

MINUTES

Minutes of the Board of Directors Meeting for the Murrayhill Woods Condominium Owners Association held at 6:00pm on November 15, 2021 via Zoom at remote locations.

Call to Order: Secretary Missy Hughes called the meeting to order at 6:03 pm.

Quorum Present: Yes

Board Members in attendance: Patty Higham, President (6:24 pm)
Missy Hughes, Secretary
Jeremy Letendre, Treasurer
Aaron Dent, Director
Nicole Stewart, Director
Bryan Hall, Director

Board Members absent: Melissa Hartvigsen, Director

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

Guests in attendance: Jessie Sweeny Unit S-5
Aleksandra
Eric Costaggini Unit P-5

Proof of Notice: Posted on clubhouse and above mailbox banks at least 72 hours prior to the scheduled meeting.

Welcome & Introductions: Secretary Missy opened the meeting by welcoming the board members and guests to the Zoom meeting of the HOA. Missy asked community manager Mark Vandervest to run the meeting. Mark moved forward to the Approval of the Agenda.

Approval of Agenda: Mark requested a motion to approve the Agenda as written. Nicole motioned to approve the Agenda as written. Missy seconded the motion. There was no additional discussion and the motion to approve the agenda as modified was approved unanimously.

Owners Forum:

- Jessie Sweeny asked when her mini-split conduits were going to be painted. Mark noted that it was scheduled for the following Monday at 10:00 am.
- Missy asked if thefts could be reported at meetings. Management noted to track information received.
- Missy asked if the cameras were functioning properly. Management reported that the north end of the complex was having difficulty receiving signal, which is required to keep the cameras live. Focus Security has been contacted to evaluate the connectivity issues.
- Bryan Hall noted that the “death cap” mushroom heads behind buildings M & K have been removed. This type of mushroom can be very poisonous if eaten.

Approval of Minutes: The minutes from **July 26, 2021** were reviewed. Nicole motioned to approve the minutes as written. Patty seconded the motion. There was no additional discussion and

the motion to approve the minutes as written were approved by majority. There was one abstention from voting.

The minutes from **August 18, 2021** were reviewed. Nicole motioned to approve the minutes as written. Patty seconded the motion. There was no additional discussion and the motion to approve the minutes as written were approved by majority. There was one abstention from voting.

Financial Report: Management reported the following information to the financial report:

Financial Report Summary:

Financials as of 10/31/2021:

§ Total operating funds:	\$171,693.24	including pending EFTs.
§ Total reserve funds:	\$702,471.13	
§ Total cash assets:	\$874,164.37	
§ Total YTD income:	\$543,913.58	
§ Total YTD expenses:	\$408,955.89	including \$99,584.95 of Reserve expenses.
§ Budget vs. Actual <u>Income</u> :	95.14%	collected YTD.
§ Budget vs. Actual <u>Expenses</u> :	76.28%	paid YTD incl. 55.08% of Reserve expenses
§ Total delinquencies:	\$ 5,988.25	6 accounts 0-30 days (\$3,827.50 Unit F-1), 1 account 91+ days (V-5) for unpaid fines

Please review the **October** Expenses, as that will be the best way to be aware of the actual monthly expenditures and corresponding work that has been performed on the property since the last financial statement report. Please do not hesitate to call or email Management if you have any questions.

Manager's Report:

REPAIRS, MAINTENANCE & UPDATES

The following maintenance updates are for informational purposes only and do not require Board action at this time:

1. Washington County Property taxes for parking units paid.
2. Broken key extracted from clubhouse door
3. Backflow valve inspections completed
4. Pool and patio furniture removed and stored for the winter
5. Gutters cleaned at building K
6. Old siding removed and new siding installed on south elevations of Building L
7. Old siding removed and new siding installed on one east elevation of Building L
8. Moss Treatment in bark beds where needed in common areas
9. Trimming of various low-hanging trees in community
10. Rodent control and bait stations are ongoing.
11. Monthly clubhouse and fitness room cleaning are ongoing.
12. Lighting maintenance is ongoing.
13. Garbage maintenance is ongoing.
14. Cigarette receptacle cleaning is ongoing.

1. ADMINISTRATION

a. Violations (7/24/2021 thru 10/31/2021):

For informational purpose:

1. 07/25/2021: Parking Violation – Designated vehicle in open spot.
2. 07/27/2021: Pool Area Violation – Food in Pool area
3. 08/17/2021: Common Area Violation – Prohibited items in common area

Unit Owners are reminded that under the Murrayhill Woods Enforcement Resolution, warnings are not provided by the Association. This practice has resulted and a clean and aesthetically pleasing community. The goal of the Association is for Residents to know the Rules & Regulations within the community and to assure that their units (and vehicles) remain in compliance. Please keep in mind that Management has not created the rules but is specifically directed by the Board to enforce the rules and regulations. Residents are asked to not be disrespectful when violations are issued. Rules and regulations are a vital necessity in community living environments.

b. Homeowner Correspondence and Administration

For informational purpose:

1. None

FIVE covered carport leases are in place.

1. #13 to Unit C-7
2. #56 to Unit H-4
3. #67 to Unit N-1
4. #68 to Unit N-6
5. #119 to Unit O-5

c. Owner correspondence for Board Review

Board action requested:

- a. None

Old Business:

1. None

New Business:

1. **2021 Reserve Study:** Manager Mark Vandervest went over the modified Reserve Study for 2021 and identified many additional projects that were added to the study for the next 30 years. Under the proposed Study, the Reserves contribution will increase 2% per year through 2025, then decrease 2% per year from 2026 through 2036, then increase 2% per year from 2037 through 2039, then increase 4% per year from 2040 through 2047. Beginning in 2036, the reserves may be reduced by 8% each year through 2045, and then remain level beginning in 2046 through 2052. Providing that there are no unplanned significant or catastrophic events that would require a significant amount of funds to be used, the Association will be able to proceed with the scheduled repairs without the need for any special assessment.
2. **2022 Proposed Annual Budget:** The proposed 2022 Annual Budget was presented by Management. Mark noted that the Association was doing very well financially. Even though the Reserve contributions were increasing 3.86% from 2021 to 2022, the general operating

budget increased a total of 5.21% and the Reserve Contributions follow the 30-year maintenance plan with a 2% increase. Mark was happy inform the Board that in his opinion the HOA is still financially strong and has the projected funds to complete the planned improvements. The Budget components were shared as follows:

Grounds & Maintenance Expenses:	+3.9%	Increase
Building Repairs & Maintenance Expenses:	-12.6%	Decrease
Utility Expenses:	-0.87%	Decrease
Operating Expenses:	-4.74%	Decrease
Reserves Contribution:	+2.0%	Increase
Overall Budget Increase:	+3.86%	Increase
2021 Operating Budget:	\$410,850.00	
2021 Reserves Budget:	\$235,658.00	
Total 2021 Budget:	\$646,508.00	

The board was very satisfied to keep the overall increase below 4% given all of the increases that are happening in the current economy. Management noted that the City of Beaverton has provided notice of a 15% increase for water & sewer in 2022, and insurance is expected to increase substantially in 2022 as well. Vendors such as pool maintenance and landscape maintenance, along with material increases for siding installations and building repairs are unavoidable. Patty motioned to approve the 2022 budget as presented. Bryan seconded the motion. There was no additional discussion and the motion to approve the 2022 budget passed unanimously. Notices will be broadcast to the Owners by Management within the next week.

Schedule Next Meeting:

The next meeting of the Board of Directors is scheduled for January 31, 2022 at 6:00 pm via Zoon.

Adjournment:

Missy motioned to adjourn the meeting at 7:34 pm. Bryan seconded the motion and the motion passed unanimously.

Submitted by:

FRESH START Real Estate, Inc. ~ Community Manager.