

# MINUTES

**Minutes of the Board of Directors Meeting for the Murrayhill Woods Condominium Owners Association held at 5:45pm on July 23, 2018 in the clubhouse at 9450 SW 146th Terrace, Beaverton, OR 97007**

**Call to Order:** Chair Torey Farnsworth called the meeting to order at 5:43pm.

**Quorum Present:** Yes

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

**Board Members absent:** None

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

**Adjourn to Executive Session:** Homeowners may not be present during this portion of the meeting.

The regular meeting was adjourned to Executive Session at 5:44pm.

1. Hearing re: pool violation

**Reconvene to Regular Session:** Homeowners may be present during this portion of the meeting.

The regular meeting was called back to order by chair Torey Farnsworth at 6:05pm.

**Guests in attendance:** Missy Hughes, C6  
Judith Smith, D3  
Jesse Sweeney, S5  
Carol Davis, H4

**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 Lynsi and was unanimously approved.

**Owners Forum:** Judith Smith asked if she could get permission to have extra people in the pool area when her family visits. The Board stated that the pool rules for overcrowding are clear, and that the maximum guest limit is 2 guests per unit.

**Approval of Minutes:** A motion was made by Lynsi to approve the minutes for the Board of Directors meeting held on 06/25/18 as written. The motion was seconded by Mike and was unanimously approved.

### **Financial Report:**

Management reported the following information to the financial report:

It was reported that the last roof was being completed, and that would help the reserve balances to begin increasing again. Mark researched the online Marcus-Goldman Sachs high-yield accounts. Unfortunately those high-yield accounts are limited to private parties and not businesses or non-profit organizations. Mark noted that the OnPoint Reserve account yields slightly higher rates than the Banner Bank reserve account. It is recommended and the board agreed that the bulk of the reserve funds be moved to this highest yielding account, while still maintaining FDIC or NCUA federal insurance. Unit P3 recently sold and that resulted in \$30,885.43 being funded back to the Association for past due COA Dues, late fees, and late fee interest. Mark reported that back in March, 2016 there was nearly \$116,000 in past due collections. As of 7/23/18 there were no past due accounts older than 30 days except for one collection account with a balance of \$15,288.69. That unit is reported to be closing in August which will bring the delinquency amount to less than \$1,000. There was a water main leak to buildings N & O, which was repaired. The City of Beaverton will be adjusting the high bills for that meter and issuing a credit back to the Association. The Operating Account ledger report was presented to the Board. There were no further questions.

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

- Clubhouse, O, L, N, R & S roofs have been completed. Building Q is the only roof left to complete along with the south mailbox bank.
- Bark mulch was spread around buildings L, N, O, R, & S.
- River rock was spread in several areas.
- Crawlspace were cleaned out under Q2, Q3, & F1.
- Paint touchups were made throughout the community.
- Monthly Newsletter was emailed out.
- Ongoing light bulb replacement, garbage clean up and pool chemical checking.

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

- 2 (two) garbage violations
- 1 (one) parking violation
- 1 (one) patio violation
- 1 (one) pool violation

**Old Business:**

A4 Fire repairs changed restoration vendors to Willamette Restoration. Cabinets are up and work is now progressing promptly.

The HOA attorney Kevin Harker recently sent a letter to the Oregon Real Estate Commissioner regarding proposed amendments to clarify the parking unit foreclosures.

The form for repair requests, and specifically the installation of the mini-split AC units was presented and it was suggested that the form be uploaded to the website.

**New Business:**

Rules and Regulations were updated including clarifications for dumpsters, garbage, recycling, additional parking, landlord & rentals.

A tree in front of building D died. A proposal to remove the old tree and replace the tree for \$580 was presented by Great Garden Landscaping. The board unanimously approved the proposal for the removal of the dead tree and replacement with a new tree.

There is a big tree limb hanging towards building Q that presents potential danger to that building and walkway. Great Garden Landscaping proposed to remove the limb for \$310.00. The board unanimously approved the proposal for the removal of the limb.

Two new irrigation zones were proposed by Great Garden Landscaping along the west side of the lower parking lot behind buildings B through G for \$3,370. There is not enough water pressure to irrigate the area properly and the grass and trees are struggling. The board tabled the decision on the proposal for the new zones and wanted to research a possible change in ground cover for that area.

The annual meeting mailer was reviewed and approved to be mailed to all Owners. Food and refreshments were discussed and the board approved purchasing sandwiches, chips, cookies, potato salad, fruit, bottled water, lemonade, and vegetable trays through Costco.

**Schedule Next Meeting:**

The next scheduled meeting will be the annual meeting on August 27, 2018 at the MHW Clubhouse.

**Adjournment:**

Robert motioned to adjourn the meeting at 6:59pm. Torey seconded the motion.

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