



Murrayhill Woods COA

6107 SW Murray Blvd., #313
Beaverton, OR 97008
503-524-6000
Manager@MurrayhillWoods.com

MURRAYHILL WOODS CONDOMINIUMS 2019 OWNER PACKET

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**IMPORTANT DOCUMENTS ENCLOSED!
PLEASE REVIEW CAREFULLY.
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YEAR-END SUMMARY

- The Board adopted a 2019 budget at the October 2018 board meeting. It is the result of a proposed budget presented by Management along with the review and input of each of the Board members.
- The 2019 overall increase is 2.53%. This is reduced from the 4.77% increase in 2018 and 4.86% increase in the 2017 budget. Reserve contributions will remain LEVEL for the 2018 collections with no increase. The Associations Reserve Funds are in place to complete projected repairs identified in the Reserve Study and 30-year Maintenance Plan.
- The combined operating and capital reserves for the 2019 budget is \$603,145 – compared to \$587,870 in 2018.
- Based on 2018 expenses, the Board approved the Budget expense categories as follows:

Ground & Maintenance Repair.....	- 1.23%
Building Repairs & Maintenance.....	- 8.16%
Utility Expenses.....	+ 3.25%
General Operating Expenses	+14.51%

The above percentages are based on the needs from actual spending in 2018 and trends that are expected in 2019.
- Grounds and Maintenance expenses decreased slightly because the Association is doing well with keeping up on the grounds maintenance and irrigation system on an annual basis. In years past there has never been a budget line item for irrigation maintenance. Sidewalk repairs and tree maintenance will continue to be needed and performed on an ongoing basis.
- Building Repairs and Maintenance decreased largely due to the decreasing need for roof repairs and maintenance now that all of the roofs have been replaced with a 50-year composition product. Phase 3 of 3 of the roof replacement project was completed in August 2018. The closure of the spa for the winter continues to save the Association approximately \$5,000.00 in costs annually over years past.
- The increase in General Operating Expenses is largely due to increases in insurance premiums and the addition of annual property taxes that are due annually on 113 parking units.
- The Association did very well with utility expenses again this year coming in very close to the budgeted amount. This is a big benefit for the Association because the Utility Expenses account for 31.26% of the entire budget. Several significant repairs were made in 2018 that involved water main breaks. **Please continue to notify management immediately if your toilets are running, or if you are aware of any other plumbing leaks or drips.** Garbage expenses are up slightly due to an increase by Waste Management, but are still down significantly from 3 years ago because of more efficient onsite management of dumpster areas. Electricity and Natural Gas increased partially due to the new pool heater that was running during the pool season.
- The Board and Management have made significant progress in ELIMINATING delinquencies. Since March 23, 2016, delinquencies have decreased from 51 units and approximately \$116,000 in collectibles to ZERO delinquent units and no accounts over 30 days as of 10/31/18.

- A thorough review and remodel of the Reserve Study and 30-year Maintenance plan was completed in 2018 and there should be no need for any special assessments in order to proceed with the needed maintenance plan and anticipated reserve collections.
 - Most Owners are now paying their COA dues online through the portal for free at www.PayMHW.com. This is the most secure and timely way to make certain payments are received on time so that no late fees are assessed by the system. Monthly recurring payments can be set up to post on any day between the 1st of the month, and the 10th of the month to avoid late fees. Additionally, maintenance requests can also be submitted from this portal. Management is happy to help you set up or process payments.
 - The Association website at www.MurrayhillWoods.com continues to grow with an abundance of information about the Association. You can now download most documents directly from the website for free. Unlike most Associations who charge for documents through services like CondoCerts, Murrayhill Woods provides access to documents at no charge to Owners, or prospective Buyers.
 - Many covered carports that remained assigned to the Association are still available to lease. If Owners or Residents find the need for an additional covered carport parking spot, there are still several available for \$40.00 per month. Leases are month-to-month and can be terminated with 30-day notice. All available covered carports are along the main drive path of 146th Ter.
 - The Association implemented a parking plan in 2018 which enforces Section 6.2 of the Governing Declaration. The parking plan and required registration of vehicles has helped to resolve many complaints about the shortage of open parking spots.
- READ →**
- **Vehicle registration is required on an annual basis. Owners and their Tenants are required to update their vehicle information no later than the 15th of January. Section 6.2 of the Governing Declaration requires that *“Occupants of all Units shall register their vehicles with the Board of Directors, or its designee (Management). Vehicles shall be limited to cars, pick-ups, regular size sports utility vehicles and motorcycles”*. Failure to register a vehicle prior to January 15th may result in a fine being assessed to your unit as defined in the Enforcement Resolution. Vehicles must be designated to the parking space(s) assigned to the unit. If you have more than one vehicle and only one assigned spot, you must designate which vehicle will be required to park in your assigned spot. Designated vehicles are prohibited from parking in public use parking spots. A vehicle registration sheet is included in this packet and must be returned to management prior to January 15th. All Resident vehicles, whether designated or not, must display a decal permit to be parked on the premises. Vehicles without decal permits that remain in a parking spot more than 24 hours will be subject to tow at the Owner’s expense.**
 - The Board is happy to announce that there are no pending special assessments or other special assessments being considered.

Murrayhill Woods 2019 Annual Budget							
(Final 10/22/18)							
Revenues:	% of Budget	2016 Budget	2017 Budget	2018 Budget	2019 Budget	Variance	% Change
Assessment Income		353,128.00	359,207.00	365,800.00	381,075.00	15,275.00	4.01%
Reserve Income		181,872.00	201,877.00	222,070.00	222,070.00	0.00	0.00%
Capital Contribution		0.00	0.00	0.00	0.00	0.00	0.00%
Fee Income		0.00	0.00	0.00	0.00	0.00	0.00%
Interest Income		0.00	0.00	0.00	0.00	0.00	0.00%
Key Income		0.00	0.00	0.00	0.00	0.00	0.00%
Late Fee Income		0.00	0.00	0.00	0.00	0.00	0.00%
Parking Income		0.00	0.00	0.00	0.00	0.00	0.00%
Violation Fee Income		0.00	0.00	0.00	0.00	0.00	0.00%
TOTAL INCOME.....		535,000.00	561,084.00	587,870.00	603,145.00	15,275.00	2.53%
Expenses:		2016 Budget	2017 Budget	2018 Budget	2019 Budget	Variance	% Change
Landscape Contract - Base		33,000.00	29,500.00	29,000.00	29,500.00	500.00	1.72%
Landscape Services (Additional)		0.00	3,500.00	5,000.00	5,000.00	0.00	0.00%
Irrigation		0.00	0.00	4,500.00	4,000.00	-500.00	-11.11%
Snow removal contracts		1,000.00	1,000.00	2,500.00	2,000.00	-500.00	-20.00%
Total Ground & Maintenance Repair.....	6.71%	34,000.00	34,000.00	41,000.00	40,500.00	-500.00	-1.23%
Cleaning Service		4,400.00	4,300.00	4,500.00	4,750.00	250.00	5.56%
Electric Lamping/Ballast - R&M		13,000.00	7,300.00	7,500.00	6,000.00	-1,500.00	-20.00%
Exterior Roof R&M		15,000.00	14,000.00	5,000.00	0.00	-5,000.00	-100.00%
Fire & Life - R&M		1,200.00	500.00	625.00	625.00	0.00	0.00%
General Bldg. - R&M		21,852.00	23,000.00	25,615.00	25,000.00	-615.00	-2.40%
Pest Control Services		2,148.00	1,800.00	2,000.00	2,000.00	0.00	0.00%
Plumbing R&M		0.00	3,584.00	4,000.00	4,000.00	0.00	0.00%
Pool Maint. Contract		6,300.00	6,300.00	4,000.00	5,500.00	1,500.00	37.50%
Pool Maint. & Supplies		5,700.00	3,400.00	3,500.00	3,000.00	-500.00	-14.29%
Pool Chemical Reads		0.00	3,750.00	2,200.00	3,600.00	1,400.00	63.64%
Exercise Equipment Maint.		450.00	250.00	250.00	250.00	0.00	0.00%
Total Building & Repairs & Maintenance.....	9.07%	70,050.00	68,184.00	59,190.00	54,725.00	-4,465.00	-8.16%
Garbage & Recycle (Waste Management)		31,000.00	22,500.00	24,250.00	27,500.00	3,250.00	13.40%
Garbage & Recycle (On-Site Management)		0.00	2,500.00	3,750.00	5,800.00	2,050.00	54.67%
Electricity - Common Area		8,700.00	6,000.00	7,000.00	7,300.00	300.00	4.29%
Gas		2,900.00	1,400.00	700.00	1,250.00	550.00	78.57%
Telephone/Cable/Internet Basic Service (Comcast)		1,378.00	1,500.00	1,725.00	1,700.00	-25.00	-1.45%
Water/Sewer (6% anticipated increase, City of Beaverton >July)		127,000.00	149,000.00	145,000.00	145,000.00	0.00	0.00%
Utility Expenses.....	31.26%	170,978.00	182,900.00	182,425.00	188,550.00	6,125.00	3.25%
Audit Fees		2,300.00	2,400.00	2,400.00	2,400.00	0.00	0.00%
Bank Charges		4,100.00	673.00	1,300.00	750.00	-550.00	-42.31%
Copy/Fax		2,900.00	900.00	1,300.00	1,700.00	400.00	30.77%
General Liability Insurance		23,000.00	26,000.00	29,000.00	35,000.00	6,000.00	20.69%
General Office Expenses		275.00	600.00	750.00	750.00	0.00	0.00%
Legal Fees		550.00	3,000.00	7,500.00	5,000.00	-2,500.00	-33.33%
Licenses/Fees/Permits		0.00	1,000.00	1,000.00	1,000.00	0.00	0.00%
Management Fee - Base		41,400.00	38,250.00	38,285.00	39,600.00	1,315.00	3.43%
Postage		425.00	550.00	900.00	1,100.00	200.00	22.22%
Reserve Study Fee		750.00	750.00	750.00	1,000.00	250.00	33.33%
Taxes - Property (113 Parking Units)		0.00	0.00	0.00	9,000.00	9,000.00	
Operating Expenses.....	16.13%	75,700.00	74,123.00	83,185.00	97,300.00	14,115.00	14.51%
Total Ground, Building, Utility, & Operating.....	63.18%	350,728.00	359,207.00	365,800.00	381,075.00	15,275.00	4.01%
		2016 Budget	2017 Budget	2018 Budget	2019 Budget	Variance	% Change
Reserves.....	36.82%	181,872.00	201,877.00	222,070.00	222,070.00	0.00	0.00%
		2016 Budget	2017 Budget	2018 Budget	2019 Budget	Variance	% Change
Calculated Expenses Plus Reserves.....	100.00%	532,600.00	561,084.00	587,870.00	603,145.00	15,275.00	2.53%
2019 Annual Budget (final).....					603,145.00		

	2018		2019				
Murrayhill Woods 2019 Annual Budget	Operating %		Operating %				
Unit Breakdown	0.62		0.63		2019	2019	2019
(Final 10/22/18)	2018		2019		Operating	Reserves	Total
	Reserve %		Reserve %		Amount	Amount	Budget
	0.38		0.37		381,075.00	222,070.00	603,145.00
	2018	2018	2018	2019	2019	2019	
	Total	Operating	Reserves	Total	Operating	Reserves	
1 Bedroom, 1 Bath, Upper 753 sq. ft. Unit.....	243.00	151.00	92.00	250.00	158.00	92.00	
2 Bedroom, 2 Bath, Lower 884 sq. ft. Unit.....	285.00	177.00	108.00	293.00	185.00	108.00	
2 Bedroom, 2 Bath, Upper 884 sq. ft. Unit.....	286.00	178.00	108.00	294.00	186.00	108.00	
2 Bedroom, 2 Bath, Lower 971 sq. ft. Unit.....	313.00	194.00	119.00	321.00	202.00	119.00	

NOTICE

- READ →**
- This packet serves as your notice of increase in monthly COA dues beginning January 1, 2019.
 - If your payment is auto-drafted via the PayMHW.com portal, unless we hear differently from you, your monthly payment will automatically be adjusted for your January payment.
 - **IF YOU MAKE YOUR MONTHLY PAYMENTS ELECTRONICALLY BY BILLPAY, YOU MUST ADJUST YOUR MONTHLY PAYMENT AMOUNT WITH YOUR FINANCIAL INSTITUTION FOR YOUR JANUARY PAYMENT! FAILURE TO DO SO WILL RESULT IN LATE FEES BEING ASSESSED TO YOUR ACCOUNT IF THERE IS A SHORTAGE.**
 - Payment coupons will not be provided as they are not necessary to make your monthly COA payment. Simply include your account reference number on your Billpay payment or on your check if you are mailing or dropping a payment. Your account reference number is the street digits of your unit, followed by your building and unit number. For example, if you live in building A at 9585 SW 146th Ter., #1, your account number is 9585-A1.
 - Please follow this guide for your new monthly COA payment beginning January 1, 2018:
 - If your monthly dues were \$243.00 in 2018, your new monthly payment is \$250.00
 - If your monthly dues were \$285.00 in 2018, your new monthly payment is \$293.00
 - If your monthly dues were \$286.00 in 2018, your new monthly payment is \$294.00
 - If your monthly dues were \$313.00 in 2018, your new monthly payment is \$321.00
- ✓ **The preferred method of payment is using the online portal at www.PayMHW.com.**

Monthly payments are payable to **Murrayhill Woods COA** and can also be placed in the Manager's Office door drop box or mailed to:

**Murrayhill Woods COA
6107 SW Murray Blvd., #313
Beaverton, OR 97008**

**MURRAYHILL WOODS CONDOMINIUM ASSOCIATION
MAINTENANCE PLAN & RESERVE STUDY
WITH VISUAL SITE INSPECTION**

Reviewed & approved on 10/22/18

Prepared by:



Murrayhill Woods Condominium Association - RESERVE STUDY: Component Summary By Year

Revised: 10/22/2018

Description	Serv.	Year	Rep.	Adj.	Rem.	Units	Cost	Current	Previous	Revision	Expenditures	Proj. Balance	Act. Balance	Year
Painting - Siding & Trim	2006	2013	10	0	10	1	101,123.00	101,123.00	0.00	101,123.00				
Window Replacement	1986	2013	30	1	29	1	354,841.00	354,841.00	0.00	354,841.00	455,964.00			(2013)
Painting - Siding & Trim	2006	2014	10	0	10	1	32,905.00	32,905.00	0.00	32,905.00				
Pool Pump - Replacement	1986	2014	10	0	10	1	1,249.00	1,249.00	0.00	1,249.00				
Window Replacement	1986	2014	30	0	30	1	160,326.00	160,326.00	0.00	160,326.00				
Spa Pump - Replacement	1986	2014	10	0	10	1	1,965.00	1,965.00	6,751.00	-4,786.00	196,445.00			(2014)
Spa Cover - Replacement	2012	2015	3	0	3	1	495.00	495.00	600.00	-105.00	495.00			(2015)
Activities Building - Office Equipment	1986	2016	10	20	-10	1	3,492.92	3,492.92	3,934.00		-441.08			
Barkdust Replacement	2013	2016	3	0	3	1	4,143.28	4,143.28	4,800.00		-656.72			
Concrete - Power Washing	1986	2016	5	25	-20	1	4,286.22	4,286.22	7,538.00		-3,251.78			
Concrete - Replacement Partial (sidewalks)	1986	2016	30	0	30	1	6,450.00	6,450.00	0.00	6,450.00				
Insurance Deductible	2013	2016	1	0	1	1	5,000.00	5,000.00	5,000.00		0.00			
Landscaping - Renovation	2003	2016	10	3	7	1	19,112.89	19,112.89	9,000.00		10,112.89			
Pool Furniture - Replacement	2013	2016	2	1	1	1	1,242.00	1,242.00	800.00		442.00			
Roof & Gutter - Replacement - 2016 Ph-1	1986	2016	30	0	30	1	197,810.00	197,810.00	258,758.00		-60,948.00			
Spa Heater Replacement	1986	2016	15	15	0	1	4,953.00	4,953.00	5,401.00		-448.00	246,490.31	540,081.49	540,081.49 (2016)
Barkdust Replacement	2017	2017	3	0	3	1	2,981.00	2,981.00	0.00	2,981.00				
Building Envelope Inspection	1986	2017	25	5	20	1	11,100.00	11,100.00	10,250.00		850.00			
Concrete - Replacement Partial (sidewalks)	1986	2017	30	0	30	1	6,900.00	6,900.00	0.00	6,900.00				
Pool Cover Replacement	1986	2017	10	0	10	1	950.00	950.00	0.00	950.00				
Roof & Gutter - Replacement - 2017 Ph-2	1986	2017	3	1	2	1	214,499.00	214,499.00	258,758.00		-44,259.00	236,430.00	505,528.49	622,141.69 (2017)
Activities Building - Furniture	1986	2018	10	0	10	1	3,489.28	3,489.28	5,245.00		-1,755.72			
Barkdust Replacement	2018	2018	3	0	3	1	938.00	938.00	0.00	938.00				
Chimney Inspections & Cleaning	??	2018	3	0	3	175	45.35	7,936.25	0.00	7,936.25				
Exterior Lighting Fixtures - Replacement	1986	2018	15	15	0	350	142.36	7,409.52	7,410.00		-0.48			
Pool Furniture Replacement	2018	2018	15	0	15	1	1,576.24	1,576.24	5,729.50		-4,153.26			
Pool Heater Replacement	2018	2018	15	0	15	1	5,729.50	5,729.50	5,729.50		0.00			
Roof & Gutter - Replacement - 2018 Ph-3	1986	2018	30	2	28	1	242,336.03	242,336.03	258,758.00		-16,421.97			
Siding & Trim, Wood - Replacement 2018	1986	2018	30	30	0	1	24,400.00	24,400.00	24,400.00		0.00			
Security System - Renewal	2018	2018	10	0	10	1	12,750.00	12,750.00	2,628.00		10,122.00			
Taxes (Property / 113 Parking Units)	2013	2018	5	5	0	1	69,814.64	69,678.55	0.00	69,678.55				
Spa Cover - Replacement	2015	2018	3	0	3	1	525.00	525.00	600.00		-75.00	376,768.37	467,443.32	467,443.32 (2018)
Asphalt - Sealcoat 1	2009	2019	5	2	3	105,000	0.20	21,000.00	21,000.00		0.00			
Asphalt Parking & Driveways - Partial Repl.	1986	2019	10	20	-10	7,000	10.77	75,390.00	75,390.00		0.00			
Barkdust Replacement	2016	2019	3	0	3	1	2,767.50	2,767.50	0.00	2,767.50				
Brick Façade - Maintenance	2014	2019	5	0	5	1	3,637.20	3,637.20	3,637.20		0.00			
Deck Carpet - Replacement	1986	2019	15	15	0	66	212.14	14,001.24	14,001.24		0.00			
Fence - Painting	1986	2019	4	26	-22	200	13.11	2,622.00	2,622.00		0.00			
Fences - Replacement	1986	2019	16	14	2	200	29.49	5,898.00	5,898.00		0.00			

Pressure Washing	2016	2019	3	3	0	1	4,616.00	4,616.00	4,616.00	0.00							
Mailboxes - Replacement	1986	2019	30	30	0	1	15,000.00	15,000.00	2,622.66	12,377.34							
Siding & Trim, Wood - Replacement 2019	1986	2019	30	30	0	1	521,424.00	61,000.00	61,000.00	0.00							
Unit Decks - Maintenance	2014	2019	4	0	4	1	28,145.70	28,145.70	0.00	28,145.70	234,077.64	455,435.68	455,435.68	(2019)			
Activities Building - Bath & Kitchen	1986	2020	15	19	-4	1	5,245.32	5,245.32	5,245.32	0.00							
Barkdust Replacement	2017	2020	3	0	3	1	2,836.69	2,836.69	0.00	2,836.69							
Exterior Building Lighting - Replacement	1986	2020	15	19	-4	350	142.36	49,826.00	49,826.00	0.00							
Exterior Lighting Fixtures - Replacement	1986	2020	15	19	-4	50	48.50	2,425.00	2,425.00	0.00							
Pool - Underground Pipe - Replacement	2005	2020	15	0	15	1	6,001.10	6,001.10	5,000.00	1,001.10							
Roof - Maintenance	2020	2020	4	0	4	1,620	5.81	0.00	9,412.00	-9,412.00							
Siding & Trim, Wood - Replacement 2020	1986	2020	30	4	26	30,600	534,459.60	62,525.00	260,712.00	-198,187.00							
Spa - Resurfacing	2010	2020	10	0	10	1	1,942.21	1,942.21	1,942.21	0.00	130,801.32	553,366.46	553,366.46	(2020)			
Asphalt - Skimcoat	1986	2021	30	5	25	105,000	2.15	225,750.00	225,750.00	0.00							
Barkdust Replacement	2018	2021	3	0	3	1	2,907.60	2,907.60	0.00	2,907.60							
Chimney Inspections & Cleaning	2018	2021	3	0	3	175	46.50	8,137.50	0.00	8,137.50							
Plumbing & Sewer Inspection	1986	2021	35	0	35	1	10,250.00	10,250.00	10,250.00	0.00							
Pool - Resurfacing	2011	2021	10	0	10	1	8,101.68	8,101.68	8,101.68	0.00							
Siding & Trim, Wood - Replacement 2021	1986	2021	30	5	25	30,600	547,821.09	64,088.13	260,712.00	-196,623.88	319,234.91	469,725.62	469,725.62	(2021)			
Barkdust Replacement	2019	2022	3	0	3	1	2,980.29	2,980.29	0.00	2,980.29							
Pressure Washing	2019	2022	3	3	0	1	4,971.00	4,971.00	4,971.00	0.00							
Siding & Trim, Wood - Replacement 2022	1986	2022	30	6	24	30,600	561,516.62	65,690.33	260,712.00	-195,021.67	73,641.62	638,745.88	638,745.88	(2022)			
Barkdust Replacement	2020	2023	3	0	3	1	3,054.80	3,054.80	0.00	3,054.80							
Irrigation System - Upgrade & Repair	2013	2023	10	0	10	1	7,868.00	7,868.00	7,868.00	0.00							
Painting - Siding & Trim	2013	2023	10	10	0	1	151,617.68	151,617.68	0.00	151,617.68							
Siding & Trim, Wood - Replacement 2023	1986	2023	30	30	0	30,600	8.52	281,074.00	260,712.00	20,362.00	443,614.48	447,499.77	447,499.77	(2023)			
Barkdust Replacement	2021	2024	3	0	3	1	3,131.17	3,131.17	0.00	3,131.17							
Chimney Inspections & Cleaning	2021	2024	3	0	3	175	47.75	8,356.25	8,356.25	0.00							
Siding & Trim, Wood - Replacement 2024	1986	2024	30	30	0	30,600	8.52	281,074.00	260,712.00	20,362.00	292,561.42	417,401.44	417,401.44	(2024)			
Barkdust Replacement	2022	2025	3	0	3	1	3,209.45	3,209.45	0.00	3,209.45							
Concrete Curbing - Repair	1986	2025	30	9	21	1	18,358.67	18,358.67	18,358.67	0.00							
Concrete Pool Area - Partial Replacement	1986	2025	30	9	21	1	15,735.99	15,735.99	15,735.99	0.00							
Concrete Sidewalks - Partial Replacement	1986	2025	30	9	21	1	47,208.00	47,208.00	47,208.00	0.00							
Pressure Washing	2022	2025	3	3	0	1	5,353.00	5,353.00	5,353.00	0.00							
Siding & Trim, Wood - Replacement 2025	1986	2025	30	30	0	30,600	8.52	281,074.00	260,712.00	20,362.00	370,939.11	319,423.95	319,423.95	(2025)			
Asphalt - Sealcoat 2	2026	2026	5	0	5	105,000	0.20	21,000.00	21,000.00	0.00							
Barkdust Replacement	2023	2026	3	0	3	1	3,289.69	3,289.69	0.00	3,289.69							
Electrical System Inspection	1986	2026	40	0	40	1	10,250.00	10,250.00	10,250.00	0.00							
Grading & Drainage	2014	2026	12	0	12	1	7,868.00	7,868.00	7,868.00	0.00							
Siding & Trim, Wood - Maintenance 2027	1986	2026	30	30	0	30,600	8.52	281,074.00	260,236.00	20,838.00	323,481.69	279,822.34	279,822.34	(2026)			
Barkdust Replacement	2024	2027	3	0	3	1	3,371.93	3,371.93	0.00	3,371.93							

Chimney Inspections & Cleaning	2024	2027	3	0	3	175	49.00	8,575.00	0.00	8,575.00				
Pool Cover Replacement	2017	2027	10	0	10	1	1,200.00	1,200.00	0.00	1,200.00	13,146.93	561,910.70	561,910.70	(2027)
Activities Building - Workout Room Equipment	2013	2028	15	0	15	1	4,589.65	4,589.65	4,589.65	0.00				
Barkdust Replacement	2025	2028	3	0	3	1	3,456.23	3,456.23	0.00	3,456.23				
Pressure Washing	2025	2028	3	0	3	1	5,765.00	5,765.00	0.00	5,765.00	13,810.88	813,811.58	813,811.58	(2028)
Barkdust Replacement	2026	2029	3	0	3	1	3,542.63	3,542.63	0.00	3,542.63				
Pool Pump - Replacement	2014	2029	15	0	15	1	1,499.08	1,499.08	0.00	1,499.08	5,041.71	1,047,910.45	1,047,910.45	(2029)
Barkdust Replacement	2027	2030	3	0	3	1	3,631.20	3,631.20	0.00	3,631.20				
Chimney Inspections & Cleaning	2027	2030	3	0	3	175	50.25	8,793.75	0.00	8,793.75	12,424.95	1,250,712.02	1,250,712.02	(2030)
Barkdust Replacement	2028	2031	3	0	3	1	3,721.98	3,721.98	0.00	3,721.98				
Pressure Washing	2028	2031	3	3	0	1	6,208.00	6,208.00	6,208.00	0.00				
Spa Heater Replacement	2016	2031	15	15	0	1	5,944.69	5,944.69	0.00	5,944.69	15,874.67	1,428,541.22	1,428,541.22	(2031)
Barkdust Replacement	2029	2032	3	0	3	1	3,815.03	3,815.03	0.00	3,815.03	3,815.03	1,599,059.68	1,599,059.68	(2032)
Chimney Inspections & Cleaning	2030	2033	3	0	3	175	51.75	9,056.25	0.00	9,056.25				
Exterior Lighting Fixtures - Replacement	2018	2033	15	15	0	1	10,470.00	10,470.00	0.00	10,470.00				
Painting - Siding & Trim	2023	2033	10	10	0	1	171,515.81	171,515.81	0.00	171,515.81				
Pool Heater Replacement	2018	2033	15	0	15	1	6,876.66	6,876.66	0.00	6,876.66	197,918.72	1,566,757.77	1,566,757.77	(2033)
Barkdust Replacement	2031	2034	3	0	3	1	4,008.16	4,008.16	0.00	4,008.16				
Building Landings - Replacement	2014	2034	20	0	20	1	30,750.00	30,750.00	30,750.00	0.00				
Pressure Washing	2031	2034	3	0	3	1	6,685.00	6,685.00	0.00	6,685.00	41,443.16	1,682,650.58	1,682,650.58	(2034)
Barkdust Replacement	2032	2035	3	0	3	1	4,108.37	4,108.37	0.00	4,108.37	4,108.37	1,828,011.38	1,828,011.38	(2035)
Barkdust Replacement	2033	2036	3	0	3	1	4,211.08	4,211.08	0.00	4,211.08				
Chimney Inspections & Cleaning	2033	2036	3	0	3	175	53.25	9,318.75	0.00	9,318.75	13,529.83	1,956,477.26	1,956,477.26	(2036)
Barkdust Replacement	2034	2037	3	0	3	1	4,316.35	4,316.35	0.00	4,316.35				
Pool Cover Replacement	2027	2037	10	0	10	1	1,215.70	1,215.70	0.00	1,215.70				
Pressure Washing	2034	2037	3	3	0	1	7,199.00	7,199.00	7,199.00	0.00	12,731.05	2,078,642.14	2,078,642.14	(2037)
Retaining Walls - Repair	2008	2038	30	0	30	1	3,933.99	3,933.99	3,933.99	0.00				
Barkdust Replacement	2035	2038	3	0	3	1	4,424.26	4,424.26	0.00	4,424.26	8,358.25	2,198,435.02	2,198,435.02	(2038)
Barkdust Replacement	2036	2039	3	0	3	1	4,534.87	4,534.87	0.00	4,534.87				
Chimney Inspections & Cleaning	2036	2039	3	0	3	175	54.50	9,537.50	0.00	9,537.50	14,072.37	2,306,106.22	2,306,106.22	(2039)
Barkdust Replacement	2037	2040	3	0	3	1	4,648.24	4,648.24	0.00	4,648.24				
Pressure Washing	2037	2040	3	0	3	1	7,753.00	7,753.00	0.00	7,753.00	12,401.24	2,409,361.38	2,409,361.38	(2040)
Barkdust Replacement	2038	2041	3	0	3	1	4,764.44	4,764.44	0.00	4,764.44	4,764.44	2,514,470.51	2,514,470.51	(2041)
Barkdust Replacement	2039	2042	3	0	3	1	4,883.55	4,883.55	0.00	4,883.55				
Chimney Inspections & Cleaning	2039	2042	3	0	3	175	55.75	9,756.25	0.00	9,756.25	14,639.80	2,604,210.61	2,604,210.61	(2042)
Barkdust Replacement	2040	2043	3	0	3	1	5,005.64	5,005.64	0.00	5,005.64				
Painting - Siding & Trim	2033	2043	10	10	0	1	194,025.34	194,025.34	0.00	194,025.34				
Pressure Washing	2040	2043	3	3	0	1	8,349.00	8,349.00	8,349.00	0.00				
Window Replacement	2014	2043	30	30	0	1	732,791.00	732,791.00	0.00	732,791.00	940,170.98	1,763,200.53	1,763,200.53	(2043)
Barkdust Replacement	2041	2044	3	0	3	1	5,130.78	5,130.78	0.00	5,130.78	5,130.78	1,852,272.61	1,852,272.61	(2044)

Barkdust Replacement	2042	2045	3	0	3	1	5,259.05	5,259.05	0.00	5,259.05				
Chimney Inspections & Cleaning	2042	2045	3	0	3	175	57.25	10,018.75	0.00	10,018.75	15,277.80	1,931,197.67	1,931,197.67	(2045)
Barkdust Replacement	2043	2046	3	0	3	1	5,390.53	5,390.53	0.00	5,390.53				
Pressure Washing	2043	2046	3	0	3	1	8,991.00	8,991.00	0.00	8,991.00				
Roof - Replacement - 2046	2016	2046	0	0	0	1	457,720.67	457,720.67	349,560.00	108,160.67				
Spa Heater Replacement	2031	2046	15	15	0	1	7,134.94	7,134.94	0.00	7,134.94	479,237.14	1,546,163.38	1,546,163.38	(2046)
Barkdust Replacement	2044	2047	3	0	3	1	5,525.29	5,525.29	0.00	5,525.29				
Pool Cover Replacement	2027	2047	10	0	10	1	1,375.25	1,375.25	0.00	1,375.25				
Roof - Replacement - 2047	2017	2047	1	0	1	1	457,720.67	457,720.67	349,560.00	108,160.67	464,621.21	1,175,745.03	1,175,745.03	(2047)
Barkdust Replacement	2045	2048	3	0	3	1	5,663.43	5,663.43	0.00	5,663.43				
Roof - Replacement - 2048	2018	2048	2	0	2	1	457,720.67	457,720.67	349,560.00	108,160.67				
Chimney Inspections & Cleaning	2045	2048	3	0	3	175	58.75	10,281.25	0.00	10,281.25				
Siding & Trim, Wood - Replacement 2048	2018	2048	30	30	0	1	49,932.00	49,932.00	0.00	49,932.00	523,597.35	746,350.54	746,350.54	(2048)
Total Asset Summary							6,517,062	4,472,016	2,045,046					

* Future expenses are calculated at a 2.5% growth, compounded yearly.

** Minimum projected Reserve balance threshold = \$279,822.34 (2026)

Key:

Completed Components

Components Not Included in Previous Reserve Study

Large Component Costs >\$10K

Actual & Projected Reserve Acct. Balances/Year

Prepared by:

FRESH START
REAL ESTATE INC.
Sellers, Buyers, Property Management.
503-319-5848 Cell-Text-MMS/SMS

For colorized version of key definitions, visit www.MurrayhillWoods.com

Year	Reserves	Multiplier	Num. Year	% Chg/yr
2017	201,877	0.000	-1	13%
2018	222,070	0.000	0	10%
2019	222,070	1.000	1	0%
2020	228,732	1.030	2	3%
2021	235,594	1.030	3	3%
2022	242,662	1.030	4	3%
2023	252,368	1.040	5	4%
2024	262,463	1.040	6	4%
2025	272,962	1.040	7	4%
2026	283,880	1.040	8	4%
2027	295,235	1.040	9	4%
2028	265,712	0.900	10	-5%
2029	239,141	0.900	11	-10%
2030	215,227	0.900	12	-10%
2031	193,704	0.900	13	-10%
2032	174,333	0.900	14	-10%
2033	165,617	0.950	15	-5%
2034	157,336	0.950	16	-5%
2035	149,469	0.950	17	-5%
2036	141,996	0.950	18	-5%
2037	134,896	0.950	19	-5%
2038	128,151	0.950	20	-5%
2039	121,744	0.950	21	-5%
2040	115,656	0.950	22	-5%
2041	109,874	0.950	23	-5%
2042	104,380	0.950	24	-5%
2043	99,161	0.950	25	-5%
2044	94,203	0.950	26	-5%
2045	94,203	1.000	27	5%
2046	94,203	1.000	28	0%
2047	94,203	1.000	29	0%
2048	94,203	1.000	30	0%

Prepared by:



Sellers, Buyers, Property Management.
503-319-5848 Cell-Text-MMS/SMS

Category/Item	Year	Category/Item	Vendor	Invoice Number	Amount	Annual Tot.
Pool Monitoring System	2013	Pool Monitoring System	The Pool Man	57838	10,480.00	
Hot Tub Cover	2013	Hot Tub Cover	Haven Spa	B73999	699.00	
Bark Dust Application	2013	Bark Dust Application	Great Garden Landscape	429	3,939.00	
New Treadmill	2013	New Treadmill	Life Fitenss	940431-2	3,850.67	
Irrigation System	2013	Irrigation System	Great Garden Landscape	609	1,114.35	
Painting	2013	Painting	Empire Community Painting	OR-12710	24,728.00	
Window Replacement	2013	Window Replacement	Empire Community Painting	OR-12708	27,825.00	
Painting	2013	Painting	Empire Community Painting		42,801.97	
Window Replacement	2013	Window Replacement	Empire Community Painting	OR-12910	40,897.80	
Pool Chairs	2013	Pool Chairs	Home Depot	712013MHW	711.00	
Window Replacement	2013	Window Replacement	Empire Community Painting	OR-13342	37,080.00	
Painting	2013	Painting	Empire Community Painting	OR-13524	16,719.30	
Window Replacement	2013	Window Replacement	Empire Community Painting	OR-13525	17,420.40	
Painting	2013	Painting	Empire Community Painting	OR-13637	11,111.30	
Window Replacement	2013	Window Replacement	Empire Community Painting	OR-13638	37,647.90	
Painting	2013	Painting	Empire Community Painting	OR-13341	5,692.50	
Window Replacement	2013	Window Replacement	Empire Community Painting	OR-13061	20,160.00	
Painting	2013	Painting	Murrayhill Woods Owner	92513MHW	70.00	
Window Replacement	2013	Window Replacement	Empire Community Painting	OR-13796	24,650.10	
Window Replacement	2013	Window Replacement	Empire Community Painting	OR-13797	19,170.00	346,768.29
Window Replacement	2014	Window Replacement	Empire Community Painting	OR-14001	23,610.60	
Window Replacement	2014	Window Replacement	Empire Community Painting	OR-14097	45,035.27	
Window Replacement	2014	Window Replacement	Empire Community Painting	OR-14327	17,479.80	
Window Replacement	2014	Window Replacement	Empire Community Painting	OR-14455	32,228.27	
Window Replacement	2014	Window Replacement	Empire Community Painting	OR-14456	11,636.33	
Flooring	2014	Flooring	Don Frank Floors	00790	9,935.00	
Irrigation System	2014	Irrigation System	Great Garden Landscape	1523	953.00	
Irrigation System	2014	Irrigation System	Great Garden Landscape	1371	1,577.00	
Landscape Renovation	2014	Landscape Renovation	Great Garden Landscape	1148	230.00	
Landscape Renovation	2014	Landscape Renovation	Great Garden Landscape	1247	500.00	
Landscape Renovation	2014	Landscape Renovation	Great Garden Landscape	1447	509.50	
Pool and Spa	2014	Pool and Spa	Haven Spa	S13414	244.00	
Landing Repair/Replace	2014	Landing Repair/Replace	Harbro	6937	18,220.50	
Landing Repair/Replace	2014	Landing Repair/Replace	Don Frank Floors	1182	2,335.00	
Window Replacement	2014	Window Replacement	Empire Community Painting	OR-14787	17,336.14	
Painting	2014	Painting	Empire Community Painting	OR-14905	9,000.00	
Painting	2014	Painting	Empire Community Painting	OR-16250	4,500.00	

Painting	2014 Painting	Empire Community Painting	OR-16329	9,000.00	
Painting	2014 Painting	Empire Community Painting	OR-16622	2,973.02	
Painting	2014 Painting	Empire Community Painting	OR-17152	3,299.00	
Pool Pump	2014 Pool Pump	Aqua Care Pool & Spa Service	1408	1,248.75	
Carport Fascia Replacement	2014 Carport Fascia Replacement	Empire Community Painting	OR-17402	4,133.00	
Window Replacement	2014 Window Replacement	Empire Community Painting	OR-17432-REV	13,000.00	228,984.18
Spa Pump Replacement	2015 Spa Pump Replacement	Aqua Care Pool & Spa Service	1769	1,964.50	
Pressure Washing	2015 Pressure Washing	SW MERP	601217	550.00	
Storm Sewer Repair	2015 Storm Sewer Repair	Lovett Restoration	331-1410380	24,484.89	
Irrigation Inspection	2015 Irrigation Inspection	Great Garden Landscape	2114	595.00	
Irrigation System	2015 Irrigation System	Great Garden Landscape	2114	1,103.00	
Patio Furniture	2015 Patio Furniture	PREM	7167	185.94	
Hot Tub Cover	2015 Hot Tub Cover	PREM	7167	495.00	29,378.33
Activities Building Furniture	2016 Activities Building Furniture	Home Goods / Aaron Dent / J		3,492.92	
Barkdust	2016 Barkdust	Best Buy Supply / FSRE		4,143.28	
Concrete Replacement - Partial	2016 Concrete Replacement - P	Premiere Concrete LLC		6,450.00	
Landscaping Renovation	2016 Landscaping Renovation	Great Gardens Landscaping		19,112.89	
Office Equipment	2016 Office Equipment	Home Depot, Lowes, Home G		788.97	
Spa Heater Replacement	2016 Spa Heater Replacement	Aqua Care Pool & Spa, Inc.		4,952.50	
Pool Furniture	2016 Pool Furniture	Lowes / Home Goods / FSRE		1,242.00	
Power Washing	2016 Power Washing	FRESH START Real Estate, I		4,286.22	
Roof/Gutter Replacement Ph. 1	2016 Roof/Gutter Replacement I	NW Roof Tech, Inc.		197,810.00	
Underground Pipe Replacement	2016 Underground Pipe Replac	TC Excavating, Inc.		18,500.00	260,758.78
Barkdust	2017 Barkdust	Best Buy Supply / FSRE		2,981.00	
Building Envelope Inspection	2017 Building Envelope Inspecti	Morrison-Hersfield / Charter		11,100.00	
Concrete Replacement - Partial	2016 Concrete Replacement - P	Premiere Concrete LLC		6,900.00	
Roof/Gutter Replacement Ph. 2	2017 Roof/Gutter Replacement I	NW Roof Tech, Inc.		214,499.00	
Landscaping Renovation	2017 Landscaping Renovation	Great Gardens Landscaping		4,647.00	240,127.00
Activities Building Furniture	2018 Activities Building Furniture	Office Reborn/Ashley Furnitur		3,489.28	
Barkdust	2018 Barkdust	Best Buy Supply / FSRE		938.00	
Chimney Inspections & Cleaning	2018 Chimney Inspections & Cl	The Top Hatter		7,936.25	
Exterior Lighting Fixtures (carports)	2018 Exterior Lighting Fixtures	FRESH START Real Estate, I		7,409.52	
Pool Equip./Heater Replacement	2018 Pool Equip./Heater Replac	Aqua Care, Inc.		5,729.50	
Pool Furniture	2018 Pool Furniture	Lowes / Home Depot / FSRE		1,576.24	
Roof/Gutter Replacement Ph. 3	2018 Roof/Gutter Replacement I	NW Roof Tech, Inc.		242,336.03	
Security System	2018 Security System	Elmer Brisbois II		12,750.00	
Siding Replacement 2018	2018 Siding Replacement 2018	FRESH START Real Estate, I		24,400.00	306,564.82

Prepared by FRESH START Real Estate, Inc. - 503-319-5848

Rev. 10/22/2018

MURRAYHILL WOODS CONDOMINIUM ASSOCIATION

Resolution of the Board of Directors

Enforcement and Fine Resolution

RECITALS

- A. Murrayhill Woods Condominium is located in Washington County, Oregon and is subject to ORS Chapter 100, the Oregon Condominium Act.
- B. The Murrayhill Woods Condominium Association is an Oregon Nonprofit Corporation created to oversee the affairs and operations of the Condominium.
- C. Pursuant to ORS 100.405(4)(a), the Association is entitled to adopt rules and regulations for the Condominium.
- D. Section 7.15 of the Bylaws of the Association authorizes the Board of Directors to levy fines and enforce by legal means the provisions of the declaration, Bylaws, and any Rules and Regulations.
- E. ORS 100.405(4)(k) provides that the Board of Directors may levy reasonable fines for violations of the Declarations, Bylaws, and Rules and Regulations of the Association after notice and opportunity to be heard if the fine is based on a schedule of fines adopted by a resolution of the Board.
- F. For the benefit and protection of the Association and of the individual owners, the Board of Directors deems it necessary and desirable to establish a procedure to ensure that owners receive notice and an opportunity to be heard in cases involving alleged noncompliance by an Owner or Resident with the provisions of the Declaration, Bylaws or Rules and Regulations.
- G. The Board deems it necessary and desirable to adopt a Schedule of Fines to be used as guidance by the Board in determination of sanctions for violations of the Declaration, Bylaws, or Rules and Regulations of the Association.

RESOLUTION

1. VIOLATIONS

- 1.1. The Board of Directors may begin enforcement proceedings if it determines that there is a violation or probably violation of the Declaration, Bylaws, or Rules and Regulations. Actual knowledge, a complaint submitted by an owner, or any other reliable information is sufficient to make a determination.
- 1.2. Any complaint submitted by an owner must contain the following:
 - 1.2.1. Name and address of owner submitting the complaint;
 - 1.2.2. Name and address of violating Owner; and
- 1.3. If the violation poses immediate health, life, safety, or sanitary issues, the Board may take action without following the procedures described in this Resolution.

2. NOTICE

- 2.1. After determining the existence of a violation or probably violation, the Board shall notify the owner or their agent of the violation.
- 2.2. The notice shall contain the following:
 - 2.2.1. A description of the violation;
 - 2.2.2. If available, photographs of the violation;
 - 2.2.3. A statement that the owner is entitled to a hearing with the Board within ten (10) days before further action is taken or fines are levied;
 - 2.2.4. If a hearing is requested within the time specified in the violation notice, the Board of Directors or their agent shall provide a time, date, and place for the hearing.
 - 2.2.5. The amount of the fine shall be consistent with the Schedule of Fines, unless determined otherwise by the Board of Directors.
 - 2.2.6. Whether the fine will be levied daily, weekly, monthly, or per incident;
 - 2.2.7. Describe any other remedies that may or may have be taken by the Association to remedy the violation.
 - 2.2.8. Whether action must be taken by the violating owner to remedy the violation, whether or not if a fine is levied.
 - 2.2.9. The time frame for remedying the violation, whether or not a fine is levied.
 - 2.2.10. Any other information which the Board deems necessary.

2.3. The notice shall be mailed to the Owner via first class mail to the address on file with the Association, or emailed to the Owner to the primary email address on file with the Association.

2.3.1. The violation notice may or may not be posted to the unit at the discretion of the Board.

3. RIGHT TO A HEARING

3.1. Prior to levying fines against a violating owner, the Board must give the owner an opportunity for a hearing with the Board for the sole purpose of defending against the violation.

3.2. If the violating Owner requests a hearing and fails to attend the hearing, the Board may take any of the actions described in Section 4.2 below.

3.3. If the violating Owner is present at the hearing, the violating Owner may present testimony or other evidence showing that there was no violation, or that the violation is not subject to enforcement by the Board.

4. BOARD DETERMINATION

4.1. At the conclusion of the hearing, or if the violating Owner fails to appear, the Board may deliberate on the issues in closed executive session pursuant to ORS 100.420.

4.2. The Board shall then make a determination and may:

4.2.1. Proceed with levying fines consistent with the Schedule of Fines, or as otherwise determined by the Board of Directors;

4.2.2. Take any other enforcement action available; or

4.2.3. Dismiss the complaint.

4.3. After deliberation, the Board shall announce its decision in an open board meeting, and record the decision in the meeting minutes of the Board.

5. MISCELLANEOUS

- 5.1. The Board reserves the right to amend, revise, or add to the Schedule of Fines and this Resolution, as the Board deems necessary.
- 5.2. A copy of this Resolution shall be sent or delivered to all Owners at the Condominium.

Approved and adopted on: November 7, 2018

By:

[Signature] [Signature]
President Secretary

SCHEDULE OF FINES

Inoperable or unauthorized vehicles or vehicles with expired license plate tags	\$ 50.00
Vehicles apparently being stored on the property (no movement for at least 72 hours)	\$100.00
Window air conditioners protruding past the window screen	\$100.00
Pool & Spa violations, including but not limited to violating the 2-guest per unit rule, bringing food into the pool area, bringing glass in the pool area, diving, or allowing children under the age of 5 in the spa	\$100.00
Storage of personal property on patios or in common areas	\$ 50.00
Pet violations	\$100.00
Improper disposal of garbage or debris	\$100.00
Offensive Activities	\$ 75.00
Use of Unit for Non-Residential Purposes including but not limited to daycare operations	\$200.00
Exterior Alteration or Modifications without approval	\$200.00
Improper Use of Common Areas	\$100.00
Noise or Nuisances Disturbing Other Owners or Residents	\$100.00
Other Violations of Declaration, Bylaws, or Rules & Regulations	\$ 50.00
Smoking anywhere on the Property as defined in the Smoking Amendment dated 1/26/2017	\$250.00

The above fines may be imposed on a one-time, each occurrence, or continuing daily, weekly, or monthly basis as determined by the Board. If the same violation occurs within a 12 month period, the Board will levy fines without a notice or a hearing.

2019
Murrayhill Woods Condominium Owners Association
Rules & Regulations ~ Policies & Guidelines

Welcome to Murrayhill Woods Condominium Association. We would like to take this opportunity to familiarize you with the Policies and Guidelines of your Condominium Community.

Management Office Hours:

Monday: 10:00am to 1:00 p.m. & Thursdays: 2:00pm to 5:00pm (CLOSED HOLIDAYS)

Contact Information: Board of Directors: Board@MurrayhillWoods.com

FRESH START Real Estate, Inc. - Manager: Manager@MurrayhillWoods.com

1) Assessment Payments for Owners

- a) Payments are payable to **Murrayhill Woods COA**, C/O FRESH START Real Estate, Inc. - 6107 SW Murray Blvd., #313; Beaverton, OR 97008. **You are encouraged to pay online at www.PayMHW.com.**
- b) Credit card payments are only accepted with online payments (there is a convenience fee for credit card payments. No fees are charged for online payments by e-check. Traveler's checks are not accepted.
- c) Assessment payments and other amounts due are to be paid in full each month on the 1st.
- d) Assessments are considered timely until 5:00pm on the 10th of each month. A late fee in the amount of 25% of the monthly COA assessment will be assessed for all payments received after this time for any amounts that are past due. Please refer to the Murrayhill Woods Collection of Unpaid Assessment Resolution for additional information.
- e) A \$35.00 non-sufficient funds (NSF) fee will be assessed on all returned checks or reversed EFTs. Replacement of NSF checks must be in the form of certified funds. A returned or stop payment check also constitutes late payment; and a late fee will be assessed as indicated above.

2) Facility Keys (Owners & Residents)

- a) Two facility keys are allowed per unit and are available at a cost of \$12.00 each. Individual facility keys lost during residency may be replaced for \$100.00 each. Mailbox lock/ key may be replaced by contacting the US Postal Service (Aloha Post Office at 503-848-3919). The COA does not assist with mail keys.

3) Pets

- a) Murrayhill Woods is a no dog community. Only one indoor domestic cat is allowed per unit, except as otherwise required by law (ADA, Fair Housing Act, Section 504, or other applicable state/ federal law). No pet shall be allowed to roam outside of the unit. All pets must be approved by, and registered with the Board of Directors prior to being allowed on the property. Any pet brought on to the property without prior approval will be subject to fine and/or removal.

4) Insurance

- a) **Condominium insurance must be obtained.** Owners/Residents are responsible for all damage to the condominium and/or loss or damage to personal property due to fire, theft, vandalism or water damage. Please see Article 8, Section 8.7 of the MHW Bylaws, which requires the following:
 - i) Owners shall be responsible for purchasing insurance policies insuring their units;
 - ii) Proof of such insurance coverage shall be provided to the Association by the Unit Owner;
 - iii) Owners and tenants of all Units shall procure and maintain comprehensive liability policies having combined limits of not less than Fifty Thousand Dollars (\$50,000) for each occurrence.

- b) Owners shall name **Murrayhill Woods COA; C/O 6107 SW Murray Blvd., #313; Beaverton, OR 97008** as a named additional interest on their insurance policy;
- c) It is recommended that Owners obtain Loss Assessments Coverage for Earthquake. That is Endorsement 440. This endorsement provides coverage for the insured's share of special loss assessments charged by a corporation or association of property owners as a result of direct loss by earthquake to property owned by all members collectively. The limit is the most that will be paid for any one loss, regardless of the number of assessments. Talk to your insurance carrier for further information.

5) Owner/Landlord & Rentals

There is no rental cap in Murrayhill Woods. All leases shall be in writing. Owners are fully responsible for the action of their Tenant(s). **Owners/Landlords are required to distribute and go over a copy of these rules and regulations with all Tenants.** Owners/Landlords are required to provide the following information to the Association within 10 days after a new lease is signed:

- a) Complete contact information for any management company being used to professionally manage the unit, if any.
- b) A copy of the Tenant's lease identifying all occupants of the unit including ages of children.
- c) Phone and email contact information for all adult Tenants (18 years of age or older).
- d) A copy of the Tenant's Renters Insurance policy showing comprehensive liability with combined limits of not less than \$50,000 (Bylaws Sec. 8.7).
- e) Tenant's vehicle information including year, make, model, color, and license plate number.
- f) All leases must include language that all residents and guests must abide by Association rules.
 - All Tenants shall always be under the control of and subject to the Declaration, Bylaws, rules and regulations of the Association and the Board of Directors (Bylaws Sec. 7.13).
 - Each of the Units shall be occupied as a single-family private dwelling by its owner or their tenants, and for no other purpose (Bylaws Sec. 7.1).
 - No Unit Owner may lease less than the entire Unit (Bylaws Sec. 7.1).
 - No rooms may be rented (Bylaws Sec. 7.13).
 - No Unit Owner shall be permitted to lease his Unit for a period of fewer than 30 days (Bylaws Sec. 7.13).

6) Parking

- a) All vehicles must be registered with the Association, and a valid parking permit decal must be displayed and visible on the front or rear windshield of the vehicle. Vehicle Registration forms can be found at **www.MurrayhillWoods.com**.
- b) Motorcycles may not be parked or stored inside your condominium, on any sidewalk, or in any other common area not designated for parking.
- c) All vehicles must have a valid DMV registration and be in good running condition (not leaking fluids, flat tires, etc.). Vehicles may not be stored anywhere on the property (must move every 72 hours). The following vehicles will be subject to a fine and/or tow at the owner's expense: abandoned vehicles; vehicles with expired license plate tags; vehicles parked in fire lanes, handicap zones or reserved spaces; vehicles double-parked, vehicles apparently being stored (without moving for extended periods), vehicles blocking trash receptacles or vehicles parked on or over the lines distinguishing one parking space, apparent inoperable vehicles, designated vehicles observed parked in an open, uncovered parking spot, and registered vehicles with an improperly displayed or missing parking permit decal.
- d) Vehicles with "Designated" parking permit decals must park in the carport assigned to the unit. Vehicles with "Open" parking permit decals may park in any uncovered parking spot. Guests do not require a parking permit decal, and can only park in open, uncovered parking spots. If a Guest's vehicle will be remaining onsite for more than 48 hours, Management must be notified of the vehicle make, model, color, and license plate number to avoid being towed. Designated vehicles parked in open, uncovered parking spots are subject to a fine.
- e) Vehicle maintenance may not be performed on the property under any circumstances.

- f) Vehicles may not be washed on the property.
- g) The speed limit is 5 MPH on all community driveways and parking areas.

7) Your Condominium Home

- a) **Murrayhill Woods Condominiums is a no-smoking community effective March 1, 2017.** Smoking is strictly prohibited anywhere within the boundaries of Murrayhill Woods including inside any unit, in the parking lot, in a vehicle in the parking lot, on the sidewalks, or in any common or limited common area. Smoking is defined as inhaling, exhaling, burning or carrying any lighted or smoldering cigarette, cigar, tobacco product, marijuana product, and all similar substances (i.e. e-cigarettes or vaping products), whether legal or illegal. Cigarettes and cigarette butts shall not be disposed of anywhere on the ground or in common areas or dumpsters. Anyone found violating this provision shall be subject to a fine of \$250.00 per occurrence. Owners are responsible for Tenants and their guests.
- b) No structural or mechanical alterations shall be made to any condominium unit without prior written consent of the Board of Directors. No hard surface flooring including, but not limited to hardwood or engineered flooring, laminate flooring, tile, or marble shall be installed in any upper unit except for the kitchen, bathroom, and utility areas.
- c) Residents are expected to conduct themselves and guests in a manner that will not disturb their neighbor's peaceful and quiet enjoyment of their condominium. Musical instruments, televisions, stereos, laundry equipment and other appliances can be used or played between reasonable hours, normally 8:00am to 10:00pm and at a reasonable volume. Residents are required to observe quiet times in the community after 10:00pm and before 8:00am. Bath fans shall not be left running for extended periods of time.
- d) No non-conforming blinds, awnings, curtains, shades, or drapes shall be installed on the interior or exterior of the unit. For the purpose of exterior uniformity, interior blinds shall be white horizontal 2 inch wood or faux wood for the bedrooms and dining room, and white vertical blinds for the sliding door. Any curtains hung inside of the conforming blinds **MUST** be white facing to the exterior (color curtains facing outwards are prohibited). Only approved exterior roll-down shades will be permitted on patios and balconies. All blinds and shades must be kept clean and in good repair. The Board's definition of clean and good repair shall be the final definition. Blinds and exterior shades must be similar to the approved products shown at www.MurrayhillWoods.com. No other style or color of blinds or exterior shades are permitted.
- e) Specific (pre-approved) retractable front door screens may be permitted with Board approval.
- f) Residents cannot cover the exterior and/or interior windows with foil, plastic, stickers, or any other material that will change the exterior appearance of the condominium home.
- g) Exterior/interior window sills and ledges shall not be used for the placement of personal property or general storage.
- h) No personal property of any kind can be placed, stored, or left in public common areas. These areas include walkways, stairways, sidewalks, grassy areas, planting beds, or any other common area on the property.
- i) Residents or guests may not play or ride bicycles, skateboards, or other play equipment in the parking area, sidewalks, driveways or planting beds. Bicycles are allowed on 146th Terrace and designated roadways.
- j) Residents shall not hang, place, or fasten towels, laundry, clothing or anything else on balconies, railings, decks, patios, balcony or patio ceilings, blinds, or windowsills.
- k) No wires, ropes, antennas, cable / phone jacks, satellite dishes for radio or television shall be installed without written permission from Board of Directors.
- l) Balconies and patios are not to be used for general storage. For safety, residents shall keep a clear entrance/exit to the patio/balcony.
 - i) Acceptable patio/balcony items are suitable patio furniture (no interior furniture), plants (not empty pots) and BBQ's with one attached LP tank (charcoal BBQs are not permitted).

- ii) Bicycles are acceptable with a maximum limit of two. Bicycle covers must be of beige or neutral tone in color.
- iii) One wind chime and one hummingbird feeder are permitted.
- iv) Planters on railings must hook on or over the railing to prevent falling (no freestanding items are to be placed on the upper handrails).

* Any items that do not fall within the definition of the above items are prohibited and may be subject to a fine.

- m) Window air conditioners are not permitted. Portable air conditioners venting to the inside of a screen are permitted.
- n) No bicycles or any other personal property shall be mounted to the exterior siding of the building or any other part of the common or limited common areas without prior board approval.
- o) Entryways may have one (non-holiday oriented) item hanging from the door (the hanger must not be adhered to the door in a way that will damage the door) and a doormat.
- p) All permitted holiday decorations, including but not limited to colored lights, must be removed no later than 14 calendar days after the date of the holiday.

8) Garbage & Recycling

- a) There are two recycling dumpsters located on the property. One is on the east side of 146th Ter. at the entry from Beard Rd. at the north end of the complex, and the other is on 146th Ter. located on the east side of the entry from Sapphire Ln. at the south end of the complex. Owners and Residents are required to follow the posted signage in the recycle area as to what materials are placed in what bins and/or the dumpster. Boxes must be flattened before placing in the recycling dumpster container.
- b) There are seven waste/garbage dumpsters located throughout the condominium property. Owners and Residents are required to follow the posted signage in the garbage/waste dumpster areas.
- c) No items are allowed to be placed on the ground outside of the dumpster container or cubicle area.
- d) Dumpster lids shall not be raised more than 6". No items are allowed on top of any dumpster. Overfilling dumpsters, whether or not there is signage indicating that a dumpster is full, is strictly prohibited. If an Owner or Resident notices a full dumpster, they are required to put their waste in an alternate dumpster.
- e) No Christmas trees shall be disposed of inside or outside of any of the cubicle areas, or in any other common areas in the community. It is the Owner/Resident's responsibility to dispose of these items off site.
- f) No furniture, appliances, televisions, mattresses, or other large items are to be disposed of inside of dumpsters, inside or outside of any cubicle areas, or in any other common areas in the community. It is the Owner/Resident's responsibility to dispose of these items off site.
- g) No garbage, boxes, bags or other similar items are allowed to be placed, at any time, in entry areas, balconies, patios, sidewalks, or in any other common areas in the community, temporarily or otherwise.
- h) No illegal dumping is allowed. Dumpsters are for the use of Owners and Residents only. If you observe any suspicious dumping activity, please notify Management immediately. Photos and license plate numbers are very helpful to deter this type of illegal activity and trespassing.
- i) Violation of any of the above-identified rules is subject to a fine. Video and audio recordings may be in progress at various times.

9) Parcel Deliveries

- a) The office will not accept resident parcel deliveries under any circumstances. The Association is not responsible for any packages left in any doorways or in any common areas.

10) Service Requests and Maintenance Emergencies

- a) Please contact the management office for maintenance and service requests either online at www.MurrayhillWoods.com, in person, during office hours, or by phone or text message to (503) 319-5848. Verbal requests may not be given to maintenance personnel.
- b) You will be given the option to leave a voice mail message when the office is not available; the appropriate personnel will be contacted as soon as possible to assist you.
- c) Non-emergency service requests will be performed during office hours in the order in which they were received. Emergency work orders take precedence over non-emergency work orders. We strive to perform all requested maintenance within 48 hours unless parts need to be ordered to complete the service.

11) Common Areas

a) Pool and Spa:

- i) The pool and spa are open from Memorial Day through Labor Day. Hours: 10:00 a.m. to 10:00 p.m., unless otherwise extended at the discretion of the Board of Directors.
- ii) Residents and guests shall abide by all posted signs in and around the pool and spa area AT ALL TIMES. Video and audio recordings may be in progress at various times.
- iii) No lifeguard on duty. Swim or soak at your own risk. No offensive activity or offensive apparel is allowed. The Association and/or Management shall have sole discretion to determine what is offensive.
- iv) Owners and/or Residents are allowed **no more than two guests** per condominium at any one time. An Owner or registered Resident must be present at all times whenever guests are present in the pool/spa area. Sharing of a facility key is expressly prohibited and may result in loss of use privileges and/or a fine. Owners and Residents take precedence over guests. In the event of over-crowding guests may be asked to leave. Over-crowding shall be at the discretion of the Board or Management.
- v) Pool gates are to remain locked and closed at all times. Do not let anyone in the area without a key.
- vi) Showering is required prior to entering the pool and spa.
- vii) Swimming attire only: no cut-offs or other clothing.
- viii) No disposable diapers allowed. Plastic pants and swim diapers are acceptable. Diapers are not to be disposed of in or around the pool and spa area, or in the clubhouse, fitness room, or rest rooms.
- ix) Persons with long hair shall tie back their hair or use a swim cap to avoid clogging the pool filter and mitigate pool maintenance costs.
- x) **No food or glass in the pool or spa areas.** Soft drinks must be in plastic containers or cans. Any spillage must be thoroughly rinsed from the ground to prevent insect activity.
- xi) Persons under the influence of alcohol are not permitted in the pool and spa area under any conditions.
- xii) NO PETS ALLOWED.
- xiii) NO SUN TAN OIL IN THE POOL & SPA. It clogs the filters and results in frequent pool & spa closure.
- xiv) NO HORSE PLAY, RUNNING, YELLING, JUMPING OR DIVING ALLOWED. **Anyone observed diving in the pool will be asked to leave the pool area immediately.**
- xv) No offensive language.
- xvi) Radios and cell phones are permitted but must be kept at a low volume as not to interfere with other residents' enjoyment of the facilities.
- xvii) Residents and guests under the age of 14 must be under the direct supervision of an Owner or registered Resident 18 years of age or older.
- xviii) Children under 5 are not allowed in the spa at any time (including sitting with feet in the water).
- xix) Do not walk, crawl, or play on the spa or pool cover.

b) Exercise Center:

- i.) Open 24 hours. No offensive activity is allowed. Work out and use equipment at your own risk. Video and audio recordings may be in progress at various times.
- ii.) Use of the fitness room is for registered Residents & Owners only (no guests). Must be 18 years of age or older.
- iii.) Hand towels (not paper towels) are required during work out (**bring your own towel**). Equipment must be wiped down after each use.
- iv.) No food, beverages (including soft drinks) or glass is allowed in the fitness room. Water is permitted.
- v.) Turn off all lights and fans, and close all windows when exiting the fitness room. Please close blinds on extremely warm days (when temps exceed 85 degrees).
- vi.) **PLEASE leave the room in the same condition as when you arrived.**

c) Clubhouse:

- i.) The clubhouse is open during office hours. Video and audio recordings may be in progress at various times.
- ii.) Residents and guests under the age of 14 must be under the direct supervision of a resident 18 years and older.
- iii.) The clubhouse may be reserved from 10:00 a.m. to 10:00 p.m. The unit owner **MUST** contact **FRESH START** Real Estate, Inc. to receive all paperwork and to set up reservation.

NOTE: All Owners, Residents, and Guests are bound to the terms of the Governing Declaration, Bylaws, Amendments, Schedules, Resolutions, and Rules and Regulations of Murrayhill Woods Condominiums, whether having read them or not. The Association and Management are not responsible for any accidents or injuries that may occur while in or using the facilities. **Delinquent accounts or failure to follow the above rules will result in a fine and/or the loss of use privileges.** Facility keys must be returned to the Association and/or Management immediately upon request for any sale or violation.

Please contact **FRESH START** Real Estate, Inc. in the Management Office or at (503) 319-5848 if you have questions or concerns regarding a possible violation and/or questions, concerns, requests, regarding the Policies and Guidelines. The Murrayhill Woods Condominium Association Governing Documents are referenced throughout the Policies and Guidelines. If you have not obtained a copy of the Governing Documents, or wish to view any other Association Documents, please visit **www.MurrayhillWoods.com**.

**Murrayhill Woods Condominium Owners Association
Vehicle Registration Form**

OWNER NAME _____

UNIT ADDRESS _____

MAILING ADDRESS _____

PRIMARY PHONE _____ EMAIL _____

IF UNIT IS RENTED, THE TENANT INFORMATION MUST BE COMPLETED

TENANT NAME(S) _____

LEASE TERM _____

PRIMARY PHONE _____ SECOND PHONE _____

VEHICLE INFORMATION

Registration is required for ALL vehicles Annually – Use additional page, if necessary. One vehicle must be designated for each assigned carport spot. The first vehicle listed below will be listed as the designated vehicle for units that have only one assigned carport spot. The first two vehicles listed below will be listed as the designated vehicles for units that have two assigned carport spots. Designated vehicles that are parked in open spots are subject to a fine, and unregistered vehicles are subject to tow at Owner's expense.

- | | | | |
|----|--------------------|------------------------------|------------------|
| 1. | _____ | _____ | _____ |
| | YEAR, MAKE & MODEL | STATE & LICENSE PLATE NUMBER | COLOR OF VEHICLE |
| 2. | _____ | _____ | _____ |
| | YEAR, MAKE & MODEL | STATE & LICENSE PLATE NUMBER | COLOR OF VEHICLE |
| 3. | _____ | _____ | _____ |
| | YEAR, MAKE & MODEL | STATE & LICENSE PLATE NUMBER | COLOR OF VEHICLE |

AGREED: The Residents of this property have been advised that they are living in a Condominium Association and have been provided with copies of the Declarations, Bylaws, and adopted Rules & Regulations, which include Parking Rules established in the Governing Documents and by the Board of Directors and can be found at www.MurrayhillWoods.com. Signature on this form verifies that Owners and Tenants agree to abide by the above documents and rules set forth therein.

Owner Signature

Tenant Signature (if applicable)

Owner Signature

Tenant Signature (if applicable)

Date

Date

Please mail or email completed form on or before 1/15/19 to:
FRESH START Real Estate, Inc.
6107 SW Murray Blvd., #313; Beaverton, OR 97008
(503) 319-5848 Cell-Text-MMS/SMS
Manager@MurrayhillWoods.com