

MINUTES

Minutes of the Board of Directors Meeting for the Murrayhill Woods Condominium Owners Association held at 6:00pm on January 31, 2022 via Zoom at remote locations.

Call to Order: President Patty Higham called the meeting to order at 6:02 pm.

Quorum Present: Yes

Board Members in attendance: Patty Higham, President
Missy Hughes, Secretary
Jeremy Letendre, Treasurer
Aaron Dent, Director
Nicole Stewart, Director
Bryan Hall, Director
Melissa Hartvigsen, Director

Board Members absent: None

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

Guests in attendance:

Jessie Sweeny	Unit S-5
Linda Morlock	Unit I-2
Eric Costaggini	Unit P-2
Sarah Vandehey	Unit N-7
Malek Musleh	Unit I-1
Nathan Shawen	Unit J-4

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

Welcome & Introductions: President Patty opened the meeting by welcoming the board members and guests to the Zoom meeting of the HOA. Patty asked community manager Mark Vandervest to run the meeting. Sunny Arruda, new Exec Assistant for FRESH START Real Estate, Inc. was introduced and will be taking minutes going forward.

Approval of Agenda: A Motion was made to approve the Agenda as written. The motion was seconded and approved unanimously.

Owners Forum:

- Owner stated the mesh cover on the gutter at her unit is coming lifting off and leaves can get into the gutter. It will be scheduled for repair asap.

Owner also asked how she can reach a board member when she might have issues she doesn't wish to go through management for. Management is hired to take care of day-

to-day issues and all messages received by FSRE intended for the board have always been forwarded to all board members without delay or change. The old board email box was discontinued after not being used for several years. It was mentioned it could be a liability for any one board member to deal with issues based on their own opinion alone, and without board consensus.

Owner asked what he needs to do to have the water shut off so he can have new countertops installed in his kitchen. He was told he can shut the water off for just his own unit and it was explained that each unit has one (1) shutoff valve above the hot water heater (controlling the hot water in the unit) and another shutoff valve above the washing machine (controlling the cold water in the unit). The water in the unit should be checked once those two (2) valves have been turned off. If the water is still live in the unit after the valves have been shut off, then a building shutoff would need to be coordinated with the City of Beaverton and management must provide proper notice to all affected residents. If there was a problem, he could coordinate with FSRE to come out to check the issue.

Approval of Minutes: The minutes from **November 15, 2021** were reviewed. There was one suggestion to correct the minutes to reflect Missy had made the motion to adjourn the meeting. A motion was made and seconded to approve the minutes with the correction to the adjournment. The motion to approve the minutes as corrected was approved unanimously.

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

Financial Report Summary: January 1-December 31, 2021

Financials as of 12/31/2021:

§ Total operating funds: \$ 46,671.58 including pending EFTs.
§ Total reserve funds: \$842,722.92
§ Total cash assets: \$889,394.50
§ Total YTD income: \$652,357.99
§ Total YTD expenses: \$503,070.17 including \$127,085.33 of Reserve expenses.
§ Budget vs. Actual Income: 104.96% collected YTD.
§ Budget vs. Actual Expenses: 87.47% paid YTD incl. 68.82% of Reserve expenses
§ Total delinquencies: \$5,216.75 3 accounts 0-30 days, 1 account 31-60 days,
1 account 61-90 days (\$3,992.50)

Please review the 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 call or email Management if you have any questions.

Manager's Report: (Dec 31, 2021)

1. REPAIRS, MAINTENANCE & UPDATES

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

- a) New siding was installed on west and southeast elevations of building P
- b) New siding was installed on south elevation of building V – Beam was rotten above V5. Contractor to return to replace at no additional charge.

- c) Pool and spa monthly winter maintenance continues.
- d) Monthly fitness room and clubhouse cleaning continues.
- e) Evaluated and repaired mildew issue at Unit I-1
- f) Repair or replaced missing dryer vent covers throughout community as needed.
- g) Paint touch-ups throughout community as needed.
- h) Installed hose bib frost protectors throughout community for winter.
- i) Installed moss-out throughout heavily affected areas in community.
- j) Repaired north pool gate lock.
- k) Tree trimming and pruning throughout community took place.
- l) Lower gutter maintenance/cleaning at buildings T & V
- m) Replaced deteriorated siding and framing from chimney chase above Unit G-5
- n) Gas meter relocation is in process for the clubhouse storage addition.
- o) Concrete slab formed for clubhouse storage addition – Concrete workers accidentally cut through a cable causing comcast not to function properly in Clubhouse area. Comcast temporarily corrected the issue with an overhead cable. Comcast to return to properly run cable underground as part of the trenching for the project.
- p) 2021 Reserve Study was updated.
- q) Rodent control and bait stations are ongoing.
- r) Lighting maintenance is ongoing.
- s) Garbage onsite maintenance is ongoing.
- t) Cigarette receptacle cleaning is ongoing.

2. ADMINISTRATION

a. Violations (11/15/2021 thru 12/31/2021):

For informational purpose:

11/15/2021: Patio Violation – Prohibited Items on Patio

11/19/2021: Patio Violation – Prohibited Items on Patio

01/26/2022: Patio Violation – Prohibited Items on Patio

01/31/2022: Garbage Violation - – Prohibited Items on the ground outside of

dumpster

Unit Owners are reminded that under the Murrayhill Woods Enforcement Resolution, warnings are not provided by the Association. This practice has resulted in 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.

Homeowner Correspondence and Administration

For informational purpose:

None

SIX (6) covered carport leases are in place.

#12	#13
#56	#67
#68	#119

Owner correspondence for Board Review

Board action requested:

None

Old Business:

1. Storage Addition Update:

- a. The concrete pad for the Storage addition has been formed.
- b. Gas meter needs to be moved/replaced.
- c. Member asked when the storage addition project was approved and was answered a year and a half ago. She stated she was unaware FSRE was doing the construction and wanted to know if they had presented a bid. She mentioned she felt it was an issue if FSRE can see the bids of the others because they can undercut the bids, winning the projects. Another member said she didn't see a problem as FSRE is licensed, bonded, insured, and saving the association thousands of dollars while doing an excellent job. Since 2016 the Board has approved projects on a "price not to exceed" basis. This matter has been discussed many times over the years. Once a project is approved on a "price not to exceed" basis, the Board has trusted FSRE to procure and manage projects accordingly. One benefit of having FSRE do projects through their licensed, bonded, and insured subsidiary FRESH START Restoration, Inc. has been the significant savings, prompt completion of projects, and professional management of the projects by FSRE. Management explained how difficult it is to get bids in the current environment, control the soaring price increases as much as possible, and how other contractors often don't show up for the jobs. Management noted that there were other bids previously presented to the Board. They were well over the \$50,000.00 previously approved amount. The current bids are over a year old and there have been significant price increases since that time. Management stated that it is still their goal to bring in the project at or below the approved amount of \$50,000. FSRE is fine if the board would like to procure other contractors but stated that the board would need to be more proactive to help find other reputable contractors. Member said she didn't want that, but she was only questioning the process and wanted it to be added to the next agenda for discussion. No other board members have any issues with FRESH START doing any of the work.

New Business:

1. Insurance Renewal:

- a. **Policy is up on March 22, 2022.** A Board member reviewed the insurance options from ABI who specialize in condo association insurance. She felt more clarification on Umbrella Policy from ABI is needed as it may make ABI a better choice due to better coverage and lower premium, by a couple thousand dollars, than AmFam.
- b. **Meeting with insurance agents**
 - i. A Meeting will be set up with the respective agents and suggested shooting for the possible date of February 15, 2022 tentatively @ 6:00 pm with presentations at 6:15 ABI & 6:45 AmFam.

- c. **Questions for the agents** from the board should be received by Feb 8, 2022 to allow the agents time to prepare and not have to look things up during the meeting and get back to the Board.

- 2. **Rodents** – Rat baiting stations increased. A member said when her car was in for service, vehicle damage noted from rodents and wondered if a professional exterminator be helpful. Another member said she caught 4 rats in traps recently and would like a professional exterminator’s opinion. Another mentioned snakes had been seen in warmer weather but were likely too small to deal with rats. He also said he has seen mice all over.
 - a. Management will look into seeing what an Exterminator might be able to offer beyond the baiting that is already being done.

- 3. **Screen Doors** – Several units have unapproved screen doors
 - a. Management will look into having a reminder sent out with upcoming warmer weather, that only approved screen doors are allowed, and violations would be sent to units with unapproved screen doors.

Schedule Next Meeting:

The next meeting of the Board of Directors is scheduled for March 28, 2022 at 6:00 pm via Zoon.

Adjournment:

A motion was made and seconded to adjourn the meeting at 7:36 pm. The motion passed unanimously.

Submitted by:

FRESH START Real Estate, Inc. ~ Community Manager.