

# MINUTES

## Minutes of the Board of Directors Meeting for the Murrayhill Woods Condominium Owners Association held at 6:00pm on July 26, 2021 via Zoom at remote locations.

**Call to Order:** Secretary Missy Hughes called the meeting to order at 6:06 pm.

**Quorum Present:** Yes

**Board Members in attendance:** Missy Hughes, Secretary  
Jeremy Letendre, Treasurer  
Aaron Dent, Director  
Nicole Stewart, Director  
Melissa Hartvigsen, Director

**Board Members absent:** Patty Higham, President

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

**Guests in attendance:** Jessie Sweeny Unit S-5  
Linda Morlock Unit I-2  
Eric Costaggini Unit P-5  
Malek Musleh Unit I-1

**Proof of Notice:** Posted on clubhouse and above mailbox banks at least 72 hours prior to the scheduled meeting.

**Welcome & Introductions:** Secretary Missy opened the meeting by welcoming the board members and guests to the Zoom meeting of the HOA. Missy asked community manager Mark Vandervest to run the meeting. Mark moved forward to the Approval of the Agenda.

**Approval of Agenda:** Mark requested a motion to approve the Agenda as written. Melissa noted that the date on the Agenda reads 6/29/2021 when it should be 7/26/2021. Missy said that she would like to add a discussion about the insurance under old business. Melissa motioned to approved the Agenda as modified. Nicole seconded the motion. There was no additional discussion and the motion to approve the agenda as modified was approved unanimously.

### Owners Forum:

- Malek Musleh asked if the installation of mini-split units were allowed. Mark said yes and directed Malek to the HOA website at [www.MurrayhillWoods.com](http://www.MurrayhillWoods.com) to get the Architectural Committee (ARC) form to complete. Recommended vendors suggestions are also on the website. Mark noted that there are dimension limits for the units being installed and that information would added to the website in the future.

- Malek asked if the violation and fine policy could be changed to allow for one warning every 6 months or so. The Board noted that because of the transient nature of tenants, it would be difficult to track the violations. Additionally, there have even been owners who have more than one violation in each year and continue to “fight the system”. Management reported that violation warnings are very time consuming, and do not work as well as fines. In other Associations Management charges an extra fee for warnings, but not when violations with fines are issued. The rules were written at the time the apartments converted to condominiums in 2006.

**Approval of Minutes:** The minutes from **May 24, 2021** were reviewed. Missy motioned to approve the minutes as written. Melissa seconded the motion. There was no additional discussion and the motion to approve the minutes as written was unanimously approved.

**Financial Report:** Management reported the following information to the financial report:

**Financials as of 6/30/2021:**

§ Total operating funds:	<b>\$154,093.31</b>	including pending EFTs.
§ Total reserve funds:	<b>\$690,072.61</b>	
§ Total cash assets:	<b>\$844,165.92</b>	
§ Total YTD income:	<b>\$322,120.81</b>	
§ Total YTD expenses:	<b>\$218,061.57</b>	including <b>\$47,469.82</b> of Reserve expenses.
§ Budget vs. Actual <u>Income</u> :	<b>60.04%</b>	collected YTD.
§ Budget vs. Actual <u>Expenses</u> :	<b>41.44%</b>	paid YTD incl. <b>25.71%</b> of Reserve expenses
§ Total delinquencies:	<b>\$ 3,330.00</b>	2 accounts 61-90 days (Unpaid fines for Unit M-3,V-5), 1 account 31-60 days (N-7), and 15 accounts with unpaid fines

Please review the **June** Expenses, 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 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:*

1. Gutter maintenance at Buildings F & G
2. Clean pool area including pressure washing, weed pulling, set our furniture, uncover and store covers, clean maintenance closets, hang signage, adjust locks, repair shower components.
3. Begin chemical reads in pool and spa.
4. Clean up leak from pool maintenance closet.
5. Deep cleaning of fitness room, clubhouse & bathrooms.
6. Power washing throughout community
7. Moss Treatment in bark beds where needed in common areas
8. Install bark mulch in islands along main drive path and around trees visible from main drive path.
9. Irrigation repairs at Buildings O, L, & in west parking lot
10. Pool maintenance to maintain water quality from 1+ year dormancy
11. Trimming of various low-hanging trees in community
12. New lighting project installations are just about complete on buildings.
13. Rodent control and bait stations are ongoing.
14. Lighting maintenance is ongoing.
15. Garbage maintenance is ongoing.
16. Cigarette receptacle cleaning is ongoing.

## 1. ADMINISTRATION

### a. Violations (6/1/2021 thru 7/23/2021):

*For informational purpose:*

1. 06/01/2021: Parking Violation – Designated vehicle in open spot.
2. 06/12/2021: Parking Violation – Designated vehicle in open spot.
3. 06/13/2021: Parking Violation – Designated vehicle in open spot.
4. 06/13/2021: Parking Violation – Designated vehicle in open spot.
5. 06/18/2021: (7) Parking Violations – Designated vehicles in open spot.
6. 07/02/2021: AC in window
7. 07/10/2021: Plants in common area
8. 07/11/2021: Parking Violation – Designated vehicle in open spot.
9. 07/20/2021: Noise Violation – Dog Barking
10. 07/22/2021: AC in window
11. 07/23/2021: Patio items – toys, trampoline, toy box, rubber matting

Unit Owners are reminded that under the Murrayhill Woods Enforcement Resolution, warnings are not provided by the Association. This practice has resulted and a clean and aesthetically pleasing community. The goal of the Association is for Residents to know the Rules & Regulations within the community and to assure that their units (and vehicles) remain in compliance. Please keep in mind that Management has not created the rules but is specifically directed by the Board to enforce the rules and regulations. Residents are asked to not be disrespectful when violations are issued. Rules and regulations are a vital necessity in community living environments.

### b. Homeowner Correspondence and Administration

*For informational purpose:*

- 1.

FOUR covered carport leases are in place.

1. #13 to Unit C-7
2. #56 to Unit H-4
2. #68 to Unit N-6
3. #119 to Unit O-5

### c. Owner correspondence for Board Review

*Board action requested:*

- a. Unit A-4 Hearing Requested
- b. F-1 Legal Notice of Violation sent.

### Old Business:

1. **Exterior Light Replacement Update:** The new lights have been installed on all buildings. Management will be working with an electrician to complete the new yard lighting on the west side of buildings B through H.
2. **Concrete Improvements Update:** Mark noted that Rose City Concrete will be starting the concrete repairs this week. They had a cancellation and are able to fit in Murrayhill Wood's projects.

3. **Siding Color Schemes Update:** There was a brief discussion about color choices for the upcoming exterior painting project. More communication will follow in the coming months. The paint project is scheduled for 2022.
4. **Insurance Renewal:** Because the total assets of the HOA is nearing the limit of \$900,000 on the crime and fidelity policy, Mark recommended increasing the limit to \$1,000,000. With the painting project coming in 2022, the reserves will be reduced about \$150,000. After having a conversation with David Snyder, the HOA's insurance agent with American Family Insurance, Mark was informed that there would be additional protection requirements including double signatures on all accounts payable, annual audits by a CPA, and the premium would likely double. David Snyder is searching for additional options. Mark noted that ABI insures several other associations and that he would check with them as well. Management noted that the increase in the HOA deductible will become effective on January 1, 2022 and that notice would be sent with the annual end-of

#### **New Business:**

1. **Chimney Cleanings and Firebox Inspections:** Chimney cleanings are scheduled for the end of September. Notices will be provided for the needed access to units.ing the cleanings to take place later in the summer.
2. **Parking Enforcement (extra vehicles):** Parking enforcement continues to be an issue with some owners who have more than two vehicles. Often the result is that the extra vehicle remains parked in open, uncovered parking for extended periods of time, sometimes a week or more. Since there are only a handful of units which have more than two vehicles, Management suggested one solution may be to require any Resident with more than two vehicles must lease one of the empty HOA carports to park the third vehicle in. The Board asked Management to draft a parking resolution for board review.
3. **Rails on Patios for units A-through H:** Because the HOA is experiencing many unit owners placing personal property in the common areas off of their patios, it was suggested that the HOA may wish to consider installing railings similar to most other units in the community. It was noted that Residents should be aware of the rules and that the HOA should not have to do extra work simply to enforce the rules against those who violate the common area rules. There was also discussion of not liking the idea of forcing people to enclose their patio areas just to enforce what Owners and Residents should know to do anyway. There was additional discussion that many people may have purchased their unit because of the open nature of the patio to the common areas. The topic of installing railings was tabled for the forceable future.
4. **Landscaping Improvements:** Because a lot of areas have become bare from loss of plants and shrubs over the years, Missy suggested that the HOA could benefit from having a Landscape committee to plan ahead for improvements throughout the community. It was suggested that the idea be brought up at the annual meeting to see if there was any interest.
5. **Using the Clubhouse as a Cooling Center for Residents:** Missy suggested that the clubhouse be made available to residents when temperatures exceed 90 degrees. A lot of the units which don't have portable air conditioners would benefit. There was concern about the added need for cleaning. The Board discussed the matter and agreed to try the use of the Clubhouse on a trial basis to see if there was any interest. Mark will provide Missy with the clubhouse key and she will open the clubhouse for day use and lock it after 10:00 p.m.

#### **Schedule Next Meeting:**

The next meeting of the Board of Directors will be a hearing relative to a common area violation. The hearing is scheduled for 5:45 p.m. on August 16, 2021. The Board may briefly discuss the Annual Meeting as well beginning at 6:00 p.m.

The following meeting of the Board of Directors is scheduled to be at 6:00 p.m. on September 27, 2021. This will be the annual meeting. Melissa asked if the meeting could be held in person. Management stated that it depended on the State mandates and if the HOA would enforce masks, etc. If held in person, Management asked if the HOA would like to provide food and refreshments. The Board agreed to provide food and refreshments as done in years past including Costco sandwiches, chips, fruit trays, water, and soda. If restrictions are still in place the meeting will be held via Zoom.

**Adjournment:**

Melissa motioned to adjourn the meeting at 8:05 p.m. Missy seconded the motion and the motion passed unanimously.

Submitted by:

FRESH START Real Estate, Inc. ~ Community Manager.