

ANNUAL MEETING MINUTES

ANNUAL MEMBERSHIP MEETING OF THE BOARD OF DIRECTORS OF: MURRAYHILL WOODS CONDOMINIUMS

LOCATION: Murrayhill Woods Clubhouse
9450 SW 146th Terrace, Beaverton, Oregon 97007
DATE & TIME: 08/25/2025 at 6:00 PM
CALLED TO ORDER: 6:03 PM – No Quorum – Adjourned 6:04 PM
CALLED TO ORDER: 6:05 PM
QUORUM PRESENT: Reduced Quorum - Yes

ATTENDEES:

Board Members:

Patty Higham, Chair

Absent – Jessie Sweeney, Secretary

Absent - Tom Gibbons, Treasurer

Christy Peschl, Director

Eric Costaggini, Director

Owners & Guests:

Angela Keller

Andrew Brisky

Sha-Ron Williams

Sarah Harvey

Sarah Tenney

Cathie Thompson

Beth Pinchot

Nicole Stewart

Karen Mazzuca

Alison Burns

Zachary Ziegler

Mahara Landazuri

Aaron Dent

Caitlin Scott

Management:

Mark Vandervest – FSRE

Cindy Vandervest – FSRE

Sunny Arruda – FSRE

CALL TO ORDER:

Chair Patty Higham called the meeting to order and made a motion to Adjourn the meeting due to not having a Quorum of combined attendees and Proxies. The motion was seconded and was approved unanimously with not further discussion.

Chair Patty Higham called the meeting to order with a reduced Quorum, and thanked all of the Board Members and guests for attending the Annual Membership Meeting. She thanked FRESH START Real Estate, Inc. for all of their hard work 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.

ANNUAL BUSINESS:

- **Certification of Quorum:** 35% of Association Owners were present either in person or by proxy thereby No Quorum was established as the Bylaws specify 40% Attendance &/or Proxies are required to establish a Quorum. The meeting was adjourned and reconvened under the reduced quorum of 25%.
- **Certification of Proxies:** Proxies received representing 35% of the Ownership. Proxies are very important and need to be sent in by all owners each year in order to assure that a quorum defined in the Bylaws is present so the meeting can proceed. With less than a 40% response, Owners are asked to please send your proxy to management promptly when received each year.
- **Proof of Notice of Meeting:** Notice of the Meeting was sent to all owners, posted at the mailboxes and posted on the front page of the association's website.

APPROVAL OF AGENDA:

Manager Mark Vandervest asked for a motion to approve the agenda with the spelling correction requested by Eric Costaggini. A motion was made and seconded to approve the agenda with the corrected spelling. 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. **Clubhouse Repairs:** An Owner stated the clubhouse looked nice and asked if the repairs were now complete. Community Manager, Mark, answered yes,
2. **Sidewalk Between Buildings L & N:** An owner stated the sidewalk between building L & N has raised and is a trip hazard. Community Manager, Mark, responded that this issue is planned for repair but no quotes have been received at this time. The sidewalk will need to be raised and a French drain put in to prevent further issues in the area. The money is in the reserves for this repair and will be done as soon as a vendor can be found.
3. **Moss, Snow & Ice:** An owner expressed concern about the occurrence of moss, snow/ice on walkways. Community manager, Mark, stated moss should be reported to management and would be power washed as needed. Snow and Ice removal is not done by the association as discussed previously. Owners can clear the walkways near their units if desired.
4. **Parking:** An owner asked if parking on the property can be limited to 2 cars per unit. This item will be added to the Agenda for the regular meeting in February 2026.
5. **Dumpsters & Recycling:** Everyone is reminded to break down their cardboard boxes before putting them in the recycling bins. Please notify Management if you notice boxes that have not been broken down are filling up the recycling bins.
6. **Security Cameras:** An owner stated an item had been taken from their patio and wondered if the security cameras were working. Mark stated 60% of the cameras focus on dumpsters and driveways. The camera system needs to be remapped and software should be updated soon. Owners are allowed to install their own Ring type cameras at their front doors and patios or balconies as long as they aren't focused on other units.
7. **Thanks!:** An owner stated FRESH STATE of Oregon is the best management company. He thanks them for always being responsive and taking care of business.

APPROVAL OF MINUTES FROM PRECEDING ANNUAL MEETING:

1. **August 26, 2024 Annual Meeting Minutes:** A motion was made and seconded to approve the Annual Meeting Minutes from August 26, 2024, as written. There was no additional discussion, and the motion passed unanimously.

FINANCIAL REPORT(S):

Financial Report - 1/1/2024 through 12/31/2024

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 collected YTD
• Budget vs. Actual Income:	109.85%	including 103.54% of the total Reserve Expenses
• Budget vs. Actual Expenses:	108.46%	0 accounts 91+ days; 0 accounts 61-90 days; 1 account 31-60 days; 3 accounts 0-30 days.
• Total Delinquencies:	\$ 595.50	

Financials since last board meeting:

Financial Summary as of 05/31/2025:

• Total Operating Funds:	\$ 2,684.85	including pending EFTs
• Total Reserve Funds:	\$ 875,732.46	including reserves interest
• Total Cash Assets:	\$ 878,417.31	
• Total YTD Income:	\$ 315,535.76	
• Total YTD Expenses:	\$ 293,497.03	including \$91,886.85 of Reserve Expenses collected YTD
• Budget vs. Actual Income:	51.48%	including 50.21% of the total Reserve Expenses
• Budget vs. Actual Expenses:	50.22%	0 accounts 91+ days; 0 accounts 61-90 days; 1 account 31-60 days; 3 accounts 0-30 days.
• Total Delinquencies:	\$ 1,772.25	

Financial Summary as of 06/30/2025:

• Total Operating Funds:	\$ 26,292.95	including pending EFTs
• Total Reserve Funds:	\$ 826,523.29	including reserves interest
• Total Cash Assets:	\$ 853,316.24	
• Total YTD Income:	\$ 377,895.43	
• Total YTD Expenses:	\$ 380,957.77	including \$140,146.15 of Reserve Expenses collected YTD
• Budget vs. Actual Income:	60.57%	including 54.51% of Reserve Expenses
• Budget vs. Actual Expenses:	57.17%	0 accounts 91+ days; 0 accounts 61-90 days; 2 accounts 31-60 days; 1 account 0-30 days.
• Total Delinquencies:	\$ 1,517.50	

Financial Summary as of 07/31/2025:

• Total Operating Funds:	\$ 16,730.90	including pending EFTs
• Total Reserve Funds:	\$ 829,227.20	including reserves interest
• Total Cash Assets:	\$ 845,958.10	
• Total YTD Income:	\$ 441,092.46	
• Total YTD Expenses:	\$ 452,092.46	including \$161,778.07 of Reserve Expenses collected YTD
• Budget vs. Actual Income:	68.65%	including 57.96% of Reserve Expenses
• Budget vs. Actual Expenses:	64.51%	0 accounts 91+ days; 0 accounts 61-90 days; 2 accounts 31-60 days; 6 accounts 0-30 days.
• Total Delinquencies:	\$ 1,851.50	

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 finished including new siding in pool patio area.
- b. Storage shelves purchased for clubhouse storage room and supplies organized.
- c. Lighting installed in storage shed.
- d. Rotted fascia replaced at Unit U-4.
- e. Foundation vents repaired on building A.
- f. Broken cigarette receptacle replaced.
- g. Wi-fi repaired in fitness room. Hook up stair stepper and elliptical.
- h. Mitigate attic issues above unit J6 including reconfigure of bath fan venting, route through roof, remove moist insulation, Kilz bath vent cavity, and replace with new insulation.
- i. Pressure washed various areas throughout the community.
- j. Bark Mulch spread throughout community.
- k. Mitigate crawlspace issues under unit B-4 including dryer vent reconfiguration, fasten up all loose insulation, remove construction debris and damaged vapor barrier, install new vapor barrier, and block areas from rodent access, replace rotted structure posts with new posts.
- l. Mitigate crawlspace issues under units C-3, D-4, F-2, & S-1 including dryer vent reconfiguration, fasten up all loose insulation, remove construction debris and damaged vapor barrier, install new vapor barrier, and block areas from rodent access.
- m. All foundation vents opened for spring, summer, & fall seasons.
- n. Drywall damage repaired in Unit F-2 due to leak around chimney chase.
- o. Pool & spa drained and cleaned. Epoxy paint applied to surfaces. Refilled for spring & summer seasons.
- p. New spa heater installed. New venting installed for new spa heater.
- q. Plumbing leak repair at pool shower.
- r. Pressure wash all pool furniture.
- s. New signage purchased and installed in pool area.
- t. Remove gazebo for new concrete pool deck installation. Re-assemble gazebo when completed.
- u. Photocell replacement at building D.
- v. Units B-4 and V-8 peeling patio stripped and new coat of DeckOver installed.
- w. Replace rotted fascia boards above units C-5 & E-5. Paint to match.
- x. Gate repair at F-Dumpster.
- y. New signage installed and community entrances, duplicate old signage removed.
- z. Cinder blocks repaired and mortar installed where missing on dumpster cubicles.
- aa. Brick around pool area painted to match siding.
- bb. Paint touchups on carports, buildings, stair stringers, & dumpster cubicles throughout community.
- cc. Various steps tightened throughout community
- dd. Pool chemical reads during pool season is ongoing.
- ee. Tree pruning is ongoing.
- ff. Monthly fitness room and clubhouse cleaning is ongoing.
- gg. Rodent control and bait stations are ongoing.
- hh. Lighting maintenance is ongoing.
- ii. Garbage onsite maintenance is ongoing.
- jj. 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: M-2	Sq. Ft.: 971	Sold Price: \$274,000	Sold Date: 8/4/25	DOM: 123
Unit: S-4	Sq. Ft.: 884	Sold Price: \$279,000	Sold Date: 7/11/25	DOM: 8
Unit: B-4	Sq. Ft.: 884	Sold Price: \$279,900	Sold Date: 6/4/25	DOM: 33
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 8/25/2025 are as follows:

Unit: D-2	Sq. Ft.: 971	List Price: \$279,900	DOM: 108
Unit: F-2	Sq. Ft.: 971	List Price: \$279,500	DOM: 8
Unit: Q-1	Sq. Ft.: 884	List Price: \$279,900	DOM: 76

Pending Listings as of 8/25/2025 are as follows:

Unit: **None**

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

VOTING FOR BOARD OF DIRECTOR VACANCY POSITIONS

- There are currently 5 board positions that are expiring. Two positions have been vacant this year and the remaining 2 are currently held by Patty Higham, Jessie Sweeney and Christy Peschl
- **Nominations from the Board**
 - Patty Higham, Jessie Sweeney and Christy Peschl have all volunteered to continue serving as Board members.
- **Nominations from the floor**
 - Sarah Tenney volunteered to serve on the board. He answered the Board Candidate Questionnaire verbally.
 - Beth Pinschot volunteered to serve on the board and she also answered the same Board Candidate Questionnaire verbally.
- **Introduction of Nominees**
 - Sarah Tenney is a compliance officer with her employer. She has an interest in serving her community.
 - Beth Pinschot is a community disability advocate for a non-profit agency. Her interests include looking out for those without a voice.
- **Election of Directors: Votes by Acclamation**
 - A motion was made and seconded to accept Patty, Christy and Jessie's continued service on the board and to accept Sarah & Beth to the two open positions. The motion was approved unanimously without further discussion. The Voting was done by acclamation.

- Patty, Christy and Jessie were welcomed back to the Board, while Sarah & Beth were welcomed as a new directors to the board.

The 2025-2026 Board of Directors are as follows:

▪ Patty Higham	Term to 2027
▪ Jessie Sweeney	Term to 2027
▪ Christy Peschl	Term to 2027
▪ Tom Gibbons	Term to 2026
▪ Eric Costaggini	Term to 2026
▪ Sarah Tenney	Term to 2027
▪ Beth Pinschot	Term to 2027

- **Election of Officers**

The newly elected Board of Directors discussed officer positions. A motion was made and seconded to appoint the following officers and without further discussion, the motion passed unanimously:

- Patty Higham – Chair
- Jessie Sweeney – Secretary
- Tom Gibbons – Treasurer

OLD BUSINESS:

1. **Handrail Installations:** Due to an issue with the vendor's equipment, there has been a delay to the installation of new handrails. This is still a priority and will be completed as soon as the vendor resolves their equipment issues.
2. **Pool & Spa Improvements Update:** The Bubbler Switch in the spa is working properly finally!

NEW BUSINESS:

1. **IRS Ruling 70.604 (Annual Approval)** The purpose of revenue ruling 70-604 is to allow a homeowner's association that has excess member income in a given tax year to roll it over to the next tax year to avoid taxation of the "inadvertent" excess member income. This does not include passive income, such as interest income, which is still taxable. A motion was made and seconded to adopt IRS Ruling 70.604 for the upcoming calendar year. Without further discussion the motion passed unanimously, and the Board Chair (Patty) will sign the approval of the adoption of IRS Ruling 70.604.

ADJOURN

Next Meeting Date:

Monday, November 17, 2025 at 6:00 pm
To be held in the Murrayhill Woods Clubhouse
This will be the Murrayhill Woods Budget Meeting

It is the Board's intention to hold meetings quarterly on the 4th Monday of every third month. Mark your calendars! The remaining meeting in 2024 will be held on 11/17/2025 at 6:00 pm (Budget Meeting) We hope you can attend.

Meeting Adjourned:

7:33 PM

Minutes Prepared By:

FRESH START Real Estate, Inc. - Community Manager

Did you know? Nearly all HOA documents can be found online at www.MurrayhillWoods.com.