

MINUTES

Minutes of the Board of Directors Meeting for the Murrayhill Woods Condominium Owners Association held at 6:00pm on September 24, 2018 in the clubhouse at 9450 SW 146th Terrace, Beaverton, OR 97007

Call to Order: Torey Farnsworth called the meeting to order at 6:00pm. A brief discussion was had by the board about officer elections. Robert Rioux motioned to retain Torey Farnsworth as President, Lynsi-Sitton Knieling as Secretary, and Mike Helmuth as Treasurer. Patty Higham seconded the motion and the motion passed unanimously.

Quorum Present: Yes

Board Members in attendance: Torey Farnsworth, Chair
Lynsi Sitton-Knieling, Secretary
Mike Helmuth, Treasurer
Aaron Dent, Director
Nicole Stewart, Director
Patty Higham, Director
Robert Rioux, Director

Board Members absent: None

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

Guests in attendance: Carolyn Rossi, Unit G-6
Missy Hughes, Unit C-6
Joyce Jameson, Unit C-2
Saralee Robinette, Unit J-8
Katie Marquess, non-resident guest of Saralee R.

Proof of Notice: 72 hours notice for the meeting was publicly posted in all bulletin locations throughout the MHW condominium community.

Welcome & Introductions: Chair Torey Farnsworth opened the meeting by welcoming the board members and guests in attendance. Torey asked community manager Mark Vandervest to run the meeting. Mark introduced himself and moved forward to the Approval of the Agenda.

Approval of Agenda: Mark requested a motion to approve the Agenda with the addition of a discussion about security facility locks and display case replacements. A motion was made by Mike to approve the Agenda as modified. The motion was seconded by Lynsi and was unanimously approved.

Owners Forum: Carolyn Rossi asked about the Board's resolution to the Gypcrete repair in her unit. Mark informed her that the Board will be ratifying the vote to approve the repair later in the meeting.

Sally Robinette asked why the Chair does not run the meeting, or why the Secretary is not taking the minutes. Mark explained that management is asked to run the meeting and take minutes at the request of the Chair and the Board of Directors. It is one of the benefits that management offers to the Board to make their volunteer jobs easier.

Katie Marquess asked why the board was so punitive regarding fines. Katie wanted to know how the board arrived at a \$100 fine for a pool violation involving 10 people at the pool, children under the age of 5 and in diapers in the spa, and consuming food in the pool area. It was noted that Ms. Marquess is neither an Owner nor Resident in the Community, but rather the daughter-in-law of Sally Robinette. Patty Higham voiced concerns about the non-resident's presentation of the facts, called the action out of order, and the discussion was unanimously tabled.

Sally Robinette asked what the Associations liability was for the non-smoking policy, when many Owners who had purchased their Units with the intention of being able to smoke. Mark explained the historical background of how the Association was served legal notice from a Resident due to the nuisance of living above a smoking unit. After being advised by the Association's legal counsel about the matter, the Board followed the guidance of legal counsel to put the matter to vote. A high majority of Owners voted to make the complex completely smoke free. The rule passed and was modified to the Bylaws on 1/26/17 and began being enforced on 3/1/17. All Owners and Residents are equally bound to the governing rules of the Association, whether they were in place at the time of purchase, or modified by a majority vote.

Approval of Minutes: A motion was made by Lynsi to approve the minutes for the Board of Directors meeting held on 07/23/18 as written. The motion was seconded by Patty and was unanimously approved. A brief discussion was had about the draft for the annual meeting minutes from 8/27/18. The annual meeting minutes will be approved at the next annual meeting. The draft will be posted on the website.

Financial Report:

Management reported the following information to the financial report:

It was reported that all of the roof replacements are now complete. Because the cost of roof replacements were phased over the last three years, Reserves had remained steady. There should be increasing value of the reserve account moving forward

Delinquencies as of 8/30/18 fell to a record low of only \$124.00, which consisted of one unpaid fine, and two facility key purchases. Mark informed those in attendance that fines are funded back into the Association's Operating funds.

There were zero delinquent accounts relative to COA dues as of 8/30/18.

The Operating ledger and account balances were reviewed, there were no additional questions.

Some lights are remaining on all day around the complex. Management is working with Star Electric to resolve the matter.

Lighting expenses are down by 30% due to LED upgrades in the carports earlier in the year.

Management is following up with all Units where fireplace repairs were noted from the Chimney and fireplace inspections earlier in the year.

Manager's Report:

- An old mildewed spot was treated in the I building. Management is monitoring for reoccurrence.
- Lower gutters were cleaned on buildings E &K
- Gutter guards were re-installed where removed from recent roof replacements.
- Trimming and pruning was completed around the complex
- River rock was spread in several areas.
- Paint touchups were made throughout the community.
- Monthly Newsletter was prepared by Missy Hughes, reviewed by Chair Torey Farnsworth, and emailed out.
- Ongoing light bulb replacement, garbage clean up and pool chemical checking.

Violation Reports and Issued Violations:

- 1 (one) garbage violations
- 1 (one) noise violation
- 2 (two) pool violations

Old Business:

A vote was ratified by majority to deny the installation of plexi-glass to the inside railing of one of the patios for the purpose of containing a cat.

A vote was ratified by majority to pay for the Gypcrete damage in unit G-6.

New Business:

Mark discussed that one Certificate of Deposit was set to mature on 10/12/18. The board will review current rates and decide on renewing a CD at the next board meeting.

A sample proxy process was discussed to create a fair election process for Board Member elections at subsequent annual meetings. The deadline to submit candidate questionnaires would need to be 60 days prior to the annual meeting mailer. Future annual meeting mailers will be distributed to all owners with a ballot in addition to the proxy.

There was a discussion about how future Association repairs should be handled that are not budgeted for (i.e. recent Gypcrete repair). The board unanimously agreed that such repairs should be handled on a case by case basis.

Management provided estimates for the replacement of three Display cases on the Clubhouse and in the fitness room. The cost would be approx. \$190.00 each. Torey motioned to approve the purchase of the new display cases, and Patty seconded the motion. The motion passed unanimously.

Mark informed the board that the mailbox banks are at the end of their life expectancy. They might be able to last until the end of this fiscal year. Management will research the cost of replacing the mailboxes and provide more information at the next board meeting.

Mark provided some information on combination security locks for the pool gates and fitness room. More research is needed to be completed. The matter was tabled.

Schedule Next Meeting:

The next scheduled regular board meeting will be on October 22, 2018 at the MHW Clubhouse. This meeting will be for the purpose of reviewing and approving the 2019 annual budget.

Adjournment:

Torey motioned to adjourn the meeting at 7:33pm. Torey seconded the motion.

Submitted by:
FRESH START Real Estate, Inc.
Community Manager