

# MINUTES

**Minutes of the Board of Directors Meeting for the Murrayhill Woods Condominium Owners Association held at 6:00pm on January 22, 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:** None

**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 all of the board members in attendance and asked community manager Mark Vandervest to run the meeting. Mark pointed out there were no Owners present and moved forward to Approval of the Agenda.

**Owners Forum:** None

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

**Approval of Minutes:** A motion was made by Patty to approve the minutes for the Board of Directors meeting held on 11/27/17 as written. The motion was seconded by Nicole and was unanimously approved.

## **Financial Report:**

Management reviewed the financials for the months of November and December with the Board. A year-end report was provided to each board member. The Association Delinquency Report was presented, and Management reported that there are still only three delinquent units (90 days or more past due), two of which have an agreed-upon repayment plan, and one which is currently in collections.

## **Manager's Report:**

- Rotten stair “stringers” (the structural supports on either side of a flight of **stairs**, into which the concrete treads are fixed. A **staircase** will have two **stringers**, one on each side of the steps) to Units A6 & A7, and B7 & B8 were replaced with pressure-treated wood.
- 8 new No Dumping signs were replaced on the Dumpster doors where they were missing.
- Weather stripping on the door from the clubhouse to the gym was replaced.
- 2 outside yard lamps were tipping over from years of weather. They were dug out and straightened.
- Water condensation repairs to the window sill in Unit J6 were completed.
- Crawlspace water mitigation was completed under Unit E4.
- Damage from a prior water leak in ceiling of unit F1 was repaired.
- One of the south entry globe lights was converted to LED
- Drywall was replaced in pool maintenance closet from the water damage in 2014.
- A paint spill was cleaned up from the parking lot between buildings S and V.
- Fire damage mitigation has begun as the result of a fire in unit A4.
- Information is being gathered for Parking Enforcement set to begin early in 2018
- Insurance Forms have been requested from each Owner naming MHW as an additional insured interest.
- Onsite garbage and recycling area maintenance is ongoing.
- Onsite lighting maintenance is ongoing.

## **Violation Reports and Issued Violations:**

1. Two (2) patio violations were issued.

## **Old Business:**

Parking space foreclosure update: The judge denied the motion to intervene. The association attorney is inquiring on the next steps.

After viewing bids the Mike recommended the Board approve Top Hatter to perform the Chimney inspections of all units. Robert seconded the motion and it was unanimously approved.

Management presented the Board with an estimate of \$4,583.00 for Aqua Care (the Associations current pool & spa maintenance company) to install a new pool heater. It was noted that there has not been a pool heater working in the pool for approximately 6 years. The savings realized by shutting down the pool and spa for the last two winters will fund the installation of the new pool heater. Mike motioned the Board approve the pool heater installation and Patty second the motion and it was unanimously approved.

Comcast is requesting MHW renew the 3 year agreement in order to maintain the current low monthly billing. Mike motioned Management sign the 3 year agreement, Torey second the motion and it was unanimously approved.

**New Business:**

Under advisement by legal counsel, the Board ratified the unanimous vote in favor to secure evidence of current Owner's Condominium Insurance Policies naming Murrayhill Woods COA as an additional insured interest. Section 8.7 of the Bylaws states that: *"Owners shall be responsible for purchasing insurance policies insuring their Units. Proof of such insurance coverage shall be provided to the Association. Owners and tenants of all Units shall procure and maintain comprehensive liability policies having combined limits of not less than Fifty Thousand Dollars (\$50,000) for each occurrence. Such insurance shall provide coverage for, without limitation, the negligent acts of the owner(s) and tenant(s) and their guests or other occupants of the Unit(s) for damage to the general and limited common elements and other Units and the personal property of others located therein."*

The fire damage in unit A4 was discussed and management reported that a claim will be processed through the Association's Insurance carrier American Family Insurance to mitigate the needed restoration.

**Schedule Next Meeting:**

The next scheduled meeting will be on February 26, 2018 at the MHW Clubhouse.

**Adjournment:**

Torey Farnsworth motioned to adjourn the meeting at 7:49pm. Mike Helmuth seconded the motion.

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