

MINUTES

Minutes of the Board of Directors Meeting for the Murrayhill Woods Condominium Owners Association held at 6:00pm on March 22, 2021 via Zoom at remote locations.

Call to Order: President Patty Higham called the meeting to order at 6:03pm.

Quorum Present: Yes

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

Board Members absent: None.

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
Nathan Shawen Unit J-4
Ali Rejaie Unit L-4
Brian Hall Guest

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

Welcome & Introductions: President Patty opened the meeting by welcoming the board members to the Zoom meeting of the HOA. Patty 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 requested to add an update on the opening of the fitness room facilities. Mark suggested adding the update to new business along with the pool and spa maintenance update. A motion was made by Melissa to approve the Agenda as modified. The motion was seconded by Nicole. There was no additional discussion, and the motion to approve the Agenda as modified was unanimously approved.

Owners Forum: Jessie noted that she had difficulties contacting The Hatter to complete the necessary firebox panel replacement on her fireplace. She finally did make contact and the work is scheduled for March 31, 2021. She will forward a copy of the final repair invoice to management once the work is completed.

Approval of Minutes: The minutes from January 25, 2021 were reviewed. Patty motioned to approve the minutes as written. Missy seconded the motion. There was no additional discussion and the motion to approve the minutes as written were unanimously approved.

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

Financials as of 2/28/2021:

- Total operating funds: \$160,770.03 including pending EFTs.
- Total reserve funds: \$620,556.77
- Total cash assets: \$781,326.80
- Total YTD income: \$110,170.45
- Total YTD expenses: \$ 68,950.33 including \$9,022.74 of Reserve expenses.
- Budget vs. Actual Income: 26.11% collected YTD.
- Budget vs. Actual Expenses: 13.24% paid YTD incl. 4.89% of Reserve expenses
- Total delinquencies: \$ 2,897.40 2 accounts 30 days + 9 unpaid fines

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 H, T, & U
2. Crawlspace mitigation below unit G-2 including dryer vent reconfiguration & insulation repairs.
3. Crawlspace mitigation below unit C-4 including dryer vent reconfiguration & insulation repairs.
4. Rain drain repairs around Building U
5. Ponding drainage corrected at back, south parking lot entrance.
6. Photocell replacement at Building H
7. Photocell replacement at Building O carports
8. Trimming of various trees in community
9. Pruning of various bushes in community.
10. Annual pressure washing began.
11. New lighting project installations are ongoing.
12. Rodent control and bait stations are ongoing.
13. Lighting maintenance is ongoing.
14. Garbage maintenance is ongoing.
15. Cigarette receptacle cleaning is ongoing.

ADMINISTRATION

1. Violations (1/25/2021 thru 3/16/2021):

For informational purpose:

- a. 2/4/21 Parking Violation
- b. 2/5/21 Dog Violation
- c. 2/5/21 Patio Violation
- d. 2/5/21 Patio Violation
- e. 3/4/21 Smoking Violation
- f. 3/16/21 Common Area Violation
- g. 3/16/21 Common Area Violation

Unit Owners are reminded that under the Murrayhill Woods Enforcement Resolution, warnings are not provided by the Association. Residents are expected to know the Rules & Regulations within the community to assure that their units remain in compliance.

2. Homeowner Correspondence and Administration

For informational purpose:

- a. None

THREE covered carport leases are in place.

- a. #13 to Unit C-7
- b. #56 to Unit H-4
- c. #68 to Unit N-6

3. Owner correspondence for Board Review

Board action requested:

- a. None

Old Business:

1. Mark provided an update on the new exterior light replacements. The HOA is receiving a lot of compliments because the new lights are making the entry and sidewalk areas much brighter. A portion of the light shipment still has not shipped, but the back porch and patio areas will be the next phase of installations. The ground patios are all relatively accessible, but the HOA will have to coordinate with the installation of the upper balcony light replacements. Mark noted there has been a shortage of supplies including the fiber cement blocks that are being installed behind the lights.
2. Mark presented a proposal from Rose City Concrete in the amount of \$11,985 for sidewalk maintenance including removal and replacement of sections where lifts are causing trip hazards and two areas where sidewalks and steps will be added near the north side of building L and at the northwest corner of the pool area. A second proposal was presented by Pavement Maintenance Inc. in the amount of \$15,900 for the same work. Melissa has previously worked with both vendors and stated that she expected Rose City to be less expensive. Melissa motioned to approve the proposal from Rose City Concrete for the noted sidewalk repairs and added areas. Missy seconded the motion. There was no additional discussion and the motion passed unanimously.
3. Mark noted that the HOA is scheduled to be painted in 2022 under the association's reserve study plan. If the HOA wishes to do any updates or color changes, it would be helpful to decide on those color changes sooner rather than later. That way the color schemes could be used if a new entry monument sign is installed this year. Cindy provided a basic sketch of some color samples but try to obtain better renderings for a future meeting.

New Business:

1. **Pool, spa, and fitness room update:** Manager Mark Vandervest informed the Board that Aqua Care has been the vendor who has maintained the pool and spa for the last 7-8 years. Unfortunately, they were a victim of the pandemic and had to close their business because of low activity in 2020. Mark researched another vendor named Wet Kat Pool Services. Wet Kat provided a proposal for pool and spa maintenance that is similar to what Aqua Care had charged in the past. With the shortage of commercial pool vendors in the Portland area, Mark recommended proceeding with Wet Kat. There is no long-term contract required and if the HOA were to find a better vendor, then they could move forward with a change in the future. For now, it is important that the pool be treated so that if the State lifts its mandates, then the HOA would be ready to go. There was a brief discussion about the importance of being ready if the State removes the mandates. Missy motioned to approve the West Kat Proposal dated 3/10/2021. Patty seconded the motion. There was no additional discussion and the motion passed unanimously.

2. **Pressure Washing and Bark Mulch:** Pressure washing has begun in several areas around the community. Moss treatment is also being applied in many areas where moss is growing in the bark mulch beds. Once the pressure washing is complete, the HOA will move forward with the annual schedule of bark mulch replacement as defined in the Reserve Study Maintenance plan.

Additional Discussion:

1. **Association Insurance Deductible:** Melissa asked if there was an update about the discussion of increasing the Association's deductible to both save on premiums and minimize the Association's risk with smaller claims. While Section 8.7 of the Bylaws states that "The Board of Directors shall determine the amount of the deductible for property loss insurance policies, as well as other insurance policies required to be procured by the Association...", Mark recommended inviting David Snyder who is the Insurance agent for the Association to the next board meeting to discuss how that change would affect the HOA. Mark also suggested reaching out to the HOA attorney to find out if a vote is required by the Owners, or if the Board can make the final determination.
2. **Association Rental Cap:** Missy asked what the owner occupancy ratio is at Murrayhill Woods. Management informed the board that as of 3/22/2021 there are currently 111 Owner occupied units (63.79%) and 63 investor-owned units (36.21%). Missy suggested that the HOA consider a bylaws modification to add a rental cap. There was significant discussion about having a rental cap with pro and con opinions from both owners and investors. Management noted that in their experience it is very difficult for Associations to add a rental cap after the fact because a lot of owners wish to maintain the option of renting out their unit in the future. The matter was tabled and may be considered again when the owner occupancy ratio percentage increases.

Schedule Next Meeting: The next regular meeting of the Board of Directors was scheduled to be May 24, 2021 at 6:00pm via Zoom.

Adjournment:

Patty motioned to adjourn the meeting at 7:29pm. Melissa seconded the motion and the motion passed unanimously.

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