

MINUTES

Minutes of the Board of Directors Meeting for the Murrayhill Woods Condominium Owners Association held at 6:00pm on November 27, 2017 in the clubhouse at 9450 SW 146th Terrace, Beaverton, OR 97007

The meeting was called to order by chair Torey Farnsworth at 6:00pm.

Quorum Present: Yes

Board Members in attendance: Torey Farnsworth, Chair
Nicole Stewart, Director
Mike Helmuth, Treasurer
Aaron Dent, Director
Patty Higham, Director
Robert Rioux, Director

Board Members absent: Lynsi Sitton-Knieling, Secretary

Guests in attendance: Missy Hughes, C6
Sarah Harvey, H6

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 Torey Farnsworth opened the meeting by welcoming the visitors and requested community manager Mark Vandervest to run the meeting. Mark continued by asking if there were any Owner/Resident questions or input.

Owners Forum: Missy Hughes asked about heat pumps and whether they the Board has given further consideration to permitting them. James Hust had mentioned at last month's meeting that he worked for an HVAC company and would provide additional information on the sound levels for these types of systems. Because James was unable to attend and didn't provide the additional information needed, the Board has tabled this item.

Approval of Agenda: A motion was made by Mike to approve the Agenda as written. The motion was seconded by Patty and was unanimously approved.

Approval of Minutes: A motion was made by Mike to approve the minutes for the Board of Directors meeting held on 10/23/17 as written. The motion was seconded by Torey and was unanimously approved.

Financial Report:

Management reported the following information to the financial report:

The Association Delinquency Report was presented, and Management reported 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.

Manager's Report:

- As the result of a Sale inspection report, Unit P2 had a significant amount of dryer lint in the crawlspace. Upon further investigation it was found that there had never been a dryer vent connected. The issue has been mitigated.
- Building U had lights that were staying on all day and night. A new photo cell was installed to correct the issue.
- Frost protectors were installed on all hose bibs.
- Foundation vents were repaired and installed for cold-weather protection.
- Trees were trimmed back on the roofs in several areas of the complex.
- Gutter guards were installed in gutters around the complex in high-leaf locations.
- Lighting maintenance is ongoing.
- Garbage maintenance is ongoing.

Violation Reports and Issued Violations:

1. One (1) pet violation was issued for allowing cat to roam the property.
2. One (1) smoking violation was issued.
3. One (1) Window violation was issued.
4. Two (2) patio violations were issued.

The above violations were discussed and Mike Helmuth made a motion to enforce all fines as written. Patty seconded the motion and it was unanimously approved.

New Business:

E4 crawlspace has a significant amount of water in it. Two bids were reviewed for the needed mitigation and the installation of a sump pump. Mike Helmuth made a motion to approve the \$3,600.00 bid from Crawlspace Guys for completion of the work. Torey seconded the motion and it was unanimously passed.

The 2018 Annual Owner Packet will be mailed out prior to the end of the month. The packet will include:

Year end summary
The completed roof work
Vehicle registration form
New Budget
New COA payment amounts
The Smoking amendment
Updated Policy & Guidelines

Mike Helmuth made a motion to approve and mail the 2018 mailer packet. Robert seconded the motion and it was unanimously passed.

Old Business:

Parking space foreclosure update: The motion to intervene hearing was held on the morning of 11/27/2017. The judge is reviewing whether there is a right to intervene. Our attorney said it could be months or even a year before there is a response. Management will keep the Board updated.

Aaron Dent sold an old exercise bike in the fitness room for \$150.00. Funds will be deposited to the COA Operating Account.

Vehicle registration forms will be mailed out in the Annual Owner Packet. Effective 1/15/18, Residents will be required to register and designate their vehicle(s) to their assigned carport spot(s). Window decals will be provided that must be placed in the lower rear corner of the vehicles window. Any vehicles remaining in parking spots for an extended period without a properly displayed window sticker will be subject to tow. Designated vehicles found parked in open spots will also be subject to tow. The purpose of enforcing rules is to prevent the monopolization of open parking spots instead of Residents using the carport(s) assigned to the Unit (Sec. 6.2 of the Governing Declaration). Open spots are for guests and residents who have more vehicles that assigned carport spots. Owners and Residents are reminded that there are still several covered carport spots that can be leased from the Association for \$40.00 per month. Contact Management if you are interested in leasing a additional carport spot.

Robert offered his opinion that the Board should really consider allowing wall a/c units. He pointed out that the new construction units are now installing these systems. He added that portable window a/c units aren't very secure, the blinds don't come down over them for privacy and you can't latch a window locked. The Board will review any information provided regarding the noise factor these new systems may cause.

Schedule Next Meeting:

Since the next meeting date falls on Christmas day Robert made a motion to skip having a meeting in December, unless there is a pending need. Patty seconded the motion and it was unanimously passed.

The next scheduled meeting will be at 6:00pm on January 22, 2018 at the MHW Clubhouse.

Adjournment:

Torey Farnsworth motioned to adjourn the meeting at 7:27pm. Mike Helmuth seconded the motion.

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