

MEETING MINUTES

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

LOCATION: Zoom Meeting held at remote locations
DATE & TIME: 02/26/2024 at 6:00 PM
CALLED TO ORDER: 06:04 PM
QUORUM PRESENT: Yes

ATTENDEES:

Board Members:

Patty Higham, Chair
Jessie Sweeney, Secretary
Tom Gibbons, Treasurer
Christy Peschl, Director
Absent - Emily Gardner - Director

Owners & Guests:

Ruth Morlock	Aaron Dent
Joseph Morlock	Farid Farrokhyar
Howard Ishizuka	Hunter Mann
Sarah Vandehey	Teresa Fobert

Management:

Mark Vandervest - FSRE
Cindy Vandervest - FSRE
Sunny Arruda - FSRE

CALL TO ORDER:

Chair Patty Higham called the meeting to order and thanked all of the Board Members for attending. 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. Chair Patty asked to add Patio Shades and Clubhouse carpet replacement to the agenda. A motion was made and seconded to approve the Agenda with the shades and carpet additions. 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 Board of Directors.*

OWNER'S FORUM:

- Sewage Backup (M4):** The Owner stated sewage has been backing up into the shower even after the line had been cleaned. Mark stated he would schedule Pro Drain to come out and do a mainline flush on the sewer line.
- New Monument Sign:** An owner mentioned how nice the new monument sign looked and thanked management for making it happen.

APPROVAL OF MINUTES FROM PRECEDING MEETING:

- 1. November 27, 2023 Budget Meeting Minutes:** A motion was made and seconded to approve the Regular Meeting Minutes from November 27, 2023 as written. There was no additional discussion and the motion passed unanimously.

FINANCIAL REPORT(S):

Financial Summary as of 11/30/2023:

§ Total Operating Funds:	\$ 62,285.78	including pending EFTs
§ Total Reserve Funds:	\$ 699,894.88	including reserves interest
§ Total Cash Assets:	\$ 762,180.66	
§ Total YTD income:	\$ 648,952.73	
§ Total YTD expenses:	\$ 555,973.50	including \$111,734.84 of Reserve Expenses
§ Budget vs. Actual <u>Income</u> :	95.92%	collected YTD.
§ Budget vs. Actual <u>Expenses</u> :	63.68%	including 73.30% of the total Reserve expenses
§ Total Delinquencies:	\$ 350.00	1 account 91+ days; 1 account 61-90 Days; 1 account 31-60 days; 4 accounts 0-30 days

Financial Summary as of 12/31/2023:

§ Total Operating Funds:	\$ 70,969.59	including pending EFTs
§ Total Reserve Funds:	\$ 711,252.52	including reserves interest
§ Total Cash Assets:	\$ 782,222.11	
§ Total YTD income:	\$ 712,043.50	
§ Total YTD expenses:	\$ 599,027.82	including \$122,299.65 of Reserve Expenses
§ Budget vs. Actual <u>Income</u> :	107.87%	collected YTD.
§ Budget vs. Actual <u>Expenses</u> :	102.12%	including 73.30% of the total Reserve expenses
§ Total Delinquencies:	\$ 3,645.34	2 accounts 91+ days; 0 accounts 61-90 Days; 2 accounts 31-60 days; 1 account 0-30 days

Financial Summary as of 01/31/2024:

§ Total Operating Funds:	\$ 70,365.41	including pending EFTs
§ Total Reserve Funds:	\$ 729,502.62	including reserves interest
§ Total Cash Assets:	\$ 799,868.03	
§ Total YTD income:	\$ 60,585.96	
§ Total YTD expenses:	\$ 42,940.04	including \$13,806.48 of Reserve Expenses
§ Budget vs. Actual <u>Income</u> :	16.38%	collected YTD.
§ Budget vs. Actual <u>Expenses</u> :	9.98%	including 7.42% of the total Reserve expenses
§ Total Delinquencies:	\$ 4,315.84	1 account 91+ days; 3 accounts 61-90 Days; 0 accounts 31-60 days; 1 account 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 02/26/2024):

1. **REPAIRS, MAINTENANCE & UPDATES:** The following maintenance updates are for informational purposes only and do not require Board action at this time:
 - a. Clubhouse doors, maintenance closet door and center pool door are scheduled to be installed 2/29/2024. Two doors in the clubhouse will become windows.
 - b. Monument Signs and Map signs with electricity and plantings around new signs have been completed.
 - c. Gutters were cleaned.
 - d. Monthly garbage mitigation is ongoing (cut up and disposal of large items, correction of overfilled dumpsters).
 - e. Monthly lighting maintenance is ongoing.
 - f. Monthly tree pruning is ongoing.
2. **ADMINISTRATION:**
 - a. **Violations (since last meeting – for informational purpose):**
 - i. 1 Smoking violation (3rd offense)
 - ii. 1 Trash left in Cubicle
 - b. **Owner Correspondence & Administration (for Board information only):**
 - i. None
 - c. **Owner Correspondence & Administration (Board Action requested):**
 - i. None

OLD BUSINESS:

1. **Clubhouse Doors and Tool/Maintenance closet doors** – Discussed during manager's report
2. **Ratify Compliance Decision** – A decision was made to remove the fines for non-compliance of the dog policy and refund the fees to the owner of the ESA dog. A motion was made and seconded to ratify the decision. The motion passed unanimously without further discussion

NEW BUSINESS:

1. **Clubhouse Pipe Burst Update:**
 - a. The drywall in the area of the broken pipes should be removed to check for hidden damage.
 - b. The pipes will have extra wrapping installed to help prevent future issues during freezing weather.
 - c. Clubhouse carpet will need to be replaced. The water damage soaked the carpet and the tables & chairs left rust marks on the carpet.
2. **Snow Removal:**
 - a. It will remain up to owners to clear the own areas of snow and ice, if they desire.
 - b. Salt may be used but Ice Melt products cannot be used as they cause damage to the concrete.
3. **Sun Shades:**
 - a. Shades are being draped over the patio railings and left down all the time to hide items that are not allowed to be stored on the patios, including household furniture, bags of trash and cans, pets and pet food, empty or dead planter pots, etc. Residents are reminded that the roll down patio/balcony shades should be used exclusively for sun glare, and not privacy.
 - b. The board would like to discuss the Shades policies at a future meeting and possibly consider returning to time limits for using the shades in the down position.
4. **Violation Policies & Fines:**
 - a. The board would like to review the violation fee schedule at a future meeting.
5. **Pool/Spa leak:**
 - a. WetKat mentioned there may possibly be an underground leak from the pool or spa. Advanced Leak Detetion will be scheduled to come out and evaluate.

ADJOURNMENT:

Next Meeting Date: **Monday, May 20, 2024 at 6:00 pm via Zoom**

It is the Board's intention to hold meetings quarterly on the 4th Monday of every third month. Mark your calendars! The meetings in 2024 are to be held on 5/20/2024 at 6:00pm, 8/26/2024 at 6:00 pm (Annual Meeting), and 11/25/2024 at 6:00 pm (Budget Meeting) We hope you can attend.

Meeting Adjourned: **7:06 PM**

Minutes Prepared By: **FRESH START Real Estate, Inc. - Community Manager**