

# MINUTES

## Murrayhill Woods Condominium Owners Association

**Minutes of the Annual Meeting for the Murrayhill Woods Condominium Owners Association held at 6:00pm on August 26, 2019 in the clubhouse at 9450 SW 146th Terrace, Beaverton, OR 97007**

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

**Board Members absent:** Patty Higham, Director  
Robert Rioux, Director

**Others in attendance by invitation:** Mark Vandervest, Community Manager  
Cindy Vandervest, Office Manager  
FRESH START Real Estate, Inc.  
Additional Owners & Guests per attached sign-in sheet

Torey Farnsworth, called the meeting to order at 6:04pm. She welcomed everyone in attendance and requested that the meeting be conducted by community manager Mark Vandervest.

**Quorum Present:** Yes. (57.47%) of the voting rights were in attendance either physically or by proxy. This was slightly down from the 59.77% response received in 2018.

**Welcome & Introductions:** Mark Vandervest opened the meeting by welcoming everyone and encouraging everyone to help themselves to the beautiful buffet of sandwiches, vegetable trays, fresh fruit, chips, chocolate chip cookies, and refreshments provided courtesy of the Association. The current board members present were introduced.

**Proof of Notice:** 72-hours' Notice for the meeting was electronically mailed to Owners with email addresses on record and mailed via US mail to those Owners with no email. Notices were publicly posted in all bulletin locations throughout the MHW condominium community, as well as on the MurrayhillWoods.com website.

**Certification of Proxies:** Manager Mark Vandervest noted 100 proxies were submitted for the annual meeting consisting of 65 proxies for the purpose of establishing a quorum only, 32 proxies giving the Board of Directors Power of Attorney, and 3 special proxies naming certain individuals as Power of Attorney.

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

**Reading of Minutes of Preceding Meeting:** Torey Farnsworth motioned to forgo the reading of the minutes from the 2018 annual meeting and approve them as distributed. The motion was seconded by Lynsi and approved via unanimous vote. Manager Mark Vandervest highlighted a few points in the minutes and there were no follow-up questions relative to the 2018 minutes.

#### **Owner's Forum:**

- One Owner inquired about paint touchups on exteriors of buildings. Management informed the Owner that buildings are being prioritized on an as-needed basis.
- One Owner was concerned that sprinklers were not operating correctly around Building A. Management informed the Owner that the sprinklers would be evaluated by Great Gardens Landscaping.
- One Owner inquired about the feasibility of having a community sidewalk sale. The Board saw no issue with the request providing that all materials are cleaned up by the end of the day of the sale.
- One Owner asked if solar tubes were allowed in the community. The Owner was advised to submit an architectural review request and the Board would review and discuss the matter.
- One Owner asked why warnings are not given in the community when violation notices are given. Management explained that the Board used to give warnings but found that they rarely worked and exhausted a lot of time to process, especially when Tenants were involved in violations. The Enforcement Resolution that was adopted on November 17, 2017 still allows for anyone who receives a violation notice to request a hearing to defend against the violation. Without a request for hearing, fines post the Unit Owner's account 10 days after the violation notice.

#### **Manager's Report:**

Mark acknowledged some of the many accomplishments in the Association over the last year including:

##### ***Monthly Ongoing Maintenance:***

- *Onsite garbage management & cleanup*
- *Lighting maintenance*
- *Pool & spa reads & maintenance*

- **January:**
- *Mitigate Attic ventilation (Unit G6)*
- *Crawlspace vent cover repairs & maintenance*
- *Gutter screen maintenance (Buildings D, L, M, N, P, & U)*
- *Drain spa, install new winter cover*
- *Security camera maintenance*
- *Maintenance closet organization*
- *Fitness equipment repair & maintenance (hoist pull pin & sensor pad)*
- *Siding and trim paint touchups*
- *Clubhouse electrical repairs*
- **February:**
- *Clubhouse bathroom repairs*
- *Exterior outlet repair on clubhouse*
- *Photo sensor repair on building N*
- *Gutter cleaning and sponge guard installation on building T*
- *Fitness equipment repair & maintenance (cable repair)*
- *Mitigate crawlspace dryer vents and debris cleanup in Unit O-2*
- *Crawlspace & attic mitigation including dryer and bath fan vent corrections and debris cleanup in Unit P-4*
- *Dumpster cubicle & gate maintenance at building A*
- **March:**
- *Pressure wash mud and moss growth along east end of property*
- *Siding replacement & repairs at I-8 entry*
- *Squirrel removal from attic of unit N7 & soffit repair*
- *Crawlspace mitigation including dryer vent reconfiguration & cleaning of debris in crawlspace of Unit J3*
- *Grounds cleanup and pruning*
- *Photocell repair at building P yard lights*
- *Lamp post globe replacements*
- *Mold/mildew cleaning & mitigation on walls in unit E6*
- *Siding replacement on south 1 elevation of building H*
- *Photocell repair on building H*
- **April**
- *Pressure washing sidewalks near building Q*
- *Temp handrail installation between buildings M & P*
- *Dog waste cleanup along west border of property*
- *Removal of all frost protectors and opening of foundation vent covers*
- *Attic mitigation including vent connections in unit J6*
- *2019 paving project planning & calculations*
- *Lower gutter repair & cleanout on building T*
- *Siding repairs on building I*
- *Siding & trim paint touchups*
- *Straighten yard lights at buildings C, I, & N*
- *Clean debris from common areas*

- **May**
- *Clean & flush gutters and install sponge guards on upper roofs at buildings L & N*
- *Mitigate attic vents in unit A8, route vents to attic*
- *Dog waste cleanup and mole dirt cleanup along west border of property.*
- *Acid wash, prime and epoxy paint spa*
- *Repair delaminating coating and install new DeckOver on Unit T5*
- *Partial parking lot restriping*
- *Sprint pest control treatment*
- *Paint touchups around clubhouse*
- *Plant clubhouse planters*
- *Repair south mailboxes*
- *Mitigate dryer vent reconfiguration, debris cleanup, and reattach insulation in Unit D4*
- *Siding replacement on south 1 elevation of Building B*
- *Water main break repairs at building C*
  
- **June**
- *Install bark mulch along main drive path*
- *Pool gate maintenance & repair*
- *Clean gutters and install sponge guards in upper roof of building V*
- *Mitigate attic ventilation corrections for bath and utility fans of Unit U7*
- *Pressure wash A, L, Q, & R recycle and dumpster gates and cubicles*
- *Install bark mulch around buildings N, O, & P & community entries*
- *Siding & trim paint touchups around buildings O & S*
- *Install smoking receptacles around perimeter of property*
- *North mailbox repairs*
- *Install hanging packets*
- *Siding replacement at south 2 elevation of building M*
- *Repair rot at entry landing of Unit T5*
  
- **July:**
- *Clean gutters and install lower sponge guards at building A*
- *Spa maintenance including drain & fill*
- *Pressure wash around buildings S, U, & V*
- *Install bark mulch around buildings E, F, H, O, & P*
- *Paint touchups on signs, posts, & handrails*
- *Prune trees hanging over carports and rooflines from building S to building H*
- *Repair north mailbox bank*
- *Paint & trim touchups around building O*
- *Reinforce S dumpster cubicle wall*
- *Siding replacement on south 2 elevation at building C*
- *New paving on main drive path and stub streets*
  
- **August:**
- *Repair delaminating concrete & crack of patio and coat with DeckOver at Unit V4*
- *Spa maintenance including drain & fill*
- *New mailbox installations & painting of mailbox shelters*
- *Install bark mulch around buildings A, B, C, & D*
- *Pruning around buildings H & E*
- *Gutter maintenance at buildings E & V*
- *Clean parking lot and common areas*
- *Repair rot at entry landing of Unit I8*

Mark touched on the financial report and went over Actual Expenses vs. the Annual Budget and indicated that in most cases the Association was under budget on budgeted items, and that there were no anticipated special assessments looming in the near future. It was noted that the reason Dues increase each year are largely due to costs beyond the control of the Association, including but not limited to water & sewer, garbage, electric, gas, etc. The balance of funds held in operating and reserve accounts totals \$590,248.84 as of 12/31/18 and \$668,723.40 as of 7/31/19. This is after payment of all of the roof and gutter replacements. Mark briefly went over the Reserve Study “Component Summary by Year” that was updated by FRESH START. The summary outlines a maintenance plan to follow for capital projects on a 30-year plan. Many new items were added into the Reserve Study and the Association is well on track for the funding of the needed projects. A copy of the reserve study report is available on the Association website at [www.MurrayhillWoods.com](http://www.MurrayhillWoods.com).

### **Board Member Elections:**

Manager Mark Vandervest expressed a sincere thank you to the seven members of the Board and added that the Board has been very strong and a pleasure to work with over the last year. Mark added that there were 3 positions open for election to the Board of Directors. As noted from the prior year’s discussion about Board positions and renewals, Mark explained the new process where owners who are interested in volunteering for the Board were given a deadline to submit an application/questionnaire and short biography. Board members Patty Higham, Nicole Stewart, and Robert Rioux’s positions were up for renewal. While Patty was absent from the meeting due to illness, she did provide a written statement expressing a significant interest in renewing her position and provided a brief biography which was read aloud. Nicole Stewart also expressed a significant interest in renewing her position. Robert Rioux was not in attendance but had provided a written statement that he would not be renewing his position. Robert was thanked for his years of service on the Board. Missy Hughes volunteered to fill Robert’s vacancy. Each candidate present was then given time to introduce themselves and make comments. Mark asked for a raise of hands for those in favor of nominating Patty & Nicole and Missy to fill the vacant positions. There was an obvious majority of approval by show of hands. Lynsi motioned to re-elect Patty & Nichole to the Board and elect Missy Hughes to the Board of Directors for new 2-year terms. Aaron Dent seconded the motion. The motion passed by majority. Mark thanked all of the Board members for their time and effort and encouraged Owners to become actively involved with the HOA and continue attending Board meetings. Mark stated that there is always a need for new and fresh input.

### **Outstanding Business:**

There was no outstanding business to be reported.

### **New Business:**

The Board briefly discussed officer positions and unanimously elected Torey Farnsworth as ongoing President, Mike Helmuth as ongoing Treasurer, and Missy Hughes as Secretary.

**Adjournment:**

Mark again invited everyone present to hang around after the meeting and enjoy the food and refreshments provided by the Association. Mark then asked for a motion to adjourn the meeting at 6:58pm. Torey Farnsworth motioned to adjourn the meeting and Mike Helmuth seconded the motion.

Submitted by:

FRESH START Real Estate, Inc.  
Community Manager