

## MEETING MINUTES

### REGULAR QUARTERLY MEETING OF THE BOARD OF DIRECTORS OF: MURRAYHILL WOODS CONDOMINIUMS

LOCATION: Zoom Meeting held at remote locations  
DATE & TIME: 05/20/2024 at 6:00 PM  
CALLED TO ORDER: 6:03 PM  
QUORUM PRESENT: Yes

#### **ATTENDEES:**

##### **Board Members:**

Patty Higham, Chair

Jessie Sweeney, Secretary

Christy Peschl, Director

Absent – Tom Gibbons, Director

##### **Owners & Guests:**

Rachel Bristlin

Ruth Morlock

Paola Grecu

Bryan Hall

Howard Ishizuka

Fabiola Munoz

Eric Costaggini

Cathie Thompson

Manigeh Farrokhyar

##### **Management:**

Mark Vandervest – FSRE

Cindy Vandervest – FSRE

Sunny Arruda – FSRE

#### **CALL TO ORDER:**

Chair Patty Higham called the meeting to order and thanked all of the Board Members and guests for attending. Patty then turned the meeting over to Community Manager, Mark Vandervest, of FRESH START Real Estate, Inc. to facilitate the meeting.

#### **APPROVAL OF AGENDA:**

Manager Mark Vandervest asked for a motion to approve the agenda. A motion was made and seconded to approve the agenda as written. 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 Board of Directors.**

#### **OWNER'S FORUM:**

1. **Beautiful Landscaping:** An owner said Javier (Great Gardens) has done a gorgeous job replacing plants and bushes.
2. **Sewage Backup:** An Owner stated Pro Drain was out and the sewage backup problems have been resolved!
3. **Bathroom Fan:** Owner with broken bathroom fan asked for recommendations for electrician or contractor to replace the fan. Mike's Electric was suggested as a good choice.
4. **Tree Trimming:** An owner asked about tree trimming and was told that subject would be discussed later in the meeting.

5. **Gutters:** An owner stated he noticed some areas where the gutters were overflowing during recent heavy rains. He mentioned P6 on the Patio side, N8 on the upper level by the carport. Manager Mark said this would be passed on to the gutter cleaning company.
6. **Thank you to FRESH START Real Estate:** An owner thanked management for providing the community with a newsletter and asked how often they would be published. The current plan is for a newsletter to come out just before each quarterly meeting. The Owner also mentioned how much he appreciated FRESH START for keeping things nice around the community.
7. **Dumping Computer Parts:** It was mentioned a lot of computer and electronics parts have been being tossed in the dumpsters. Management mentioned they have an idea who is doing this but asked owners to keep an eye out and let them know if they see someone dumping electronics or any other items that are not allowed.
8. **Lights by Recycling Dumpsters:** An owner mentioned it's very dark at the recycling dumpsters at night and asked if lights could be installed. Management will look into this.
9. **Sidewalk Between Bldgs N & O:** An owner complained the sidewalk between these buildings is crumbling. Management will have a look at it.
10. **Noise from Murray Blvd:** An owner stated the noise level from Murray Blvd is growing and is disturbing to units closest to Murray and asked if a sound wall could be installed there. They will contact Washington County Land Use department to see if they will take on this project.
11. **Bldg I Carport:** An owner asked if the screws used to repair the carport were strong enough. Mark answered they were and were guaranteed by the installer not to sway or shift.
12. **Pool Area:** An owner commented the door to the pool room looked very nice. Then he mentioned the pool seems cold. Mark answered that the pool is heated to the industry standard and he would check the thermometer and make sure it was up to the correct temp.

#### **APPROVAL OF MINUTES FROM PRECEDING MEETING:**

1. **February 26, 2024 Regular Meeting Minutes:** A request to modify the minutes to state Regular Meeting was made. A motion was made and seconded to approve the Regular Meeting Minutes from February 26, 2024, with the requested modification. There was no additional discussion and the motion passed unanimously.

## **FINANCIAL REPORT(S):**

### **Financial Summary as of 02/29/2024:**

▪ Total Operating Funds:	<b>\$ 98,879.11</b>	including pending EFTs
▪ Total Reserve Funds:	<b>\$ 737,672.11</b>	including reserves interest
▪ Total Cash Assets:	<b>\$ 837,551.22</b>	
▪ Total YTD Income:	<b>\$ 121,968.12</b>	
▪ Total YTD Expenses:	<b>\$ 66,639.01</b>	including <b>\$13,806.48</b> of Reserve Expenses
▪ Budget vs. Actual Income:	<b>25.77%</b>	
▪ Budget vs. Actual Expenses:	<b>13.55%</b>	including <b>8.29%</b> of the total Reserve Expenses
▪ Total Delinquencies:	<b>\$ 4,631.75</b>	<b>1 account 91+ days; 1 account 61-90 days; 2 accounts 31-60 days; 1 account 0-30 days.</b>

### **Financial Summary as of 03/31/2024:**

▪ Total Operating Funds:	<b>\$ 51,481.28</b>	including pending EFTs
▪ Total Reserve Funds:	<b>\$ 761,018.78</b>	including reserves interest
▪ Total Cash Assets:	<b>\$ 812,500.06</b>	
▪ Total YTD Income:	<b>\$ 184,751.27</b>	
▪ Total YTD Expenses:	<b>\$ 154,473.32</b>	including <b>\$18,014.62</b> of Reserve Expenses
▪ Budget vs. Actual Income:	<b>34.28%</b>	
▪ Budget vs. Actual Expenses:	<b>28.38%</b>	including <b>15.56%</b> of the total Reserve Expenses
▪ Total Delinquencies:	<b>\$ 3,685.00</b>	<b>1 account 91+ days; 1 account 61-90 days; 1 account 31-60 days; 1 account 0-30 days.</b>

### **Financial Summary as of 04/30/2024:**

▪ Total Operating Funds:	<b>\$ 49,940.09</b>	including pending EFTs
▪ Total Reserve Funds:	<b>\$ 780,177.09</b>	including reserves interest
▪ Total Cash Assets:	<b>\$ 830,117.18</b>	
▪ Total YTD Income:	<b>\$ 254,131.12</b>	
▪ Total YTD Expenses:	<b>\$ 206,236.05</b>	including <b>\$28,949.98</b> of Reserve Expenses
▪ Budget vs. Actual Income:	<b>43.84%</b>	
▪ Budget vs. Actual Expenses:	<b>33.78%</b>	including <b>15.56%</b> of Reserve Expenses
▪ Total Delinquencies:	<b>\$ 2,920.50</b>	<b>1 account 91+ days; 1 account 61-90 days; 1 account 31-60 days; 1 account 0-30 days.</b>

*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 5/20/2024):**

**1. REPAIRS, MAINTENANCE & UPDATES:** The following maintenance updates are for informational purposes only and do not require Board action at this time:

- a. Arborist met onsite to review tree and plant damage. Various trees were treated.
- b. Various Sidewalk repairs and drainage issues addressed and completed.
- c. Storm drains pumped out and cleaned by River City Environmental.
- d. Pool deck and patio furniture pressure washed.
- e. Drain tracks around perimeter of pool were cleaned.
- f. New Chaise lounge chairs were purchased.
- g. Foundation vent covers opened for the Spring through Fall season.
- h. Exterior hose bib frost covers removed for Spring through Fall.
- i. New pool maintenance closet door installed.
- j. New pool clubhouse/patio door installed.
- k. Drywall repairs complete from pipe burst in the clubhouse.
- l. Damaged carport in front of building I repaired.
- m. Irrigation system inspected and turned on.
- n. Gutter maintenance is ongoing.
- o. Onsite garbage mitigation is ongoing (cut up and disposal of large items, correction of overfilled dumpsters).
- p. Lighting maintenance is ongoing.
- q. Cigarette receptacle cleaning is ongoing.
- r. Tree pruning is ongoing.
- s. Monthly fitness room and clubhouse cleaning is ongoing.
- t. Rodent control and bait stations are ongoing.

**2. ADMINISTRATION:**

**a. Violations (since last meeting – for informational purpose):**

- 03/21/2024: Pet violation
- 04/03/2024: Patio violation
- 05/17/2024: Patio & Unattended Dog violations
- 05/19/2024: 6 individual unit patio violations
- 05/19/2024: Pet Cat roaming free violation

**b. Owner Correspondence & Administration (for Board information only):**

- i. Fourteen Covered carport leases are in place:
  - #8 to Unit T-5                      #28 to Unit D-4                      #56 to Unit H-4
  - #11 to Unit C-6                      #37 to Unit E-4                      #68 to Unit N-6
  - #12 to Unit C-6                      #38 to Unit E-4                      #120 to Unit O-5
  - #13 to Unit C-7                      #51 to Unit G-2                      #146 to Unit N-6
  - #23 to Unit D-2                      #53 to Unit G-8

**c. Owner Correspondence & Administration (Board Action requested):**

- i. None

## **OLD BUSINESS:**

1. **Clubhouse Pipe Burst and Remodel Update:** The drywall has been completed. The carpet was ruined and it was suggested to consider installing luxury vinyl flooring instead of replacing the carpet. It was also suggested the kitchen should be updated at the same time as the other repairs. Mark will get bids for both the flooring and the kitchen remodel.
2. **Pool & Spa Leak Update:** The vacuum switch is schedule to be replaced this week. The fill lines cracked during the freeze and will be replaced. The spa has been drained and needs to be painted.
3. **Ratification of Board Decision:** A Motion was made and seconded to ratify the Board of Directors decision to purchase 8 new chaise lounge chairs for the pool patio. The motion passed unanimously without further discussion.
4. **Sidewalk Condition and Drainage Issues:** The work has been done to repair sidewalks between bldgs N & O and F & G. Drains have been installed where needed in these areas. Sidewalks were lifted where they had sunken. Handicapped ramp by Bldg H was repaired to a gradual slant where needed.

## **NEW BUSINESS:**

1. **Ice Damage to Landscaping:** A lot of plants and trees were damaged in last winter's freeze. These are being replaced. Many of the azalea plants have fire blight. Some may be able to be saved but most are dead and will be removed.
2. **Elevated Tree Trimming/Removal Proposal:** Several trees require trimming. One very large tree by bldg. K is dead and needs to be removed. The arborist quoted \$6,000.00 and The Tree Guy quoted \$2,600.00
3. **Rhododendrons:** The Rhododendrons have grown way too tall and are blocking windows and light. A Motion was made and seconded to trim these bushes way back using Javier's discretion. The motion passed unanimously without further discussion.
4. **Dogs – ESA Certifications – Policy Review:** The current ESA policies were reviewed and no changes were made. Everyone is reminded while this is a no dog community, ESA animals are allowed by law, yet they must not cause damage or be a nuisance in any way. ESA animals must be approved prior to bringing the animal onto the property. Failure to gain proper approval could result in a fine.
5. **Shades/Patio Policy Review:** It was decided the fines will be doubled when patios continue to have unpermitted items and to continue fining until the situation is resolved. Patio lights are strung in various ways without uniformity. This may be something the board will consider in the future.
6. **Violation Fee Schedule:** There was much discussion of violation activity and it was agreed that fines need to be doubled for repeat violations in order to get the situation resolved quickly.
7. **Annual Meeting Venue (08/26/2024):** The clubhouse remodel should be complete by then. Food and beverages will be provided for attendees.

## **ADJOURNMENT:**

**Next Meeting Date:**

**Monday, August 26, 2024 at 6:00 pm in the MHW Clubhouse  
This will be the Murrayhill Woods Annual Business Meeting**

*It is the Board's intention to hold meetings quarterly on the 4<sup>th</sup> Monday of every third month. Mark your calendars! The remaining meetings in 2024 are to be held on 08/26/2024 At 6:00 pm (Annual Meeting) and 11/25/2024 at 6:00 pm (Budget Meeting) We hope you can attend.*

**Meeting Adjourned:**

**7:37 PM**

**Minutes Prepared By:**

**FRESH START Real Estate, Inc. - Community Manager**