



Murrayhill Woods COA
 6107 SW Murray Blvd., #313
 Beaverton, OR 97008
 503-319-5848 Cell-Text-MMS/SMS
 www.MurrayhillWoods.com

MURRAYHILL WOODS CONDOMINIUMS 2024 OWNER PACKET

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2020 Leasing Resolution can be found at www.MurrayhillWoods.com	
2021 Insurance Deductible Resolution can be found at www.MurrayhillWoods.com	
2023 Reserve Study update can be found at www.MurrayhillWoods.com	

IMPORTANT DOCUMENTS ENCLOSED!
PLEASE REVIEW CAREFULLY.

✓ NOTICE OF DUES INCREASE ENCLOSED.



Murrayhill Woods CDA

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YEAR-END SUMMARY

- Your Board of Directors adopted the 2024 budget at the board meeting held on November 27, 2023. It is the result of a proposed budget presented by Management along with the review and input of each of the Board members.
- The 2024 overall increase is 4.77%. The stability that Murrayhill Woods continues to realize has resulted in a minimal increase in HOA dues from 2023 to 2024. The reserve contributions for 2024 increases 2.0%. The Operating Budget increased overall. The increase is due largely to rising utility costs increase including a 10.6% planned increase in water & sewer billings from the City of Beaverton beginning 10/1/2023 and a 14% increase in Waste Management billings beginning in 2024. Insurance premium increases are anticipated to be around 16%. The increase in the Reserves follows the schedule outlined and is necessary to complete projected repairs identified in the Reserve Study and 30-year Maintenance Plan without the need for any special assessments. Reserve contributions will compromise 35.45% of the total monthly HOA payment and the Operating contributions will comprise 64.55% of the total monthly HOA payment. **Monthly HOA Dues will increase as follows beginning January 1, 2024:**

If your HOA Dues were \$274.00 in 2023, they will increase to \$287.00

If your HOA Dues were \$323.00 in 2023, they will increase to \$338.00

If your HOA Dues were \$322.00 in 2023, they will increase to \$337.00

If your HOA Dues were \$352.00 in 2023, they will increase to \$369.00

- The combined operating and capital reserves for the 2024 budget increased to \$691,628.00 with the operating budget being \$446,450 and contributions to the reserves at \$245,178 for the calendar year 2024.
- Based on 2023 expenses, the Board approved the Budget expense categories as follows:

Ground & Maintenance Repair.....	+ 7.14%
Building Repairs & Maintenance.....	+ 16.24%
Utility Expenses.....	+ 3.06%
General Operating Expenses	+ 7.52%
Overall Increase from 2023 to 2024.....	+ 4.77%

The above percentages are based on the needs from actual spending in 2023 and projected trends that are expected in 2024.

- Grounds and Maintenance increased 7.14% due largely to rising costs of maintenance because of gasoline costs and irrigation repairs. Grounds & Maintenance comprises approximately 6.51% of the annual operating budget.
- Building Repairs and Maintenance will increase 16.24% from 2023. The increase is due to the rising costs of maintenance and repairs. These costs continue to be more that the current inflation rate. Building Repairs & Maintenance comprises approximately 9.16% of the annual operating budget.
- Utility expenses increased 3.06%. While this is due to the anticipated rising costs of utilities mentioned above, the HOA did very well at conserving funds in 2023. Utility costs continue to increase and it can be expected that this category will increase again in 2025.

Other increases are due to ongoing increases from the utility companies and the cost of onsite garbage maintenance. There continues to be a significant increase in the amount of garbage. PLEASE remember that if a dumpster is full (meaning the lid is raised), you (or your Tenants) **are required** to take your garbage to an alternate dumpster for disposal. Failure to do so may result in a fine being assessed to your unit. Utilities are 31.62% of the annual budget (the largest percentage of all categories)

- Operating expenses increased 7.52%. The increase is due mostly to rising insurance premiums. Operating expenses account for 17.26% of the budget.
- The Board and Management are managing collections & delinquencies very effectively. Although the delinquency amount as of 10/31/2023 is \$3,474.50, that amount is due largely to one unit with fines and legal fees that are being managed by the Associations attorney. Other than that account, there are no other delinquencies currently.
- The Reserve Study and 30-year Maintenance plan draft has been updated and uploaded to the Association website www.MurrayhillWoods.com. Projections indicate that the proposed funding model will adequately accommodate the needs of the Association. The outlined funding schedule requires 2% annual increases through 2025, then increases 2.50% each year from 2026 through 2031, and then decreases to 0% through 2039. This schedule is projected to adequately fund the needed repairs and replacements without need for any special assessment.
- All Owners continue to pay their COA dues online through the portal at www.PayMHW.com. Please note that HOA dues are due on the first of each month, and considered late if payment is not received on or before the 10th of each month. Additionally, maintenance requests should 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 download most documents directly from the website for free. Unlike most Associations who charge for documents through services like CondoCerts or Homewise, Murrayhill Woods provides access to documents at no charge to Owners, or prospective Buyers.
- The Board is happy to announce that there are no pending special assessments, pending litigation, or any other areas of concern as of the end of 2022.

ACTION →✓ Each Unit Owner must contact their insurance carrier to evaluate for proper coverage. The deductible is \$25,000 “per unit” for all water damage claims, and \$25,000 “per occurrence” for all other claims. Each Unit Owner & Tenant shall be responsible for obtaining at his or her own expense, insurance covering his or her property (per Murrayhill Woods Condominiums Bylaws (Article 8, Section 8.7)). Failure to do so is a violation and is subject to a fine. If you haven’t done so, please make certain to add the following **additional interest** on your Owner’s and Renter’s policies:

Murrayhill Woods Condominiums – C/O 6107 SW Murray Blvd., #313; Beaverton, OR 97008
Additional information about the insurance deductible increase is included in this packet.

ACTION →✓ **Are you in Compliance?:** If you are leasing your Unit, you are required to provide within 15 days of entering a Lease/Rental Agreement all documentation and fees as defined in the Murrayhill Woods Leasing Resolution dated 7/17/2019 (the Leasing Resolution can be found at www.MurrayhillWoods.com). Failure to provide the defined information within the time specified is a violation and is subject to a fine. If you have not done so already, all lease documentation or lease updates should be emailed to Manager@FRESHSTARTofOregon.com.

ACTION → ✓ Vehicle Registration Updates: All vehicles must be registered with the Association (MHW Rules & Regulations). Failure to update vehicle registrations or license plate changes (either as an owner or a landlord on behalf of his tenant) is a violation. A vehicle registration form is included in this packet. Please complete the vehicle registration form and return it to management no later than January 31, 2024 to remain in compliance. Email your updated vehicle registration form to Manager@FRESHSTARTofOregon.com or mail your vehicle registration form to the address shown at the top of this notice **no later than January 31, 2024** to avoid a violation and fine.

- ✓ **No Smoking Community:** This is a friendly reminder that Murrayhill Woods Condominiums is a No Smoking community. 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. All smoking, if any, shall take place completely off site. 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. No warnings are provided. Owners are responsible for Tenants and their guests.
- ✓ **Vandalism Concerns:** The current economy continues to breed an increased level of crime in the area. The crime rate for stolen mail and vehicle break-ins has risen considerably. It is highly advised that no valuables or sensitive information are left in your vehicles overnight. Also, please remove your mail often from your mailboxes. If you experience a break-in or observe suspicious activity within the community, please contact Beaverton non-emergency at **503-629-0111** right away. Your report of information may help to solve other similar crimes in the area. Murrayhill Woods has experienced some vehicle break-ins this year, including the removal catalytic converters from vehicles. Owners are encouraged to install cages around their catalytic converters to prevent vandalism. If you see anything that looks wrong, please let Management know right away. Try to take photos with your phone.
- ✓ **Pet Policy:** Murrayhill Woods has a strict no dog policy (Bylaws Section 7.4). Only one indoor cat is allowed per unit with prior board approval except as otherwise required by law (ADA, Fair Housing Act, Section 504, or other applicable state/ federal law). PLEASE NOTE that even ADA animals are required to be approved PRIOR TO bringing the animal on to the premises. Failure to obtain prior written approval is a violation and is subject to a fine.
- ✓ **Patio & Balcony Violations:** There still are a lot of residents who are placing prohibited items on their patios and are receiving violation notices and fines. This may be due to the transient nature of Tenants, **and Owners failing to inform their Tenants about the Rules and Regulations within the community**. Please visit www.MurrayhillWoods.com and refer to the Rules and Regulations to become familiar with what items are allowed to be placed on patios and decks. The Rules & Regulations are also a good resource for knowing what rules are enforced throughout the community. Please remember that no warnings are provided when a violation occurs and all Residents are expected to equally know and follow the rules that are in place.

Information provided by:

FRESH START Real Estate, Inc.
Community Manager
Manager@FRESHSTARTofOregon.com
503-319-5848 Cell-Text-MMS/SMS



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2024 DUES NOTICE

- **This serves as your notice that the total monthly HOA dues will increase beginning January 1, 2024. Refer to the following Budget and 2024 Fee Allocation Schedule.**
- If your dues are currently being paid via autopay, the amount will automatically update on 1/1/2024 **and no action is required by you.** However, if you are not on autopay, you **MUST** change the payment amount using the portal to avoid payment shortages which will result in late fees being assessed to your account.
- **Effective January 1, 2024 HOA dues are as follows:**
 - If your HOA Dues were \$274.00 in 2023, they will increase to \$287.00**
 - If your HOA Dues were \$323.00 in 2023, they will increase to \$338.00**
 - If your HOA Dues were \$322.00 in 2023, they will increase to \$337.00**
 - If your HOA Dues were \$352.00 in 2023, they will increase to \$369.00**
- Considering the amenities that are provided at Murrayhill Woods Condominiums including the pool, spa, fitness room, and the inclusion of water, sewer, and garbage, Murrayhill Woods HOA dues continue to be one of the lowest amounts in the Beaverton area.

Murrayhill Woods 2024 Annual Budget							
(Approved: 11/27/2023)							
Revenues:	% of Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget	Variance	% Change
Assessment Income	67.63%	390,495.00	410,850.00	419,750.00	446,450.00	26,700.00	6.38%
Reserve Income	37.14%	231,037.00	235,858.00	240,371.00	245,178.00	4,807.00	2.00%
Capital Contribution		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%
Other Income (Bank Fees, Fee Income, Insurance)		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.....	104.77%	621,532.00	646,508.00	660,121.00	691,628.00	31,507.00	4.77%
Expenses:	% of Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget	Variance	% Change
Landscape Contract - Base	4.85%	29,500.00	31,500.00	30,000.00	32,000.00	2,000.00	6.67%
Landscape Services (Additional)	0.91%	5,000.00	4,000.00	7,500.00	6,000.00	-1,500.00	-20.00%
Irrigation	0.76%	2,000.00	2,500.00	2,500.00	5,000.00	2,500.00	100.00%
Snow removal contracts	0.30%	2,000.00	2,000.00	2,000.00	2,000.00	0.00	0.00%
Total Ground & Maintenance Repair.....	6.51%	38,500.00	40,000.00	42,000.00	45,000.00	3,000.00	7.14%
Cleaning Service	1.11%	4,800.00	4,900.00	5,000.00	7,300.00	2,300.00	46.00%
Electric Lamping/Ballast - R&M	1.14%	4,000.00	5,000.00	6,500.00	7,500.00	1,000.00	15.38%
Exterior Roof R&M	0.38%	500.00	500.00	1,000.00	2,500.00	1,500.00	150.00%
Fire & Life - R&M	0.15%	650.00	650.00	750.00	1,000.00	250.00	33.33%
General Bldg. - R&M	3.41%	26,750.00	24,000.00	20,000.00	22,500.00	2,500.00	12.50%
Pest & Rodent Control Services	0.91%	4,500.00	3,500.00	3,500.00	6,000.00	2,500.00	71.43%
Plumbing R&M	0.61%	7,500.00	4,000.00	5,000.00	4,000.00	-1,000.00	-20.00%
Pool Maint. Contract	1.15%	8,200.00	6,000.00	7,000.00	7,600.00	600.00	8.57%
Pool Maint. & Supplies	0.30%	3,900.00	4,500.00	2,500.00	2,000.00	-500.00	-20.00%
Pool Chemical Reads	0.41%	3,900.00	3,500.00	3,000.00	2,700.00	-300.00	-10.00%
Exercise Equipment Maint.	0.04%	200.00	200.00	250.00	250.00	0.00	0.00%
Total Building & Repairs & Maintenance.....	9.16%	64,900.00	58,750.00	54,500.00	63,350.00	8,850.00	16.24%
Garbage & Recycle (Waste Management)	4.24%	28,000.00	28,500.00	25,000.00	28,000.00	3,000.00	12.00%
Garbage & Recycle (On-Site Management)	1.36%	7,500.00	8,500.00	8,500.00	9,000.00	500.00	5.88%
Electricity - Common Area	1.29%	6,200.00	6,200.00	6,200.00	8,500.00	2,300.00	37.10%
Gas	0.17%	1,250.00	1,000.00	1,000.00	1,100.00	100.00	10.00%
Telephone/Cable/Internet Basic Service (Comcast)	0.47%	1,950.00	1,100.00	2,500.00	3,100.00	600.00	24.00%
Water/Sewer (7% COB proj. 2024 increase)	25.60%	145,000.00	169,000.00	169,000.00	169,000.00	0.00	0.00%
Utility Expenses.....	31.62%	189,900.00	212,300.00	212,200.00	218,700.00	6,500.00	3.06%
Audit Fees	0.30%	2,400.00	2,000.00	2,000.00	2,000.00	0.00	0.00%
Bank Charges	0.10%	395.00	450.00	450.00	650.00	200.00	44.44%
Copy/Fax	0.04%	500.00	500.00	500.00	250.00	-250.00	-50.00%
General Liability Insurance	8.79%	38,500.00	42,350.00	50,000.00	58,000.00	8,000.00	16.00%
General Office Expenses	0.08%	1,500.00	1,000.00	1,000.00	500.00	-500.00	-50.00%
Legal Fees	0.30%	2,000.00	2,000.00	2,000.00	2,000.00	0.00	0.00%
Licenses/Fees/Permits	0.18%	1,100.00	1,200.00	1,200.00	1,200.00	0.00	0.00%
Management Fee - Base	6.59%	40,500.00	41,700.00	43,000.00	43,500.00	500.00	1.16%
Postage	0.04%	250.00	250.00	250.00	250.00	0.00	0.00%
Reserve Study Fee	0.12%	750.00	750.00	750.00	800.00	50.00	6.67%
Taxes - Property (113 Parking Units)	1.55%	9,300.00	9,600.00	9,900.00	10,250.00	350.00	3.54%
Operating Expenses.....	17.26%	97,195.00	101,800.00	111,050.00	119,400.00	8,350.00	7.52%
Total Ground, Building, Utility, & Operating.....	64.55%	390,495.00	410,850.00	419,750.00	446,450.00	26,700.00	6.38%
		2021 Budget	2022 Budget	2023 Budget	2024 Budget	Variance	% Change
Reserves.....	35.45%	231,037.00	235,858.00	240,371.00	245,178.00	4,807.00	2.00%
		2021 Budget	2022 Budget	2023 Budget	2024 Budget	Variance	% Change
Calculated Expenses Plus Reserves.....	100.00%	621,532.00	646,508.00	660,121.00	691,628.00	31,507.00	4.77%
2024 Annual Budget.....					691,628.00		

Murrayhill Woods 2024 Fee Allocations			2024				2023
Unit Breakdown			Operating %				Operating %
(Approved: 11/27/2023)			0.6455	2024	2024	2024	0.64
			2024	Operating	Reserves	Total	2023
			Reserve %	Amount	Amount	Budget	Reserve %
			0.3545	446,450.00	245,178.00	691,628.00	0.36
		2024	2024	2024	2024	Monthly	2023
		Rounded	Total	Operating	Reserves	Difference	Total
1 Bedroom, 1 Bath, Upper 753 sq. ft. Unit.....		287.00	287.08	185.31	101.77	\$13.08	274.00
2 Bedroom, 2 Bath, Upper 884 sq. ft. Unit.....		337.00	337.37	217.77	119.60	\$15.37	322.00
2 Bedroom, 2 Bath, Lower 884 sq. ft. Unit.....		338.00	338.50	218.50	120.00	\$15.42	323.08
2 Bedroom, 2 Bath, Lower 971 sq. ft. Unit.....		369.00	368.80	238.06	130.74	\$16.80	352.00

Murrayhill Woods Condominiums Vehicle Registration Form

OWNER NAME _____

UNIT ADDRESS _____

MAILING ADDRESS _____

PRIMARY PHONE _____ EMAIL _____

IF UNIT IS RENTED, THE FOLLOWING INFORMATION MUST BE COMPLETED

TENANT NAME(S) _____

PRIMARY PHONE _____ SECOND PHONE _____

LEASE TERM _____ EMAIL _____

VEHICLE INFORMATION

Registration is **required** for **ALL** vehicles per Murrayhill Woods Condominiums Declaration Section 6.2. Failure to register a vehicle is subject to a violation and fine as defined in the Murrayhill Woods Enforcement & Fine Resolution.

- | | | | |
|----|--------------------|------------------------------|------------------|
| 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 (or the equivalent information within the body of your email) on or before January 31st of each year to:

FRESH START Real Estate, Inc.
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Manager@FRESHSTARTofOregon.com