

MINUTES

Minutes of the Board of Directors Meeting for the Murrayhill Woods Condominium Owners Association held at 6:30pm on February 22, 2016 in the clubhouse at 9450 SW 146th Terrace, Beaverton, OR 97007

The meeting was called to order by chair Bev Hovley at 6:29pm.

Quorum Present: Yes

Board Members in attendance: Bev Hovley, Chair
Lynsi Sitton-Kneiling, Secretary
Mike Helmuth, Treasurer
Mark Vandervest, Director
Kathy Leonetti, Director
Geri Masters, Director
Mike Helmuth, Director

Board Members absent: Aaron Dent, Director

Guests in attendance: Karen Showers, Owner at Q3
Spencer Lindquist, Owner at N4
Mary Grellman, Owner at H3

Others in attendance by invitation: Tim Miller, Portfolio Manager, PREM Group
Todd Marella, Assistant Property Manager, PREM Group

Welcome & Introductions: Bev opened the meeting by welcoming everyone. It was noted that the Board would be taking the official minutes for the meeting. Mark Vandervest agreed to take the minutes for the meeting.

Proof of Notice: 72 hours notice for the meeting was posted on www.MyMurrayhillWoods.com, as well as public bulletin locations throughout the MHW condominium community.

Approval of Agenda: A motion was made by Bev Hovley to approve the Agenda as written. The motion was seconded by Mike Helmuth and unanimously approved.

Owners Forum:

1. Bev introduced Karen Showers as a former board member at MHW. Karen asked about the incoming special assessment for the storm sewer repairs last summer. It was explained that the BOD is waiting until all needed storm sewer repairs are completed to arrive at the property assessment. Karen asked if there were any funds in the budget for replacement of fitness equipment. PREM advised that there were no funds in the foreseeable future for fitness equipment.

2. Spencer asked about pressure washing that was taking place by the N building. PREM explained that was to take care of soil erosion that had taken place over the sidewalk area. The COA plans to address areas on an as-needed basis.

Approval of Minutes: A motion was made by Geri Masters to approve the minutes as modified for the Board of Directors meeting held on 1/25/16. The motion was seconded by Lynsi Sitton-Kneiling and unanimously approved.

Bev motioned to approved the minutes from the executive session board meeting held on 11/30/15. Lynsi seconded the motion. The motion was approved unanimously.

Manager's Report:

1. A brief discussion was made about stair stringer replacement on unit E8. Mark Vandervest provided photos and noted that he would follow up with other vendors to get opinions on the best form of repair and/or replacement. The BOD agreed that this matter would be resolved no later than the next board meeting due to safety reasons.
2. A discussion was had about paint touch ups, especially on the unit entry doors. Many doors were peeling either from the environment or tape pulling the surface of the paint off. The BOD motioned to allow owners to touch up their own doors to expedite if desired, but that the COA would follow up with Empire Painting regarding any warranties that may be in place from the 2014 painting project. Overspray was noted on unit N2 from Owner painting, and the Owner has agreed to take responsibility to repair the oversprayed areas at the owner's expense.
3. January financial reports were not made available to the Board prior to the board meeting. Tim Miller from PREM cited a backup in their accounting department. Bev noted that this was unacceptable and that PREM was under contractual obligation to provide financial reports on or before the 20th of each month. Tim said that he would report back to the accounting department of the BOD's dissatisfaction. He said that financial reports would be produced within the next day or two. Mark asked Tim Miller about the processing of the 2015 tax returns and wanted to make sure that process was completed by the March deadline for corporate tax returns. Tim explained that Schwindt prepared the annual tax returns and that typically extensions were filed due to the busy tax time of the year. Bev requested that an audit of PREM's financials be completed prior to the turnover. Tim explained that all audits were typically completed at year-end. Tim said he would verify information reported about the 2015 COA tax returns and let the BOD know what to expect.
4. Light bulb replacement was discussed. PREM reported that MSI completed the tasks as directed.

Old Business:

1. Lighting photocell replacement was briefly discussed. Given the timing of management turnover, it was agreed that FRESH START Real Estate, Inc. would follow up with electricians in the month of March and report back to the BOD on or before the next board meeting.
2. The gutter cleaning project was discussed. Action Northwest had begun the project on 2/22/16 and expected to take 3-4 days to complete the project. It was noted the project was going to be performed on buildings in alphabetical order and that as of the afternoon of 2/22/16 they were working on Building E. PREM noted that Action Northwest expected to complete 7-8 buildings per day.
3. Storm sewer repairs were discussed including bids to complete a comprehensive scoping of the sewer lines under the drive path at MHW. Since there are many variables as to how the project should proceed, Mark said he would prepare a spreadsheet for BOD review on or before the March board meeting. Mark noted that TC Excavating found 3 areas that required repair.
4. Paving bid discussion was tabled until the storm sewer repairs were decided.
5. Roofing repairs were discussed and Mark presented photos of several problem areas. Additional information was provided about early replacement of entire building roofs vs. spot repairs. Tim Miller recommended contacting Schwindt to see how early reserve withdrawals would affect long-term funding of additional projects. Mark will follow up with Schwindt accordingly.

PREM was excused from the balance of the Board Meeting following the Old Business.

New Business:

1. Mark introduced Danial Taylor of American Family Insurance. Danial is the agent who currently insures the COA. Danial produced an abundance of information relative to Earthquake insurance. The premium to add EQ coverage to the COA with a 10% deductible would cost an additional \$2,463.00 annually. Increased Crime/Fidelity to cover up to \$700,000 in funds would be an additional premium of \$164.00 per year. Kathy Leonetti motioned to add EQ coverage with a 10% deductible and increase the crime/fidelity coverage, bringing the monthly premium for all insurance coverage to \$2,252.48. The motion was seconded by Geri Masters and unanimously approved. The defined insurance coverage will be effective on 2/23/16. Notices of the insurance change will be sent to all Owners by Danial Taylor in the month of March.
2. Mark discussed the need to file a name change with the Oregon Secretary of State for the registered agent of the COA from PREM to FRESH START effective 3/1/16. Bev motioned to file the registered agent name change. Geri Masters seconded the motion. The motion passed unanimously.

Schedule Next Meeting:

The next meeting for the MHW Board of Directors is scheduled for 6:00pm on March 28th, 2016 at the MHW Clubhouse. **NOTE: Earlier time has been scheduled.**

Adjournment:

The meeting adjourned at 8:40pm.

Submitted by:

Mark Vandervest, Director
Murrayhill Woods Condominium Owners Association