

# MINUTES

**Minutes of the Board of Directors Meeting for the Murrayhill Woods Condominium Owners Association held at 6:00pm on April 24, 2017 in the clubhouse at 9450 SW 146th Terrace, Beaverton, OR 97007**

After a brief delay to allow for board members to arrive for the purpose of establishing a quorum, the meeting was called to order by chair Bev Hovley at 6:20pm.

**Quorum Present:** Yes

**Board Members in attendance:** Bev Hovley, Chair  
Kathy Leonetti, Director  
Aaron Dent, Director  
Mike Helmuth, Director

**Board Members absent:** Torey Farnsworth, Treasurer  
Lynsi Sitton-Knieling, Secretary  
Rick Sheldon, Director

**Guests in attendance:** Karen & Roger Tobin, D7

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

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

**Welcome & Introductions:** Chair Bev Hovley opened the meeting, and welcomed Roger and Karen Tobin from D7 to the meeting.

**Owners Forum:**

Roger and Karen Tobin did not have any questions and were there to introduce themselves as new Owners and observe a COA meeting.

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

**Approval of Minutes:** A motion was made by Kathy Leonetti to approve the minutes for the Board of Directors meeting held on 03/27/17 as written. The motion was seconded by Aaron Dent and unanimously approved.

**Financial Report:**

COA received its second restitution payment of \$50.00. This was for the “Theft of services” settlement when someone was caught illegally dumping garbage into Murrayhill Woods dumpsters.

Mark added the following information to the financial report:

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

**Manager's Report:**

1. Mark reported the roof was just completed on Building V. Building T will begin just as soon as weather permits.
2. Light fixtures, photo cells and bulbs were replaced as needed throughout the complex.
3. A couple of the STOP sign posts were installed. Painting will be completed as soon as weather permits.
4. Repairs to the under sink kitchen cabinet in the Clubhouse were complete.
5. Several gutters were cleaned repaired throughout the complex.

**Violation Reports and Issued Violations:**

1. Three No Smoking warnings were issued.
2. One Patio violation was issued
3. One person was warned about illegally parking.

## **Old Business:**

Mark met with Lex from Premier Concrete Construction and received a bid to repair/replace the chipped and damaged concrete in several areas of the Association. A motion was made by Kathy Leonetti to obtain a second estimate from a company she is familiar with before the Board commits to this bid. Bev Hovley seconded the motion and it was unanimously approved.

A motion was made by Kathy Leonetti to install a low point drain at the Northwest corner of building V when the concrete work is completed. The motion was seconded by Aaron Dent and unanimously approved.

FRESH START informed to Board the “Ice Melt” that was used during the ice/snow storm was likely very old and contributed to the destruction of many concrete surfaces and concrete edges throughout the community. Mike Helmuth made a motion to dispose of all the remaining Ice Melt. Bev Hovley seconded the motion and it was unanimously approved.

The Spa surface sanding and acid wash will be completed early in May so that the spa will be ready for the projected opening date of May 26<sup>th</sup>, 2017

A new Clubhouse reservation form was reviewed. A motion was made by Kathy Leonetti to approve the new form with the suggestion of making it front and back only. Mike Helmuth seconded the motion and it was unanimously approved.

The Board discussed the review of several audio recordings provided by an Owner that is complaining the upstairs neighbor is intentionally stomping and causing a noise nuisance. The Board concluded that the noises are customary to Community living and will not be enforcing the nuisance complaint.

FRESH START contacted three different companies to get proposals for performing building envelope inspections throughout the community. Only one proposal was received and it was presented to the board for review. The Board requested that management continue pursuing additional proposals for further review and consideration.

## **New Business:**

The Board discussed if they should set a date that all No Smoking warnings will come to an end. Kathy Leonetti motioned that the warnings end on May 31<sup>st</sup> 2017 and fines start being assessed as of June 1, 2017. Aaron Dent seconded the motion and it was unanimously approved.

The Board was asked to review a Lease agreement provided from legal counsel that would provide Owners/Tenants who are currently assigned only one carport parking spot with an opportunity to Lease out parking spots that the Association currently maintains ownership of, but are not being utilized. The Board discussed the possibility of selling the spaces for a one-time fee, instead of leasing on a monthly basis. The Board requested that

management ask legal counsel about the ability to selling vs. leasing carport spots and report back to the board at the next board meeting.

**Schedule Next Meeting:**

The next meeting for the MHW Board of Directors is scheduled for 6:00pm on May, 22<sup>nd</sup>, 2017 at the MHW Clubhouse.

**Adjournment:**

Bev Hovley motioned to adjourn the meeting at 8:25pm. Mike Helmuth seconded the motion.

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