



# MEETING MINUTES

## REGULAR MEETING OF THE BOARD OF DIRECTORS OF: MURRAYHILL WOODS CONDOMINIUMS

LOCATION: Zoom Meeting held at remote locations  
 DATE: 05/22/2023  
 TIME: 6:02 pm  
 QUORUM PRESENT: Yes

### ATTENDEES (Board Members Bolded)

|                                   |   |
|-----------------------------------|---|
| <b>Patty Higham - Chairperson</b> | Cathie Thompson                               |
|                                   | Malek Musleh                                  |
| <b>Tom Gibbons - Treasurer</b>    | Ruth Morlock                                  |
| <b>Nicole Stewart - Director</b>  | Olga Antropova                                |
| <b>Bryan Hall - Director</b>      | Howard Ishizuka                               |
| <b>Emily Gardner - Director</b>   | Eric Costaggini                               |
| <b>Jessie Sweeney - Director</b>  | Aaron Dent                                    |
|                                   | Aleksandra Redy                               |
|                                   | Carol Davis                                   |
| Mark Vandervest - FSRE            | Sarah Vandehey                                |
| Cindy Vandervest – FSRE           | Alison Burns                                  |
| Sunny Arruda - FSRE               | Peter (non-owner – Partner of Olga Antropova) |
|                                   | Unknown – listed on Zoom only as iPhone       |

### WELCOME

The meeting was called to order by Chairperson, Patty Higham. She welcomed everyone in attendance and introduced the Board of Directors that were present at the meeting. Patty then turned the meeting over to Mark Vandervest, Community Manager – FRESH START Real Estate, Inc. Mark wanted to note for the record that meetings are generally turned over to management to run, because it is management who obtains and retains the Association information, takes minutes, puts together the financial reports, etc. The Board of Directors makes all decisions that are in the best interest of the Association. Management is under the direction of the Board of Directors.

### APPROVAL OF AGENDA

**Agenda** – A motion was made and seconded to approve the agenda with the additions of 3 items: Rental Caps, Dumpster Slats, & Rollup Shades. The motion was passed unanimously without further discussion.

### OWNER’S FORUM

**Reflectors on Carports** – An Owner expressed Appreciation for the reflectors which have been installed on the carports. She said parking was now much easier.



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**New Plants** – Owner said she loved the new plants that have been installed along the Murray Blvd Property line.

**Staircase Handrails** – An Owner’s partner (non-owner) requested the staircase handrails be changed to the round style handrail because his 3-year old child couldn’t grasp the handrail. Mark said the cost of something like this would have to be researched. Changing the handrails on one staircase would require changing all of the handrails on all of the staircases in the community to maintain continuity. The board would need to decide if this was something that made sense to do since there have not been other complaints regarding the handrails in the past.

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**Dumpsters** – Owner mentioned the dumpster closest to building O seemed to constantly have non-trash items such as construction/renovation materials filling it up rapidly. No one has seen who is dumping these items and the Owner believes it is happening during the night. Mark reminded everyone that renovation/remodeling debris is not allowed in the dumpsters and must be taken to an appropriate drop off place off site.

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**Summer Heat** – An owner said last summer she had two air conditioning units running constantly and still her upstairs apartment averages 85 degrees. She was concerned that the black paint would make matters worse this summer. Mark said he has done research on this issue prior to the buildings being painted. Sherwin Williams believed there would be no difference in the heat of the buildings because the color was dark before the new paint and the building materials had not changed. It was suggested the owner consider installing a Mini-Split, which was somewhat expensive to buy and install but would quickly be worth the investment both with keeping the unit cool in the summer but also keeping it warm in the winter, more efficiently. Many unit owners have recently installed mini-split units.

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**Security Screen Doors** – An owner inquired if there could be an option to install the metal type security screen door so they could lock it and leave the front door open during the night, allowing the air flow to cool the unit. Again the Mini-Split would be a solution for this issue. The board would have to decide if they wanted to approve these security screen doors on some units, which would change the exterior appearance of the units that had them. Owners are reminded that there is already an approved retractable screen door listed on the HOA website at [www.MurrayhillWoods.com](http://www.MurrayhillWoods.com).

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**Reflectors and Dumpster Sign** – Another owner also expressed thanks for the reflectors on the car ports and said the signs at the dumpsters saying what can and cannot be disposed of in the recycling and trash dumpsters was a very welcome addition.

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**Sidewalks** – An owner stated several sidewalks were tripping hazards and some of the surfaces were very slippery when wet. She was asked to map the areas so management would know where to go check the situation.

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**Thanks for Efficiency** – An owner stated he was very pleased with how quickly things were taken care of after they had been discussed in meetings. He said the community was being run well.

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## APPROVAL OF PREVIOUS MINUTES

**March 20, 2023 Minutes** – A motion was made and seconded to approved the minutes as written, from March 22, 2023, The motion passed unanimously without further discussion.

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**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 Board of Directors.*



**FINANCIAL REPORT**

**Financial Summary as of 3/31/2023:**

|                                       |                      |   |
|---------------------------------------|----------------------|---|
| § Total operating funds:              | <b>\$ 90,820.96</b>  | including pending EFTs  |
| § Total reserve funds:                | <b>\$ 618,052.07</b> | including reserves interest   |
| § Total cash assets:                  | <b>\$ 708,873.03</b> |   |
| § Total YTD income:                   | <b>\$ 173,700.64</b> |   |
| § Total YTD expenses:                 | <b>\$ 134,029.04</b> | including <b>\$16,054.30</b> of Reserve Expenses  |
| § Budget vs. Actual <u>Income</u> :   | <b>33.74%</b>        | collected YTD.  |
| § Budget vs. Actual <u>Expenses</u> : | <b>29.75%</b>        | including <b>13.22%</b> of Reserve Expenses paid year to date                                 |
| § Total delinquencies:                | <b>\$ 7,910.83</b>   | <b>1 account 91+ days (Unit F-1); 0 accounts 61-90 days; 1 account 31-60 days (Unit M-6).</b> |

**Financial Summary as of 4/30/2023:**

|                                       |                      |   |
|---------------------------------------|----------------------|---|
| § Total operating funds:              | <b>\$ 180,955.42</b> | including pending EFTs  |
| § Total reserve funds:                | <b>\$ 531,451.12</b> | including reserves interest   |
| § Total cash assets:                  | <b>\$ 712,406.54</b> |   |
| § Total YTD income:                   | <b>\$ 230,280.82</b> |   |
| § Total YTD expenses:                 | <b>\$ 187,075.71</b> | including <b>\$28,389.34</b> of Reserve Expenses  |
| § Budget vs. Actual <u>Income</u> :   | <b>42.53%</b>        | collected YTD.  |
| § Budget vs. Actual <u>Expenses</u> : | <b>35.37%</b>        | including <b>17.02%</b> of Reserve Expenses paid year to date                                 |
| § Total delinquencies:                | <b>\$ 8,085.83</b>   | <b>1 account 91+ days (Unit F-1); 0 accounts 61-90 days; 1 account 31-60 days (Unit M-6).</b> |

Supporting statements and reconciliations are sent to the Board of Directors separately on a monthly basis. Please do not hesitate to call or email Management if you have any questions.

**MANAGER'S REPORT**

**REPAIRS, MAINTENANCE & UPDATES**

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

- a. Site map lights repaired at Beard & Sapphire entrances.
- b. Yard lights repaired on east side of building M
- c. Pool deck and furniture pressure washed. Pool furniture set up in anticipation of pool opening
- d. Chimney chase on clubhouse re-built and new siding installed.
- e. Gutter maintenance is ongoing.
- f. Tree pruning is ongoing.
- g. Monthly fitness room and clubhouse cleaning is ongoing.
- h. Rodent control and bait stations are ongoing.
- i. Lighting maintenance is ongoing.
- j. Garbage onsite maintenance is ongoing.



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- k. Cigarette receptacle cleaning is ongoing.

ADMINISTRATION

a. Violations (3/21/2023 thru 5/22/2023):

For informational purpose:

|             |         |            |                |
|-------------|---------|------------|----------------|
| 03/10/2023  | Trash   | 04/24/2023 | P.O.D.S.       |
| 03/20/2023: | Parking | 05/08/2023 | Shades         |
| 04/12/2023: | Shade   | 05/09/2023 | Noise          |
| 04/12/2023: | Patio   | 05/11/2023 | Patio & Shades |
| 04/13/2023: | Patio   |            |                |

b. Homeowner Correspondence and Administration

For informational purpose:

- i. TWELVE covered carport leases are in place.

|                 |                  |                  |
|-----------------|------------------|------------------|
| #8 to Unit T-5  | #11 to Unit B-4  | #12 to Unit C-6  |
| #13 to Unit C-7 | #23 to Unit D-2  | #26 to Unit D-4  |
| #51 to Unit G-2 | #53 to Unit G-8  | #56 to Unit H-4  |
| #68 to Unit N-6 | #120 to Unit O-5 | #146 to Unit N-6 |

c. Owner correspondence for Board Review

Board action requested:

- 1. None

COMMITTEE REPORTS

Landscaping Committee – Landscaping improvement proposals were received from Javier of Great Garden Landscaping. A motion was made and seconded to ratify the acceptance of the proposals. The motion passed unanimously without further discussion.

OLD BUSINESS

2023 Pool & Spa Opening

NW Natural Gas is to come out this week to move the gas meter and they will fire up the water heater/boiler, making sure everything works and is ready for Saturday’s opening. Wet Kat has already agreed to having the pool ready in time. Testing has been done and all pumps are working properly.

New flower baskets have been planted and placed around the pool area and the clubhouse.



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### Monument Entry Signage

Samples of signs were shared. A proposal has been made for \$15,000.00. Suggestions included having MHW in a circle or rectangle at the top of the sign with Murrayhill Woods spelled out underneath and to use raised letters. The sign would need to be lit at night and the map sign should be replaced at the same time. The signs are needed for several reasons including making it helpful to delivery drivers and also adding to curb appeal. The Entry sign would be at a 45 degree angle to the entrance at Beard. A motion was made and seconded to have a mockup made using MHW info. The motion passed without further discussion.

### Rollup Shades Update

The Board did decide to keep the rollup shades for the patios uniform in color, size and placement and the information was posted to the Approved Products page of the website. Everyone with brown, tan, bamboo/wicker type shades have been warned they must be replaced. The Board previously approved replacing shades with the new black shades, for those who had purchased shades before the community was painted. For those who did not have shades before and want them now, the shades are available at Lowes and information can be found on the Approved Products page of MHW's website.

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## NEW BUSINESS

### Rental Cap Discussion

- Requires a change to the Bylaws which would require a majority of unit owners to vote in favor of the cap. This is difficult to obtain due to investment buyers and those owners who move but wish to keep their unit and rent it out.

The board decided to table this subject until the next meeting, which is the annual meeting.

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### Open Board Seats

- The Annual Meeting notices will be sent out at least one month before the meeting and will include the Candidate Questionnaire forms to return if interested in running for one of the open board seats. This should help making voting more efficient.
- Some board members would prefer voting to be done by paper ballots
- The Candidate questionnaire forms can be used to ask questions of people who are nominated from the floor.

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### Quarterly Meetings

- The community is running quite efficiently and could easily move from Bi-monthly meetings to Quarterly meetings.
- If a meeting is needed before the scheduled quarterly meeting, it can always be scheduled as needed.
- A motion was made and seconded to move to Quarterly meetings starting with the next meeting. The motion passed unanimously without further discussion.

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## ADJOURNMENT

NEXT MEETING DATES: **Monday, August 28, 2023 at 6:00 pm (ANNUAL MEETING)**

MEETING ADJOURNED: **7:47 PM**

**--- END OF MEETING MINUTES ---**



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MINUTES PREPARED BY:

**FRESH START Real Estate, Inc.**  
Community Manager