

# MINUTES

**Minutes of the Board of Directors Meeting for the Murrayhill Woods Condominium Owners Association held at 6:00pm on March 26, 2018 in the clubhouse at 9450 SW 146th Terrace, Beaverton, OR 97007**

The meeting was called to order by chair Torey Farnsworth at 6:00pm.

**Quorum Present:** Yes

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

**Board Members absent:** None

**Guests in attendance:** Jeremy Letendre, M8  
Nara Teixeira, G3  
Sarah Harvey, H6

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

**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 approved the Agenda as written. A motion was made by Mike to approve the Agenda. The motion was seconded by Robert and was unanimously approved.

**Owners Forum:** Mark opened the meeting to Owner input and comments. Sarah Harvey requested lighting along the west parking lot as she fell down the steps from it being too dark. She also inquired as to if she is allowed to put double windows in to help keep in the heat.

**Approval of Minutes:** A motion was made by Robert to approve the minutes with one modification that neither he nor Lynsi were present at the 2/26/18 Board Meeting. The motion was seconded by Lynsi and was unanimously approved.

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

The Association Delinquency Report was presented. The Association continues to do very well with only two delinquent units (90 days or more past due), both of which have an agreed-upon repayment plan. One account dropped off of the delinquency report due to a foreclosure on the unit on 2/20/18. The Association's legal counsel will continue to collect against the individual who was foreclosed on.

**Manager's Report:**

- An inspection report brought to light a drain leak in a wall behind a kitchen sink that was in need of repair.
- 7 new trees were planted throughout the community.
- There was a hole in siding that was temporarily repaired until the siding elevation can be replaced later this year.
- Outdoor lights were waterproofed.
- Rotted structural support beams on two entry decks were replaced with pressure treated beams.
- New LED lights were installed in the remaining carports. These provide a significant amount of more light, will last longer, and will ultimately reduce utility costs for the Association.

**Violation Reports and Issued Violations:**

- 1 (one) cat wandering outdoors violation.
- 1 (one) entry violation
- 6 (six) illegally parked vehicle violations were issued.

**Old Business:**

There were several chimneys that were reported to need sweeping during the inspection made in February. Those chimneys will be cleaned and evaluated further on April 10<sup>th</sup> & 11<sup>th</sup>.

The new pool heater has been requested to be installed in April.

The Board asked Management to see if a window company will give residents a discount if several units opt to get the outside of upper unit windows cleaned. Management will research further.

It was discussed as to whether hard surface flooring should be allowed on the upper unit floors. Mike motioned that upper units not be allowed to have hard surfaces other than in kitchen, bathroom, and utility room areas. Patty seconded the motion. It was approved with a majority vote.

**New Business:**

Torey mentioned that it would be neat to have a community BBQ pit. After discussing the matter, ongoing cleanup, and the fact that one BBQ probably isn't enough for the entire community to share, the Board decided against it.

Management produced an estimate and pictures of a conference table that would seat 8-10. Mike made a motion to approve the new table and Lynsi second the motion. It was unanimously approved.

Management presented the Board with an estimate to update the security camera system to include 19 cameras throughout the complex. The Board tabled this topic until further information was obtained.

Torey made a motion the pool be opened early in May. Robert seconded the motion and it was unanimously approved. The early opening date will be contingent on the timely installation of the new pool heater.

**Schedule Next Meeting:**

The next scheduled meeting will be on April 23, 2018 at the MHW Clubhouse. Patty and Lynsi will both be absent from the April meeting.

**Adjournment:**

Torey Farnsworth motioned to adjourn the meeting at 7:48pm. Mike Helmuth seconded the motion.

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