

# MINUTES

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

The meeting was called to order by chair Bev Hovley at 6:00pm.

**Quorum Present:** Yes

**Board Members in attendance:** Bev Hovley, Chair  
Lynsi Sitton-Knieling, Secretary  
Torey Farnsworth, Treasurer  
Aaron Dent, Director  
Kathy Leonetti, Director  
Mike Helmuth, Director  
Geri Masters, Director

**Board Members absent:** None

**Guests in attendance:** Karen Showers, Q3  
Patty Higham, V1  
Robert Rouix, E3  
Saralee Robinette, J8  
Fred Lange, H2

**Others in attendance by invitation:** Mark Vandervest, Community Manager  
Cindy Vandervest, Office 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 all guests to the meeting.

**Owners Forum:** There were no comments from any Owner at this time.

**Approval of Agenda:** A motion was made by Mike Helmuth to approve the Agenda. The motion was seconded by Torey Farnsworth and was unanimously approved as written.

**Approval of Minutes:** A modification was made to the minutes to include the board discussion of a two-key limit for the pool and fitness room. The board then ratified the vote to have a two-key limit for the pool and fitness room as previously discussed. Mike Helumth motioned to approve the ratified vote along with the minutes for the Board of Directors meeting held on 06/26/17 as modified. The motion was seconded by Geri Masters and was approved.

## **Financial Report:**

1. June financials were presented and reviewed.
2. The Association Delinquency Report was presented, and Management was reported that there are only two delinquent units (90 days or more past due), one of which has an agreed-upon repayment plan, and one which was recently turned over to collections.
3. Management also reported that three carport spots have now been leased and there is interest in one other. This will generate \$40 per month for the Association per leased spot.

## **Manager's Report:**

1. Management was happy to present a new informational website for Murrayhill Woods. The public can now go to [www.MurrayhillWoods.com](http://www.MurrayhillWoods.com) to view association documents such as past minutes, CC&Rs, Bylaws, Rules & Regs., insurance documents, and the current annual budget.
2. Mark reported that the patio handrail in Unit O-3 was sanded and repainted due to damage by the resident. The resident will be billed for the required work.
3. Management observed a resident tenant allowing their children run across and play on top of the spa cover. The foam in the spa cover was broke and fabric was torn as a result of this negligence. The Owner was contacted and will be billed for a replacement cover.
4. Light fixtures, bulbs, and light globes were replaced as needed throughout the complex.
5. Building J touchup paint and bark mulch was completed. As the new roofs are installed the new gutters and downspouts are lower than the old gutters and downspouts due to the thickness of the replaced tile roofs. Management is touching up the painted areas that are exposed by the movement of gutters and downspouts.
6. Building M roof was be completed by the meeting date.
7. Bark dust will be spread around all buildings that get new roofs installed.
8. Trees were pruned and trimmed that were hanging over the carports behind buildings E&F to prevent damage. The debris was also powerwashed off of the affected carports.
9. Clubhouse carpets were cleaned at a cost of \$60.00.
10. New drop latches were installed on two clubhouse doors.
11. The facility locks were changed and the key exchange is ongoing. Owners can exchange their old key for free, or purchase a new one for \$10.00.
12. The pool and spa chemicals are being administered and checked at least three (3) times per day as required by the Washington County Dept. of Environmental Health.

## **Violation Reports and Issued Violations:**

1. Three (3) window violations were issued for foil, cardboard, and prohibited window coverings visible from the exterior of the unit.
2. One (1) Entry violation was issued for garbage being left outside of the entry door.
3. One (1) violation was issued to an Owner letting people in the pool area without a key after being told during the key exchange that this was prohibited.

4. One (1) violation warning was issued to a resident for jumping the pool fence and letting guests in without a key.

#### **Old Business:**

1. The building envelope inspection has taken place, but Management has not yet received the completed report from Morrison-Hershfield. Exploratory openings that resulted from the inspection will be closed up within the next couple of weeks.
2. The board discussed whether fines should be issued for not breaking down boxes when placed in the recycle or garbage dumpsters. It was decided that while it is an expected common courtesy to maximize space in the dumpster for other residents, it should not be a fineable offense as long as the boxes are fully contained in the dumpster. Fines will still be issued for anyone found leaving recyclables, furniture, or garbage outside of the dumpster, on the ground, or over-filling the dumpster which raised the dumpster lid more than four inches.
3. Electric vehicle charging station information is still being received. Discussion was tabled until further information is received by Management.

#### **New Business:**

1. The board discussed the loss of one public parking spot for an ADA sidewalk ramp between buildings D & E. The ramp will be off center of the parking space to allow for motorcycle or bicycle parking. Kathy Leonetti motioned to approve the installation of the ADA ramp as discussed. Mike Helmuth seconded the motion and the motion approved unanimously.
2. The board discussed the annual meeting venue for 8/28/17. The format will be similar to last year's annual meeting. Management was asked to include an RSVP in the annual meeting mailer with a 1 or 2 people attending response. The RSVP will be used to determine how much food and refreshments are needed. Sandwiches, chips, and cookies will be served. Owners are asked to return their proxies no later than 8/18/17. A 40% response is required to conduct business, or the meeting may adjourn and reopen with a lower 25% requirement to carry on with the meeting.

#### **Schedule Next Meeting:**

The next meeting for the MHW Board of Directors is the Annual Meeting and is scheduled for 6:00pm on August, 28th, 2017 at the MHW Clubhouse.

#### **Adjournment:**

Bev Hovley motioned to adjourn the meeting at 7:15pm. Kathy moved to keep the meeting open to allow Karen Showers to inquire as to whether guests could be brought into the fitness room. Management reported that the Policies and Guidelines had no specific provisions for guests in the fitness room, and included language stating that use of fitness room was for registered Residents and Owners only, therefore no guests had been allowed. Bev Hovley requested a motion to approve a maximum of two guests in the fitness room that is similar to the guest limit in the pool area. There were no motions made to approve guests in the fitness room. The motion failed. The rule will continue that the fitness room is for Owner and registered Resident use only.

Bev Hovley motioned to adjourn the meeting at 7:23pm. The motion was seconded by Kathy Leonetti.

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