The pool chemicals are being administered so the pool and spa are ready for opening on May 26, 2017.
9. The concrete pool deck was sealed to prevent moss growth and staining.
10. The pool furniture has been placed out.

Violation Reports and Issued Violations:

1. Two (2) patio violations were issued
2. One (1) garbage violation was issued

Old Business:

Mark made numerous attempts to reach a company Kathy Leonetti is familiar with to obtain a second estimate for the sidewalk repairs throughout the community. Kathy will reach out to make the connection.

FRESH START presented an additional proposal for a building envelope inspection. The Board has reviewed both estimates and Lynsi Sitton Knieling made a motion for the Board to move forward with the proposal submitted by Morrison & Hershfield to complete the envelope inspection. Kathy Leonetti seconded the motion and it was unanimously approved.

After reviewing the research and legal opinion of selling/transferring the declaration assignments of the 23 carports the Association owns, Lynsi Sitton Knieling made a motion to simply Lease the carports on a month to month basis in the amount of \$40 per month to Owners only. Aaron Dent seconded the motion and it was unanimously approved. The Board may wish to revisit the option of selling the available carport spots at a later date.

New Business:

With Rick Sheldon's resignation due to the sale of his condominium, Bev Hovley made a motion that Geri Masters join the Board to fill the remaining two (2) months of Rick's term. Lynsi Sitton Knieling seconded the motion and it passed unanimously

Schedule Next Meeting:

The next meeting for the MHW Board of Directors is scheduled for 6:00pm on June, 26th, 2017 at the MHW Clubhouse.

Adjournment:

Bev Hovley motioned to adjourn the meeting at 8:03pm. Aaron Dent seconded the motion.

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