

THESE MINUTES ARE A DRAFT AND MAY BE APPROVED AND/OR MODIFIED AT THE NEXT ANNUAL MEETING OF THE ASSOCIATION.

# MINUTES

## Murrayhill Woods Condominium Owners Association

Minutes of the Annual Meeting for the Murrayhill Woods Condominium Owners Association held at 6:00pm on October 26, 2020 via Zoom at remote locations.

**Board Members in attendance:**

Missy Hughes, Secretary  
Mike Helmuth, Treasurer  
Aaron Dent, Director  
Nicole Stewart, Director  
Patty Higham, Director

**Board Members absent**

Torey Farnsworth, President  
Lynsi Sitton-Knieling, Director

**Others in attendance by invitation:**

Mark Vandervest, Community Manager  
Cindy Vandervest, Office Manager  
FRESH START Real Estate, Inc.  
13 Additional Owners & Guests

Secretary Missy Hughes, called the meeting to order at 6:05pm. She welcomed everyone in attendance and requested that the meeting be conducted by community manager Mark Vandervest.

**Quorum Present:**

Yes. (44.83%) of the voting rights were in attendance either physically or by proxy. This proxy response was down from the 57.47% response received in 2019.

**Welcome & Introductions:**

Mark Vandervest opened the meeting by welcoming everyone to the first annual Zoom meeting. The current board members present introduced themselves.

**Proof of Notice:** 72-hours' Notice for the meeting was electronically mailed to Owners with email addresses on record and personally delivered to those Owners with no email. Notices were publicly posted in all bulletin locations throughout the MHW condominium community, as well as on the MurrayhillWoods.com website.

**Certification of Proxies:** Manager Mark Vandervest noted 78 proxies were submitted for the annual meeting consisting of 54 proxies for the purpose of establishing a quorum only, 21 proxies giving the Board of Directors Power of Attorney, and 3 special proxies naming certain individuals as Power of Attorney.

**Approval of Agenda:** A motion was made by Missy Hughes to approve the Agenda as written. The motion was seconded by Aaron Dent. There was no further discussion, and the motion was unanimously approved.

**Reading of Minutes of Preceding Meeting:** Mike Helmuth motioned to forgo the reading of the minutes from the 2019 annual meeting and approve them as distributed. The motion was seconded by Patty Higham. There was no further discussion, and the motion was unanimously approved.

**Report of Officers & Management:** Mark reported the following information relative to the financial status of the Association:

**2019 Year-end Income** was \$621,142.60, which was the actual collected amount from all sources. Past due assessments totaled only \$366.25 as of 12/31/2019, which was from one account and was less than 30-days past due. Expenses YTD were \$603,188.74 including \$235,437.36 in Reserve Maintenance expenses paid out in the calendar year 2019.

The operating checking account balance was \$44,388.36 as of 12/31/2019 including pending EFTs. Reserve balances totaled \$563,914.34 including all reserve accounts and investments. The total assets as of 12/31/2019 was \$608,302.70.

Looking at the 2019 Budget vs. Actuals report, the Association has collected 102.98% of the budgeted annual income and spent a total of 97.5% of the budgeted annual expenses including 99.10% of the budgeted Reserve expenses for the year.

**2020 Income Year-to-date** as of 9/30/2020 was \$477,631.07, which was the actual collected amount. Past due assessments totaled \$1,566.00 which are the result of all unpaid assessments and fines owed by nine units. Expenses YTD were \$375,686.10 including \$132,556.93 in YTD Reserve Maintenance expenses as of 9/30/2020.

The operating checking account balance was \$140,413.27, which included pending EFTs. Reserve balances totaled \$569,644.14 including all reserve accounts and investments. The total assets as of 9/30/2020 amount to \$710,057.41.

Looking at the Budget vs. Actuals report, as of 9/30/2020 the Association had collected 84.68% of the budgeted annual income and had spent a total of 60.56% of the budgeted annual expenses including 51.56% of the budgeted Reserve expenses for 2020.

Mark hinted that his preliminary work on the 2021 budget was indicating that there may not be a need for any increase in the 2021 dues from the amounts in 2020. This was the result of still maintaining a 2% increase in the reserve collections, and a 1.15% reduction of the operating budget. More details and analysis will follow in the November budget meeting.

Mark reported that the Murrayhill Woods continues to operate in a financially sound manner. Mark briefly went over the Reserve Study “Component Summary by Year” that was updated by FRESH START in 2020. The summary outlines a maintenance plan to follow for capital projects and improvements over a 30-year plan. Many new items continue to be added into the Reserve Study and the Association is well on track for the funding of the needed projects as shown by the projected balances through 2050. A copy of the current 2019 reserve study report is available on the Association website at [www.MurrayhillWoods.com](http://www.MurrayhillWoods.com). The 2020 Reserve Study update will be posted on the website after the budget meeting to be scheduled in November.

Missy asked for clarification on the delinquencies and Mark added that 5 of the delinquencies were from unpaid fines that were assessed, and the balance of the delinquencies were all less than 30 days past due. There were no additional questions.

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

Mark acknowledged some of the many maintenance and improvements in the Association over the last year including:

- *Parking lot sealcoating and restriping*
- *Various concrete curb and sidewalk replacements*
- *New paint on all curbs*
- *Fitness and community room update including painting, new ceiling fans, new clock, wall hangers & equipment rails, new blinds, and new display cases*
- *Deteriorating siding and chimney chase siding replacements*
- *Crawlspace corrections including debris cleanup, insulation corrections, and dryer venting reconfigurations*
- *Attic corrections including installation of missing insulation in areas, bath and exhaust fan venting corrections, and installation of roof jacks to properly vent areas through the roof.*
- *Onsite garbage management & cleanup*
- *Lighting maintenance and replacements*
- *Exterior lighting fixture purchase*
- *Mini-split AC units in the Clubhouse & Manager's Office.*
- *Installation of bark mulch in various areas of the community (per Reserves schedule)*
- *Moss treatment in various areas of the community*
- *Mold mitigation in several units*
- *5 new handrails installed*
- *New DeckOver coatings on several delaminating patios and balconies*
- *Two water main break repairs*
- *Ongoing preparation for storage addition on the back of the clubhouse*
- *Ongoing gutter maintenance*
- *Ongoing pressure washing throughout the community*
- *Ongoing dryer vent repairs*
- *Ongoing irrigation maintenance and repairs*
- *Ongoing pruning and tree trimming*
- *Ongoing rodent control throughout the community including moles.*
- *Ongoing pest control treatments twice per year and spot treatments as needed*
- *Pool & spa reads & maintenance*

## **Board Member Elections:**

Manager Mark Vandervest expressed a sincere thank you to the seven members of the Board and added that the Board continues to be very strong and has been a pleasure to work with over the years. Mark added that there were 4 positions open for election to the Board of Directors. President Torey Farnsworth, Treasurer Mike Helmuth, and Director Lynsi Sitton-Knieling decided not to continue in their positions as board members after many years of service. Each was thanked for their years of service and reminded that they are always welcomed to attend Board meeting and continue to provide the valuable input as they have over the years. Mark added that when meeting commence in person in the future, that there were always the chocolate chip cookies to encourage their attendance. There were three board candidate questionnaires completed including Aaron Dent, Melissa Hartvigsen, and Jeremy Letendre. Each were given a few minutes to introduce themselves and express their qualifications to contribute as a board member at Murrayhill Woods. Mark asked if there were any additional nominations from those in attendance and there were none. With such excellent credentials shared by each Owner who submitted questionnaires, Mark asked for a motion to approve Aaron Dent, Melissa Hartvigsen, and Jeremy Letendre as Directors to the Board for two-year terms. Patty Higham motioned to elect the three Directors as presented. Missy Hughes seconded the motion. There was no additional discussion and the motion passed unanimously.

**Outstanding Business:** There was no outstanding business to be reported.

**New Business:** The Board briefly discussed officer positions. Patty Higham volunteered to take the position as President of the Board. Missy Hughes volunteered to continue as Secretary of the Board. Jeremy Letendre volunteered to fill the position of Treasurer on the Board. Mark asked for a motion to elect the officer positions as presented. Melissa motioned to appoint Patty Higham as President, Missy Hughes and Secretary, and Jeremy Letendre as Treasurer. Aaron Dent seconded the motion. There was no additional discussion and the motion passed unanimously.

## **Owner's Forum:**

- Malek Musleh asked what the servicing protocol was for dryer vent cleaning. Mark explained that vents were all cleaned by maintenance from the exterior in 2020. There were several owners who complained that their dryers were not drying as fast as they should, and some interior cleanings and crawlspace reconfigurations were required. Typically, once a unit sells, a professional inspection is completed as part of the transaction and that report is forwarded to management. Management then schedules the necessary maintenance and repairs in crawlspaces as needed. Nicole Stewart added that second floor units may experience more complicated dryer vent cleanings because of the configuration of the vent pipes within the walls (as was the case in her unit). Owners and Landlords are encouraged to monitor the functionality of the dryers in their units and report to management if there are any issues.
- Missy Hughes asked about the scheduled deck carpet replacement as some areas are looking pretty worn. Daniel Schneider commented that she thought the deck carpets were recently changed within the past few years and perhaps did not need to be changed. Aaron Dent commented that the carpet has been the same since he moved in in 2013. Mark Vandervest added that he did not recall any carpet changes or updates since 2014. Mark added that most of the deck carpeting is in particularly good condition and that he would recommend moving

the scheduled deck carpet replacement back a few years in the Reserve Study and monitor areas as needed. Several entry deck landings were repaired due to softening of the wood beneath the carpet, but all in all the areas are in good shape. Mark asked Owners to let management know if they see any areas of concern. Sally Robinette asked for clarification as to whether the deck carpet referenced was for the entry areas or the back balconies & patios. Mark clarified that the deck carpet referenced was for the entry decks and that carpeting on the balconies and patios were prohibited as the moisture retained from the carpet causes premature decay of the balcony coating. Sally added that she had carpet on her deck since she purchased the unit. Mark asked if the area could be inspected to make sure no damage is present.

- Malek Musleh asked if the Board ever considered the installation of solar panels in the community. Mark informed those in attendance that the board did, in fact discuss the possibility of the installation of solar panels after a request was submitted from an Owner in 2018. The research provided at that time presented interesting break-even timelines, product warranty information, and affects on the longevity of the roofs (new roofs installed from 2016 thru 2018). The main concern was the long-term affects of the solar panels (after their life expectancy) and the responsibility of ongoing maintenance as needed, considering if the unit was eventually sold. Since each unit is metered for electricity separately, the benefit of solar panels would affect each unit independently. At that time, the Board was not comfortable approving the installation of solar panels. Interestingly, the owner who requested the installation of solar panels sold his unit the following year.
- Malek Musleh asked if Owners would continue to be invited to future Zoom meetings. Mark confirmed that Owners will continue to be invited to future meetings, whether via Zoom or in person.

Manager Mark requested that Owners and Residents continue to report any problems noticed to management. Also, there was a recent incident in the community where a break-in was attempted. Although the individual was apprehended, Mark reminded Owners and Residents to be observant of things going on in the community and always call Beaverton Police non-emergency at 503-629-0111 first if there is any suspicious activity. The suspicious activity should also then be reported to management.

Mark was asked about real estate activity within the community and Mark reported that there are currently 12 units for sale, with 8 of them having pending offers. There has been a total of 11 sales closed in 2020 so far. Sales continue to remain strong.

**Schedule Next Meeting:** Mark indicated that with the annual meeting being later than normal this year (usually held in August), that there would need to be an additional meeting for the approval of the 2021 budget by mid-November. The Board discussed dates and decided that the budget meeting would be held on Thursday November 12, 2020 at 6:00pm via Zoom.

**Adjournment:**

With no further comments from those in attendance, Mark asked for a motion to adjourn the meeting. Patty motioned to adjourn the meeting at 7:38pm. Missy seconded the motion. There was no further discussion and the motion passed unanimously.

Submitted by:

FRESH START Real Estate, Inc., Community Manager