



MEETING MINUTES

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

LOCATION: **Zoom Meeting held at remote locations**
 DATE: **07/11/2022**
 CALLED TO ORDER: **06:02 pm**
 QUORUM PRESENT: **Yes**

ATTENDEES (Board Members Bolded)

Patty Higham	Sally Robinette
Missy Hughes	Ruth Morelock
Nicole Stewart	Eric Costaggini
Bryan Hall	Jessie Sweeney
Aaron Dent	
Mark Vandervest - FSRE	
Cindy Vandervest – FSRE	Sunny Arruda - FSRE

OWNER’S FORUM

No comments were made by owners in attendance

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.

OPENING BUSINESS

Agenda approved unanimously

April 25, 2022 Minutes approved unanimously after discussion to modify the minutes to return names instead of unit numbers to the list of attendees and to correct Bidding Process, under New Business, had been tabled until the next meeting, then concluded in emails after the meeting.



FINANCIAL REPORT

Financials as of 5/31/2022:

§ Total operating funds:	\$ 57,437.19	including pending EFTs.
§ Total reserve funds:	\$862,387.17	
§ Total cash assets:	\$919,824.36	
§ Total YTD income:	\$167,491.24	
§ Total YTD expenses:	\$137,061.38	including \$25,082.47 of Reserve expenses.
§ Budget vs. Actual <u>Income</u> :	33.64%	collected YTD.
§ Budget vs. Actual <u>Expenses</u> :	19.67%	paid YTD incl. 7.34% of Reserve expenses
§ Total delinquencies:	\$ 5,192.50	1 account 91+ days (Unit F-1), 1 account 31-60 days (Unit L-1), and 4 account 0-30 days

MANAGER'S REPORT

REPAIRS, MAINTENANCE & UPDATES

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

- a. Storage addition framed, overhead door and man door installed, sided, roofed, & painted.
- b. Gas line extension requires permit approval.
- c. Bark mulch spread in various areas of the community.
- d. Pressure washing in various areas of the community.
- e. Crawlspace mitigation at Unit M-4.
- f. Rotted entry landing structure rebuilt and recarpeted at Unit Q-5
- g. River rock placed at east side of Bldg. V
- h. Lower roofs treated for moss throughout the community
- i. Old tree stump removed and area leveled and seeded at Building F
- j. Ivy removed at northeast corner of clubhouse, bark mulch installed
- k. Pine needles cleaned from lower roof at Bldg. T
- l. Pool water quality readings are ongoing.
- m. Pool maintenance is ongoing
- n. Gutter maintenance is ongoing.
- o. Tree pruning is ongoing.
- p. Monthly fitness room and clubhouse cleaning is ongoing.
- 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.



ADMINISTRATION

a. Violations (4/2/2022 thru 7/11/2022):

For informational purpose:

- 5/15/2022: Smoking Violation (Q-1)
- 5/24/2022: Parking Violation (R-2)
- 5/23/2022: Common Area Violation (Garbage by door) (J-5)
- 6/27/2022: Owner Broadcast to Warn about Violation Inspections beginning 7/11/2022

b. Homeowner Correspondence and Administration

For informational purpose:

1. EIGHT covered carport leases are in place.

#12 to Unit C-6	#13 to Unit C-7
#51 to Unit G-2	#53 to Unit G-8
#56 to Unit H-4	#67 to Unit N-1
#68 to Unit N-6	#120 to Unit O-5

c. Owner correspondence for Board Review

Board action requested:

1. None

OLD BUSINESS

Storage Addition Update

- Gas line permit needs to be approved
- Permits needed for the unit framing before the gas line would be approved.

Spa not open

- Gas line is not yet completed. A permit for the structure is needed first, and is in process.

Painting Project Update

- 4 complete bids received from \$437,000.00-\$734,000.00 that covered everything including 2 coats of paint and garage rooves.
- The money is available for this job but of course it will cut the reserves in about half. However this needs to be done before the cost increase and the condition of the buildings deteriorate and the paint is overdue. It was done 8 years ago.
- Suggested splitting the job in to 2 phases if needed, as a contingency
- The paint should be ordered right now to lock in current prices and the paint is harder to get with the supply issues.
- Suggested Fresh Start manage the project at a not to exceed \$345,000.00 bid.
 - A Motion was made and seconded to allow FSRE to manage the project at a not to exceed cost of \$345,000.00, more than \$50,000.00 less than the next closest bid. The vote passed with 4 Yays and 1 Nay



Electrical Yard Lighting

- A Motion was made and seconded to accept the May 2022 bid submitted by Epling. The motion passed unanimously.

CD Funds Ratification

- The decision made to move funds to Edward Jones to take advantage of the higher interest rates needed to be ratified. A motion was made and seconded to move the funds to Edward Jones. The vote passed unanimously.

NEW BUSINESS

Phone required for 911 calling at the pool

- The City of Beaverton is now requiring a phone must be available that can dial 911 without cost to the caller.
- A motion was made and seconded to purchase the 911 phone and get it installed asap. The vote passed unanimously.

ADJOURNMENT

NEXT MEETING DATES:

Monday, August 22, 2022 at 6:00 pm

This will be the Annual Meeting. The Meeting will be held in person and online in a hybrid fashion to allow those who are not comfortable attending in person to participate. Sandwiches, chips, snacks will be provided at the clubhouse.

MEETING ADJOURNED:

7:21 PM

--- END OF MEETING MINUTES ---

MINUTES PREPARED BY:

FRESH START Real Estate, Inc.
Community Manager