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

LOCATION:	**Murrayhill Woods Clubhouse** **9450 SW 146th Terrace, Beaverton, Oregon 97007**
DATE & TIME:	**02/24/2025 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

Owners & Guests:

Jennifer de Guzman
Cathie Thompson
Howard Ishizuka

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 and guests for attending the Annual Business 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. 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. A motion was made and seconded to approve the agenda as written. 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. **Murray Blvd Sound Wall:** An Owner Asked if there was a possibility of getting a sound wall to block the noise from Murray Blvd. Mark from FRESH START responded it would be the owner's responsibility to pay for the sound wall and it would likely be in the ballpark of $100,000.00. The Association decided to table the idea as it was too costly.

2. **Clubhouse Updates:** An owner thanked FRESH START for all of the hard work on the clubhouse repair and renovation after the burst pipes last winter. A Board member reminded everyone that FRESH START did the work and saved the association at least half of what it would have cost to hire outside contractors. Mark discussed the work that had been done and the few issues still remaining in process, including 3 doors, which are now one double door and 2 windows, new flooring throughout, new kitchenette, new door to patio deck, and new storage shelves. Everyone agreed the clubhouse looked very nice.

3. **Leaning Arborvitae:** An owner mentioned an Arborvitae was leaning noticeably near building V and they felt it needs to be reinforced to stand properly. Mark will have the landscaper check it next time they are on site.

APPROVAL OF MINUTES FROM PRECEDING MEETINGS:

1. **Budget Meeting, November 18, 2024 Minutes:** It was brought up that the May and November dates of upcoming meetings listed at the end of the minutes from November 18, 2024 were in conflict with Memorial Day and Thanksgiving week respectively. The new dates were set for 5/19/2025 & 11/17/2025, A motion was made and seconded to approve the Meeting Minutes from November 18, 2024 with the new future dates noted. There was no additional discussion, and the motion passed unanimously.

FINANCIAL REPORT SUMMARIES (as of 01/31/2025):

Financial Summary as of 11/30/2024:

- Total Operating Funds: **$ 28,851.44** including pending EFTs
- Total Reserve Funds: **$ 813,191.25** including reserves interest
- Total Cash Assets: **$ 842,042.69**
- Total YTD Income: **$ 694,963.90**
- Total YTD Expenses: **$ 414,469.58** including **$177,842.41** of Reserve Expenses
- Budget vs. Actual Income: **108.86%** collected YTD
- Budget vs. Actual Expenses: **107.83%** including **103.54%** of the total Reserve Expenses
- Total Delinquencies: **$ 4,055.00** **1 account 91+ days; 0 accounts 61-90 days; 1 account 31-60 days; 1 account 0-30 days.**

Financial Summary as of 12/31/2024:

- Total Operating Funds: **$ 34,734.88** including pending EFTs
- Total Reserve Funds: **$ 821,193.70** including reserves interest
- Total Cash Assets: **$ 855,928.58**
- Total YTD Income: **$ 759,782.86**
- Total YTD Expenses: **$ 686,091.39** including **$192,684.59** of Reserve Expenses
- Budget vs. Actual Income: **109.85%** collected YTD
- Budget vs. Actual Expenses: **108.46%** including **103.54%** of the total Reserve Expenses
- Total Delinquencies: **$ 595.50** **0 accounts 91+ days; 0 accounts 61-90 days; 1 account 31-60 days; 3 accounts 0-30 days.**

Financial Summary as of 01/31/2025:

- Total Operating Funds: **$ 46,249.90** including pending EFTs
- Total Reserve Funds: **$ 830,139.00** including reserves interest
- Total Cash Assets: **$ 876,388.90**
- Total YTD Income: **$ 62,377.55**
- Total YTD Expenses: **$ 41,917.23** including **$14,224.71** of Reserve Expenses
- Budget vs. Actual Income: **16.52%** collected YTD
- Budget vs. Actual Expenses: **9.93%** including **5.65%** of Reserve Expenses
- Total Delinquencies: **$ 819.00** **0 accounts 91+ days; 1 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 8/25/2024):

1. **REPAIRS, MAINTENANCE & UPDATES:** The following maintenance updates are for informational purposes only and do not require Board action at this time:

   a. Clubhouse renovation is wrapping up. There are just a few accessories still planned for the room.
   b. Storage shelves purchased for clubhouse storage room and supplies organized.
   c. Photocell replacements were made on two carport structures.
   d. Non-functioning yard lamp removed near dumpster O
   e. Foundation vents installed for the winter.
   f. Moss removal around steps near unit V-4
   g. Crawlspace mitigation under unit U-4 including the reconfiguration of dryer vents, re-fastening of loose hanging insulation, cleanup of all construction debris left on vapor barrier, installation of new vapor barrier in two sections. Check for rodent activity, found none.
   h. Gutter maintenance is ongoing.
   i. Tree pruning is ongoing.
   j. Monthly fitness room and clubhouse cleaning is ongoing.
   k. Rodent control and bait stations are ongoing.
   l. Lighting maintenance is ongoing.
   m. Garbage onsite maintenance is ongoing.
   n. Cigarette receptacle cleaning is ongoing.

2. **ADMINISTRATION:**

   a) **Violations (since last meeting – for informational purpose):**
      i. (3) Patio Violations
      ii. (2) Window Violations
      iii. (4) Parking Violations

   b) **Owner Correspondence & Administration (for Board information only):**
      For informational purpose:
      i. SEVEN covered carport leases are in place.

#28 to Unit D-4	#56 to Unit H-4	#146 to Unit T-6
#68 to Unit N-6	#12 to Unit C-6	#51 to Unit G-2
#23 to Unit D-2		

   c) **Owner Correspondence & Administration (Board Action requested):**
      i. None

3. **UNIT SALES DATA:**

Sold Units year-to-date in 2025 are as follows:

Unit: **C-7**	Sq. Ft.: **753**	Sold Price: **$230,000**	Sold Date: **1/30/25**	DOM: **19**
Unit: **R-3**	Sq. Ft.: **971**	Sold Price: **$292,000**	Sold Date: **1/27/25**	DOM: **179**
Unit: **S-4**	Sq. Ft.: **884**	Sold Price: **$279,000**	Sold Date: **1/15/25**	DOM: **72**

Active Listings as of 2/24/2025 are as follows:

Unit: **Q-1** Sq. Ft.: **884** List Price: **$279,900** DOM: **76**

Pending Listings as of 2/24/2025 are as follows:

Unit: **None**

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

OLD BUSINESS:

1. **Clubhouse Renovation Update:** The clubhouse repairs & renovations from the burst pipe damage were discussed during the Owner's Forum at the beginning of the meeting. There was no new discussion.

2. **Ratify Document Shredding:** The Board had given approval to FRESH START to shred old documents over 8 years old. A motion was made and seconded to ratify the board's decision to shred old documents over 8 years old. The motion passed without further discussion.

NEW BUSINESS:

1. **P**ool Area Repairs: The pool will be drained within the next week to allow the new concrete deck repairs to be done.

ADJOURN

Next Meeting Date: **Monday, May 19, 2025 at 6:00 pm**
To be held in the Murrayhill Woods Clubhouse

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 2025 will be held on ***05/19/2025*** *at 6:00 pm,* ***08/25/2025*** *at 6:00 pm (Annual Meeting),* ***11/17/2025*** *at 6:00 pm (Budget Meeting). We hope you can attend.*

Meeting Adjourned: **6:55 PM**