MEETING MINUTES

QUARTERLY MEETING OF THE BOARD OF DIRECTORS OF: MURRAYHILL WOODS CONDOMINIUMS

LOCATION: **Murrayhill Woods Clubhouse**
9450 SW 146th Terrace, Beaverton, Oregon 97007
DATE & TIME: **05/11/2026 at 6:00 PM**
CALLED TO ORDER: **6:00 PM**
QUORUM PRESENT: **Yes**

ATTENDEES:

Board Members:
Patty Higham, Chair
Jessie Sweeney, Secretary
Tom Gibbons, Treasurer
Christy Peschl, Director
Eric Costaggini, Director
Sarah Tenney, Director
Beth Pinchot, Director

Owners & Guests:
Alison Burns

Management:
Mark Vandervest – FSRE
Cindy Vandervest – FSRE
Absent -Sunny Arruda – FSRE

CALL TO ORDER:

Chair Patty Higham called the meeting to order and thanked all of the Board Members for attending the Quartery Meeting. She thanked FRESH START Real Estate, Inc. for all of their hard work this quarter and expressed her happiness at how nice everything looked around the community. Patty then turned the meeting over to Community Manager, Mark Vandervest, of FRESH START Real Estate, Inc. to facilitate the meeting.

APPROVAL OF AGENDA:

Manager Mark Vandervest asked for a motion to approve the agenda as written if there were no additions or changes to be made. A Board Member noticed the dates of the future meetings were each off by one day. A motion was made and seconded to approve the agenda with corrections to the dates. The motion was approved unanimously without further discussion.

NOTE: Unless noted differently, all Board decisions contained in the minutes of the meeting received a motion, a second to the motion, additional discussion, if any, and a vote of a quorum of the Membership present either in person or by proxy.

OWNER'S FORUM:

1. **Tenant Rule Review:** A Member of the Board asked about the possibility of having a Tenant's Rule Review Night as many new tenants don't seem to know the Rules and Regulations of the Association. Mark responded that neither the Association nor Management manage tenants and it is each owner's responsibility to provide their tenants with a copy of the Rules and to enforce them.
2. **Power Wash Dumpsters:** A discussion was had regarding the conditions of the dumpsters & dumpster enclosures. Mark will look into the costs for having these areas power washed.

APPROVAL OF MINUTES FROM PRECEDING MEETINGS:

- **February 23, 2026 Quarterly Meeting Minutes:** A motion was made and seconded to approve the Meeting Minutes from February 23, 2026. There was no additional discussion, and the motion passed unanimously.

FINANCIAL REPORT SUMMARIES:

Financial Summary as of **02/30/2026**:

Total Operating Funds:	**$ 40,118.40**	including pending EFTs
Total Reserve Funds:	**$ 822,289.62**	Including reserves interest
Total Cash Assets:	**$ 862,408.02**	
Total YTD Income:	**$ 134,028.73**	
Total YTD Expenses:	**$ 141,727.76**	including **$60,733.19** Reserve Expenses
Budget vs Actual Income:	**23.28%**	
Budget vs Actual Expenses:	**18.42%**	including **25.50%** of Reserve Expenses
Total Delinquencies:	**$ 1,522.75**	**0 accounts 91+days; 1 account 61-90 days; 0 accounts 31-60 days; 3 accounts 0-30 days.**

Financial Summary as of **03/31/2026**:

Total Operating Funds:	**$ 37,605.27**	including pending EFTs
Total Reserve Funds:	**$ 811,738.05**	Including reserves interest
Total Cash Assets:	**$ 849,343.22**	
Total YTD Income:	**$ 199,090.99**	
Total YTD Expenses:	**$ 219,854.72**	including **$72,902.08** Reserve Expenses
Budget vs Actual Income:	**33.92%**	
Budget vs Actual Expenses:	**37.19%**	including **41.99%** of Reserve Expenses
Total Delinquencies:	**$ 2,332.50**	**1 account 91+days; 0 accounts 61-90 days; 0 accounts 31-60 days; 5 accounts 0-30 days.**

Financial Summary as of **04/30/2026**:

Total Operating Funds:	**$ 86,291.23**	including pending EFTs
Total Reserve Funds:	**$ 662,902.04**	Including reserves interest
Total Cash Assets:	**$ 749,193.27**	
Total YTD Income:	**$ 264,856.29**	
Total YTD Expenses:	**$ 385,772.91**	including **$206,311.29** Reserve Expenses
Budget vs Actual Income:	**41.78%**	
Budget vs Actual Expenses:	**55.34%**	including **86.64%** of Reserve Expenses
Total Delinquencies:	**$ 3,071.50**	**1 accounts 91+days; 0 account 61-90 days; 0 accounts 31-60 days; 4 accounts 0-30 days.**

Supporting financial documents, statements, and reconciliations are sent separately to the Board of Directors monthly. Please review the monthly Expense Report, as that will be the best way for the Board 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 contact management if you have any questions.

MANAGER'S REPORT (as of 05/11/2026):

1. **REPAIRS, MAINTENANCE & UPDATES:** The following maintenance updates are for informational purposes only and do not require Board action at this time:
   a. Chimney chases resided on building I, J, & O
   b. Replace rotted cedar siding and trim on south elevation of building O, replace with Hardi & paint to match.
   c. Bark mulch delivered.
   d. Pool Uncovered
   e. Trees treated throughout community by Arborist
   f. Organic growth mitigation in Unit B-3.
   g. Pressure washing started.
   h. Pool deck cleaned.
   i. Gutter maintenance is ongoing.
   j. Tree pruning is ongoing.
   k. Monthly fitness room and clubhouse cleaning is ongoing.
   l. Rodent control and bait stations are ongoing.
   m. Lighting maintenance is ongoing.
   n. Garbage onsite maintenance is ongoing.
   o. Cigarette receptacle cleaning is ongoing.

2. **ADMINISTRATION:**

   a) **Violations (since last meeting – for informational purpose):**

2/14/26:	Smoking Violation	3/19/26:Common Area Violation
2/19/26:	Common Area Violation	3/19/26:Common Area Violation
3/4/26:	Common Area Violation	3/26/26:Garbage Violation
3/16/26:	Recycle Violation	3/27/26:Patio Violation
3/19/26:	Leasing Resolution Violation (1st)	4/14/26:Leasing Resolution Violation (2nd)
3/19/26:	Patio Shade Violation	4/28/26:Leasing Resolution Violation (3rd)

   b) **Owner Correspondence & Administration (for Board information only):**
      i. Seven Covered carport leases are in place

#56 to Unit H-4	#11 to Unit C-6	#68 to Unit N-6
#51 to Unit G-2	#146 to Unit T-6	#37 to Unit E-4
#8 to Unit T-5		

   c) **Owner Correspondence & Administration (Board Action requested):**
      i. Ratification of security camera upgrade proposal of $23,455.00
      ii. Ratification of door access system upgrade proposal of $31,725.98
      iii. Ratification of insurance policy renewal premiums of $76,515.61

3. **UNIT SALES DATA:**

Sold units YTD in 2026 is as follows:

Unit: N-5 Sq. Ft.: 753 Sold Price: $250,000 Sold Date: 4/9/2026 DOM: 3

Active Listings as of 5/11/2026:

Unit: H-2 Sq. Ft.: 971 List Price: $269,999 DOM: 21
Unit: D-2 Sq. Ft.: 971 List Price: $273,000 DOM: 31
Unit: P-5 Sq. Ft.: 753 List Price: $242,000 DOM: 223

Pending Listings as of 5/11/2026:

None

Information provided courtesy of FRESH START Real Estate, Inc. extracted from the RMLS

OLD BUSINESS:

1. **Vehicle Limit Resolution:** Parking has become an issue with several units having multiple vehicles. It has been suggested Units that have more than 3 vehicles for 2 bedrooms or more than 2 cars for 1 bedroom, must lease a carport or pay charges of $40 a month for an assigned carport.

   A resolution was presented for Board review.

NEW BUSINESS:

1. **Board Participation:** The Board Chairperson voiced her gratitude for the willingness of the board to work together to resolve issues quickly for the good of the Association.
2. **Ratification of security camera upgrade:** A motion was made and seconded to ratify the Board's decision to accept the proposal for $23,455.00 to replace security cameras throughout the property. The motion passed unanimously without further discussion.
3. **Ratification of door access system upgrade**: A motion was made and seconded to ratify the Board's decision to accept the proposal for $31,725.98 to upgrade the door access system to the clubhouse facilities and replace gates to the pool area. The motion passed five Yay votes and one abstaining member.
4. **Ratification of insurance policy renewal premiums**: A motion was made and seconded to ratify the Board's decision to accept the new ABI insurance premium of $76,515.61 for the 2026-2027 policy year. The motion passed unanimously without further discussion.

Next Meeting Date:	**Monday, August 24, 2026 at 6:00 pm** **To be held in the Murrayhill Woods Clubhouse** **This is the ANNUAL MEMBERSHIP MEETING** *It is the Board's intention to hold meetings quarterly on the 4th Monday of every third month. Mark your calendars! The scheduled meetings in 2026 will be held on **08/24/2026** at 6:00 pm (Annual Meeting), **11/16/2025** at 6:00 pm (Budget Meeting). We hope you can attend.*
Meeting Adjourned:	**7:29 PM**
Minutes Prepared By:	**FRESH START Real Estate, Inc. -** Community Manager

Financial Report Summaries:

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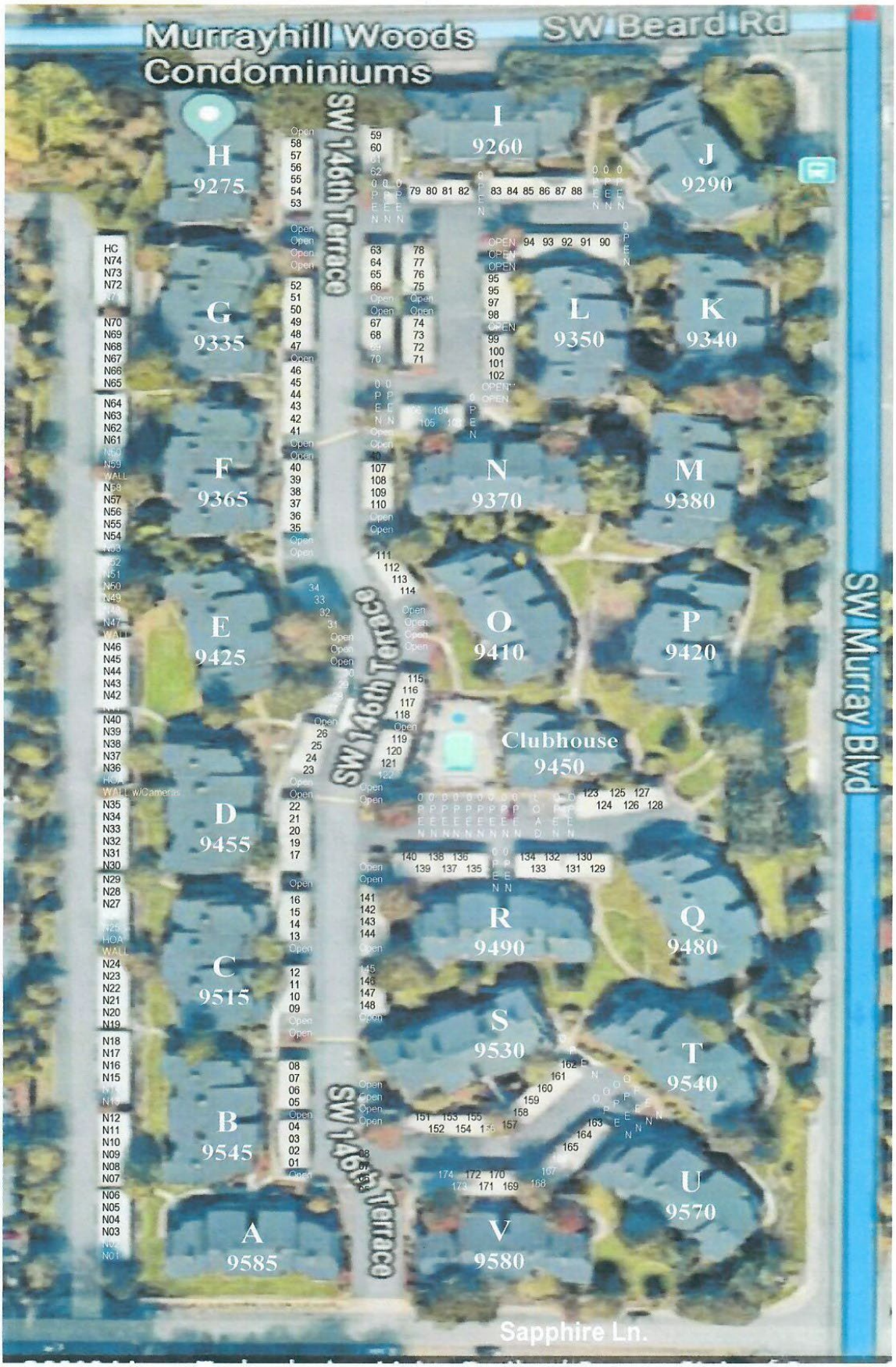
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Murrayhill Woods Condominium Association
Year Built: 1986