



Murrayhill Woods COA

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

MURRAYHILL WOODS CONDOMINIUMS 2025 OWNER PACKET

TABLE OF CONTENTS

YEAR-END SUMMARY

Murrayhill Woods Condominiums Year-End Summary Points & Action Items.. 2-4

2025 DOCUMENTS:

2025 Notice of Dues Increase (effective 1/1/2025).....	5
2025 Annual Budget (approved).....	6
2025 Fee Allocation Schedule.....	7
Vehicle Registration Form (Return no later than January 31st).....	8
2024 Reserve Study Update can be found at www.MurrayhillWoods.com	

**IMPORTANT DOCUMENTS ENCLOSED!
PLEASE REVIEW CAREFULLY.**

✓ NOTICE OF DUES INCREASE ENCLOSED.



Murrayhill Woods COA

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

YEAR-END SUMMARY

- Your Board of Directors adopted the 2025 budget at the board meeting held on November 18, 2024. It is the result of a proposed budget presented by Management along with the review and input of each of the Board members.
- The 2025 overall increase is 3.66%. The stability that Murrayhill Woods continues to realize has resulted in a minimal increase in HOA dues from 2024 to 2025. The reserve contributions for 2025 increases 2.0%. The Operating Budget increased 4.56% due largely to utility costs increase including a 12% planned increase in water & sewer billings from the City of Beaverton. Insurance premium increases are anticipated to be around 30%. 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 34.88% of the total monthly HOA payment and the Operating contributions will comprise 65.12% of the total monthly HOA payment. **Monthly HOA Dues will increase as follows beginning January 1, 2025:**

If your HOA Dues were \$287.00 in 2024, they will increase to \$297.00

If your HOA Dues were \$338.00 in 2024, they will increase to \$350.00

If your HOA Dues were \$337.00 in 2024, they will increase to \$349.00

If your HOA Dues were \$369.00 in 2024, they will increase to \$382.00

- The combined operating and capital reserves for the 2025 budget increased to \$716,911.00 with the operating budget being \$466,829.00 and contributions to the reserves at \$250,082.00 for the calendar year 2025.
- Based on 2024 expenses, the Board approved the Budget expense categories as follows:

Ground & Maintenance Repair.....	+ 4.44%
Building Repairs & Maintenance.....	+ 7.02%
Utility Expenses.....	- 2.97%
General Operating Expenses	+ 17.11%
Overall Increase from 2024 to 2025.....	+ 3.66%

The above percentages are based on the needs from actual spending in 2024 and projected trends that are expected in 2025.

- Grounds and Maintenance increased 4.44%. Grounds & Maintenance comprises approximately 6.56% of the annual operating budget.
- Building Repairs and Maintenance increased 7.02% from 2024. Building Repairs & Maintenance comprises approximately 9.46% of the annual operating budget.
- Utility expenses decreased 2.97%. The HOA did very well at conserving funds in 2024. Utility costs generally increase on an annual basis and it can be expected that this category will increase in 2026. Utility expenses comprise 29.6% of the operating budget.

- Operating expenses increased 17.11%. The increase is due mostly to rising insurance premiums. Operating expenses account for 19.50% of the budget.
- The Board and Management are managing collections & delinquencies very effectively. Although the delinquency amount as of 10/31/2024 is \$2,903.00, that amount is due largely to one unit. Other than that account, there are only two other accounts 0-30 days past due.
- 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 can 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 2024.

ACTION → ✓ Are you properly insured? The Association’s 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). Renter’s insurance is required for tenant-occupied properties. Failure to provide current insurance coverage 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

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, 2025 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, 2025** to avoid a violation and fine.

- ✓ **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). **Service and ESA animals must be approved before bringing the animal onsite. A violation and fine will be issued for any animal that does not have prior approval.**

- ✓ **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:** It is highly advised that no valuables or sensitive information are left in your vehicles overnight. Also, please remove your mail from your mailboxes daily. 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 of 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.
- ✓ **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. If you have an item on your patio that is not identified as an allowed item, it is prohibited. See the Rules & Regulations for a list of permitted items. 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 know and follow the rules that are in place.
- ✓ **Garbage Violations:** NO ITEMS ARE ALLOWED TO BE PLACED ON THE GROUND OUTSIDE OF THE DUMPTER CONTAINERS! If a resident is observed placing items on the ground, you will be issued a violation and fine. NOTE: Cameras are pointed at all dumpster cubicles. LANDLORDS PLEASE ADVISE YOUR TENANTS. All cardboard must be broken down before placing into the RECYCLE DUMPSTERS. Please do not place recyclables in the trash dumpsters, and please do not place trash in the recycle dumpsters. Waster management will not pick up dumpsters that are contaminated with improper items. ALL STYROFOAM and plastic bags are trash, not recyclable. Cardboard is recyclable, not trash. Help keep your HOA dues increases (and subsequent rent increases) down by lowering costs to mitigate improper disposal of trash and recyclables.

Information provided by:

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



Murrayhill Woods COA

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

2025 DUES NOTICE

- **This serves as your notice that the total monthly HOA dues will increase beginning January 1, 2025. Refer to the following Budget and 2025 Fee Allocation Schedule.**
- If your dues are currently being paid via autopay, the amount will automatically update on 1/1/2025 and no action is required by you. However, if you are not on autopay, you **MUST** change the amount paid to avoid late fees. Please do not call management to waive late fees if there is a shortage balance due to not increasing your monthly dues as indicated below.
- **Effective January 1, 2025 HOA dues are as follows:**
 - If your HOA Dues were \$287.00 in 2024, they will increase to \$297.00**
 - If your HOA Dues were \$338.00 in 2024, they will increase to \$350.00**
 - If your HOA Dues were \$337.00 in 2024, they will increase to \$349.00**
 - If your HOA Dues were \$369.00 in 2024, they will increase to \$382.00**

Murrayhill Woods 2025 Annual Budget							
(Approved: 11/18/2024)							
Revenues:	% of Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget	Variance	% Change
Assessment Income	65.12%	410,850.00	419,750.00	448,450.00	466,829.00	20,379.00	4.56%
Reserve Income	34.88%	235,658.00	240,371.00	245,178.00	250,082.00	4,904.00	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.....	100.00%	646,508.00	660,121.00	691,628.00	716,911.00	25,283.00	3.66%
Expenses:	% of Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget	Variance	% Change
Landscape Contract - Base	4.88%	31,500.00	30,000.00	32,000.00	35,000.00	3,000.00	9.38%
Landscape Services (Additional)	1.12%	4,000.00	7,500.00	6,000.00	8,000.00	2,000.00	33.33%
Irrigation	0.56%	2,500.00	2,500.00	5,000.00	4,000.00	-1,000.00	-20.00%
Snow removal contracts	0.00%	2,000.00	2,000.00	2,000.00	0.00	-2,000.00	-100.00%
Total Ground & Maintenance Repair.....	6.56%	40,000.00	42,000.00	45,000.00	47,000.00	2,000.00	4.44%
Cleaning Service	1.13%	4,900.00	5,000.00	7,300.00	8,100.00	800.00	10.96%
Electric Lamping/Ballast - R&M	1.67%	5,000.00	6,500.00	7,500.00	12,000.00	4,500.00	60.00%
Exterior Roof R&M	0.28%	500.00	1,000.00	2,500.00	2,000.00	-500.00	-20.00%
Fire & Life - R&M	0.10%	650.00	750.00	1,000.00	750.00	-250.00	-25.00%
General Bldg. - R&M	2.79%	24,000.00	20,000.00	22,500.00	20,000.00	-2,500.00	-11.11%
Pest & Rodent Control Services	1.19%	3,500.00	3,500.00	6,000.00	8,500.00	2,500.00	41.67%
Plumbing R&M	0.42%	4,000.00	5,000.00	4,000.00	3,000.00	-1,000.00	-25.00%
Pool Maint. Contract	0.84%	6,000.00	7,000.00	7,600.00	6,000.00	-1,600.00	-21.05%
Pool Maint. & Supplies	0.63%	4,500.00	2,500.00	2,000.00	4,500.00	2,500.00	125.00%
Pool Chemical Reads	0.38%	3,500.00	3,000.00	2,700.00	2,700.00	0.00	0.00%
Exercise Equipment Maint.	0.03%	200.00	250.00	250.00	250.00	0.00	0.00%
Total Building & Repairs & Maintenance.....	9.46%	56,750.00	54,500.00	63,350.00	67,800.00	4,450.00	7.02%
Garbage & Recycle (Waste Management)	3.91%	26,500.00	25,000.00	28,000.00	28,000.00	0.00	0.00%
Garbage & Recycle (On-Site Management)	1.67%	8,500.00	8,500.00	9,000.00	12,000.00	3,000.00	33.33%
Electricity - Common Area	1.12%	6,200.00	6,200.00	8,500.00	8,000.00	-500.00	-5.88%
Gas	0.17%	1,000.00	1,000.00	1,100.00	1,200.00	100.00	9.09%
Telephone/Cable/Internet Basic Service (Comcast)	0.42%	1,100.00	2,500.00	3,100.00	3,000.00	-100.00	-3.23%
Water/Sewer (7% COB proj. 2024 increase)	22.32%	169,000.00	169,000.00	169,000.00	160,000.00	-9,000.00	-5.33%
Utility Expenses.....	29.60%	212,300.00	212,200.00	218,700.00	212,200.00	-6,500.00	-2.97%
Administrative/Audit Fees	0.14%	2,000.00	2,000.00	2,000.00	1,000.00	-1,000.00	-50.00%
Bank Charges	0.14%	450.00	450.00	650.00	1,000.00	350.00	53.85%
Copy/Fax	0.06%	500.00	500.00	250.00	400.00	150.00	60.00%
General Liability Insurance	10.46%	42,350.00	50,000.00	58,000.00	75,000.00	17,000.00	29.31%
General Office Expenses	0.06%	1,000.00	1,000.00	500.00	400.00	-100.00	-20.00%
Legal Fees	0.47%	2,000.00	2,000.00	2,000.00	3,400.00	1,400.00	70.00%
Licenses/Fees/Permits	0.14%	1,200.00	1,200.00	1,200.00	1,000.00	-200.00	-16.67%
Management Fee - Base	6.25%	41,700.00	43,000.00	43,500.00	44,805.00	1,305.00	3.00%
Postage	0.03%	250.00	250.00	250.00	250.00	0.00	0.00%
Reserve Study Fee	0.12%	750.00	750.00	800.00	850.00	50.00	6.25%
Taxes - Property (113 Parking Units)	1.57%	9,600.00	9,900.00	10,250.00	11,224.00	974.00	9.50%
Technology	0.07%	0.00	0.00	0.00	500.00	500.00	0.00%
Operating Expenses.....	19.50%	101,800.00	111,050.00	119,400.00	139,829.00	20,429.00	17.11%
Total Ground, Building, Utility, & Operating.....	65.12%	410,850.00	419,750.00	448,450.00	466,829.00	20,379.00	4.56%
Reserves.....	34.88%	235,658.00	240,371.00	245,178.00	250,082.00	4,904.00	2.00%
Calculated Expenses Plus Reserves.....	100.00%	646,508.00	660,121.00	691,628.00	716,911.00	25,283.00	3.66%
2025 Annual Budget.....					716,911.00		

Murrayhill Woods 2025 Fee Allocations		2025					
Unit Breakdown		Operating %					
(Approved: 11/18/2024)		0.6512	2025	2025	2025	2024	
		2025	Operating	Reserves	Total	Rounded	
		Reserve %	Amount	Amount	Budget	Amount	
		0.3488	0.65	0.35	1.00		
		2025	2025	2025	2025	2024	
		Rounded	Total	Operating	Reserves	Monthly	Rounded
				Difference			
1 Bedroom, 1 Bath, Upper 753 sq. ft. Unit.....	297.00	296.79	192.99	103.80	\$10.00	287.00	
2 Bedroom, 2 Bath, Upper 884 sq. ft. Unit.....	349.00	348.79	226.80	121.99	\$12.00	337.00	
2 Bedroom, 2 Bath, Lower 884 sq. ft. Unit.....	350.00	349.96	227.56	122.40	\$12.00	338.00	
2 Bedroom, 2 Bath, Lower 971 sq. ft. Unit.....	382.00	381.28	247.93	133.35	\$13.00	369.00	

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. _____ STATE & LICENSE PLATE NUMBER _____ COLOR OF VEHICLE _____
YEAR, MAKE & MODEL
2. _____ STATE & LICENSE PLATE NUMBER _____ COLOR OF VEHICLE _____
YEAR, MAKE & MODEL
3. _____ STATE & LICENSE PLATE NUMBER _____ COLOR OF VEHICLE _____
YEAR, MAKE & MODEL

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 on or before January 31st of each year to:

FRESH START Real Estate, Inc.
6107 SW Murray Blvd., #313; Beaverton, OR 97008
(503) 319-5848 Cell-Text-MMS/SMS
Manager@FRESHSTARTofOregon.com