

# MINUTES

**Minutes of the Board of Directors Meeting for the Murrayhill Woods Condominium Owners Association held at 5:30pm on June 25, 2018 in the Community Room at 9450 SW 146th Terrace, Beaverton, OR 97007**

**Call to Order:** Chair Torey Farnsworth called the meeting to order at 5:30pm.

**Quorum Present:** Yes

**Board Members in attendance:** Torey Farnsworth, Chair  
Lynsi Sitton-Knieling, Secretary  
Mike Helmuth, Treasurer  
Aaron Dent, Director  
Robert Rioux, Director  
Patty Higham, Director

**Board Members absent:** Nicole Stewart, Director

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

**Adjourn to Executive Session:**

The regular meeting was adjourned to Executive Session at 5:31pm.

1. Hearing re: 2 parking violations
2. Hearing re: 1 garbage violation

**Reconvene to Regular Session:**

Homeowners may be present during this portion of the meeting. The regular meeting was called back to order by chair Torey Farnsworth at 6:00pm.

**Guests in attendance:** Geri Masters, G1  
Nara Teixeira, G3  
James Hust, S6  
Carol Davis, H4  
Robert Sulek, D4

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

**Welcome & Introductions:** Chair Torey Farnsworth opened the regular meeting by welcoming the visitors and asked community manager Mark Vandervest to run the meeting.

**Approval of Agenda:** A motion was made by Robert to approve the Agenda with the addition of discussion about permitted roll-down shades under New Business. The motion was seconded by Torey and was unanimously approved.

**Owners Forum:** James Hust inquired as to when the last two roof installations will be complete. Geri informed the Board that the sprinklers are only coming on every couple of days and the new trees and grass are suffering. Geri also suggested moving funds to Marcus Financial which offers higher interest rates.

**Approval of Minutes:** A motion was made by Mike to approve the minutes for the Board of Directors meeting held on 04/23/18 as written. The motion was seconded by Robert and was unanimously approved.

### **Financial Report:**

Management reviewed the April and May financial reports with the Board including a review of all of the first quarter of 2018.

The Association Delinquency Report was reviewed and Management noted that one the two collection accounts that are 90+ days past due has closed leaving only a \$1,656.58 balance.

### **Manager's Report:**

- Clubhouse, O, L, N, & R roofs have been completed. Working on building S leaving building Q as the only roof left to complete.
- Bark mulch was spread and gutters painted on the buildings that received new roofing.
- The pool area received new 2 new tables with chairs, 2 new chaise loungers, a new spa cover, and an awesome gazebo.
- A water main was repaired between buildings N & O.
- A timer was installed on a bath fan that was running constantly.
- Many of the parking spots were re-stripped.
- Updates to the security system have begun.
- Chimney inspections and cleanings have been completed. Many Owners have been advised of cracked panels which will require repair prior to continued use.
- The new conference table, paint and curtains have been installed in the Community room.
- Monthly Newsletter was emailed out.
- Ongoing light bulb replacement, garbage clean up and pool chemical checking.

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

- 6 (six) illegally parked vehicle violations were issued.
- 1 (one) food in the pool area violation was issued
- 1 (one) garbage violation was issued
- 1 (one) pet violation was issued.

**Old Business:**

Parking foreclosure update. The County was not willing to waive the interest or penalties on past due taxes at this time. The Association Attorney is working on letter to the Real Estate Commissioner for preliminary approval of language to define all parking spots in Murrayhill Woods Condominiums as "General Common Elements". Once this approval is obtained, there will be a vote of by the Owners of the HOA to amend the Governing Documents to clarify the parking spot definition. The goal of the HOA is to cease the ongoing taxation of 113 parking spots. In any event, the HOA has plenty of funds in reserves including savings realized with the roof replacements to pay the back taxes, if or when necessary. No special assessment to the unit Owners is expected as the result of this matter.

New cameras have been installed around the community for the security system update. The Association is waiting for the completion of electrical work to complete the project.

It has been 6 months since the fire in Unit A4 and minimal work has been completed by the contractor Synergy Restoration. Management and the Unit Owner discussed replacing Synergy Restoration with Willamette Restoration. The Association Insurance adjuster is aware of the contractor change and Management expects that work will now progress in a more efficient manner.

**New Business:**

Robert made a motion to remove the dates for shades on decks to remove the limitations in the rules and regulations. Torey seconded the motion and it was unanimously approved.

Patty motioned that the rules and regulation include the "approved shades product" information. Mike seconded the motion and it was unanimously approved.

Robert made a motion to allow installation of "Mini Split AC units". Each installation is subject to Board approval. Systems up to a 2 ton/24,000 BTU unit were approved. Aaron seconded the motion and it was unanimously approved.

**Schedule Next Meeting:**

The next scheduled meeting will be on July 23, 2018 in the MHW Community Room. Discussion will take place about the Annual meeting scheduled for August 27, 2018.

**Adjournment:**

Torey Farnsworth motioned to adjourn the meeting at 7:18pm. Mike Helmuth seconded the motion.

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