

MINUTES

Minutes of the Board of Directors Meeting for the Murrayhill Woods Condominium Owners Association held at 6:00pm on June 24, 2019 in the clubhouse at 9450 SW 146th Terrace, Beaverton, OR 97007

Call to Order: Chair Torey Farnsworth called the meeting to order at 6:00pm.

Quorum Present: Yes

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

Board Members absent: Torey Farnsworth, Chair

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

Guests in attendance: Missy Hughes, Unit C6
Eric Costaggini, Unit P2
Judi Strong, Unit Q3

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

Owners Forum: Eric noticed that the fire extinguisher tags around the complex are about a year old and asked if they would be updated. Mark said yes... fire extinguisher inspections are completed annually.

Approval of Minutes: The minutes from the meeting on April 22, 2019 were reviewed. A motion was Mike to approve the minutes as written for the Board of Directors meeting held on 04/22/19. The motion was seconded by Patty and was unanimously approved.

Financial Report:

Management reported the following information to the financial report:

Total operating funds as of 5/31/19 was \$56,056.68

Total reserve funds as of 5/31/19 was \$586,279.79

Total cash assets as of 5/31/19 was \$642,336.47

There were no delinquent Association dues. There was one delinquency approaching 90 days past due that was the result of fines and late fees assessed. There was one delinquency approaching 60 days past due that was the result of fines and late fees assessed.

The Operating ledger and account balances were reviewed, there were no additional questions.

Manager's Report:

The following maintenance updates were presented and required no Board action at this time:

- a. Bark mulch was installed along most of the main drive path and at the entrances to the complex from Beard and Sapphire. Additional bark mulch was installed around various trees in the community.
- b. Work was performed on the pool area gates to provide easier operation.
- c. Most of the parking lot received fresh re-stripping.
- d. The crawlspace to unit D4 had dryer duct corrections made.
- e. Upper gutters were cleaned and gutter sponge guards were installed on building V
- f. The bath and utility venting in the attic of unit U7 was corrected to properly vent to a roof vent.
- g. Pressure washing was completed in the A, L, Q, & R dumpster cubicles and gates.
- h. Paint touch-ups were performed around buildings S & O.
- i. Five smoking receptacles were installed and various locations around the perimeter of the property.
- j. The north mailbox bank was repaired.
- k. A water main leak was repaired in front of building C that affected buildings A, B, & C.
- l. A sensor switch was replaced in the men's bathroom.
- m. A door mat was replaced by the manager's office.
- n. Planters and hanging baskets were made and installed around the clubhouse.
- o. A temporary handrail was installed on the stairway between buildings P & O.
- p. The siding on the south 1 and south 2 elevation of building B was replaced and painted.
- q. A rotted entry landing at Unit T-5 was replaced.
- r. Two leaking hot water heaters were noticed and reported to the Owners in buildings O and K for repair.
- s. Daily pool and spa reads and balancing was performed as needed.
- t. Lighting maintenance is ongoing.
- u. Garbage maintenance is ongoing.

Administration:

Violations:

The following violations were noted as being issued between 4/23/19 through 6/24/19:

- a. 1 Garbage Violation
- b. 5 Parking Violations
- c. 1 Pool Violation

- d. 1 Smoking Violation
- e. 1 Entry/Holiday Décor Violation
- f. 1 Noise Violation
- g. 1 Dog Violation
- h. 2 AC Unit Installation Violations
- i. 1 Patio Violation

Carport Leases:

There are 6 carport leases are in place as of 5/31/19.

Owner correspondence for Board Review:

1. An Owner requested approval for the installation of white Hunter Douglas blinds to replace the standard 2” horizontal wood blinds. There was discussion about the particular style and slight difference in exterior appearance, but would still give a similar horizontal look. Mike motioned to approve the installation of the Hunter Douglas blinds. Nicole seconded the motion and the motion passed unanimously.

Old Business:

1. A revised proposal was submitted by Coast Paving in the amount of \$93,684.00 for the removal and repaving of the main drive path (146th Ter.) including some extensions into the stub streets branching east from the main drive path (including a widening of the open parking area to the south of the south mailbox bank. A second proposal was received by Hal’s Construction in the amount of \$134,180.00. There was discussion to approve Coast Paving’s proposal in the amount of \$93,684.00. The project is still below the projected amounts shown in the Reserve Study and Maintenance Plan. The project would be scheduled to begin in late July and should take 3-4 days to complete. Robert motioned to approve, and Patty seconded the motion. The motion passed by unanimous vote.
2. Mark informed the Board that the new mailboxes have been ordered and paid for. Budget Mailboxes stated that the estimated delivery date is mid July. Robert asked why there was a delay. Mark said that it was because of the engraving of each door was a special order and took a little longer than expected.
3. Mark noted that the Association is making good progress with siding replacements in some needed south and southwest elevations. Mark recommended continuing with siding replacements as needed while the weather is dry. There are adequate funds in reserves to continue the required replacements. Patty motioned to continue siding elevation replacements as needed. Torey seconded the motion and the motion passed unanimously.

New Business:

1. Mark informed the board that the annual meeting packet has been prepared and we are just waiting for Candidate Bios to include in the distribution.
2. Mark presented a new Leasing Resolution that would tighten up the procedures for lease information and rule distribution to new Tenants. There would be a \$75.00 leasing fee payable to management moving forward to process, track, and update new leases as they occur. There would be no fee for existing leases that are already in place. There was discussion about the need for landlords to inform their Tenants about the rules and regulations of the community and that most violations are committed by Tenants, and not Owners. Robert motioned

to approve the new Leasing Resolution as written. Torey seconded the motion and the motion passed unanimously.

3. Mark recommended that a Parking Resolution be drafted and adopted to clarify the rules surrounding parking and parking enforcement. Mark will research and prepare a document for review by the Board at the next regular board meeting.
4. There was discussion about violation and fine protocol. Management had concerns that fines are imposed 10 days after the violation notice, providing no hearing has been requested. Often those dates fall just before the grace period of the payments of the monthly assessments. Because of that, late fees were being automated from the system because there were balances due on the 11th of the month. Mark noted that the management policy had been changed so that fines would be assessed on the 11th of the month following the violation. That would give owners enough time to get through one billing cycle before late fees would be assessed on unpaid violations. There was additional discussion about escalating fines for repeat offenses. Mark noted that the Enforcement Fine Schedule would need to be modified and he would draft a sample for review at the next regular meeting.
5. The Annual Meeting will be held on August 26, 2019 at 6:00pm in the clubhouse. The board discussed food and refreshments for the meeting. A selection similar to prior years from Costco was enjoyed in the past, and so the Board decided to proceed with a similar menu for this year's meeting. Robert noted that he would be giving up his position on the Board. Missy said that she was interested in running for a position on the Board. A distribution will be made requesting applications for Board positions.

Concrete curb replacement along the main drive path was discussed and tabled until after the completion of the paving project.

Aqua Care discovered a crack in the sand filter for the pool when setting up the equipment for the season. A proposal in the amount of \$1,705 from Aqua Care to replace the sand filter was discussed. Patty motioned to approve the proposal from Aqua Care. Mike seconded the motion and the motion passed by unanimous vote.

Damages to the irrigation system caused by the Comcast trenching over the winter months was discussed. It is not known at this time the cost to repair the damages, but Management will be working towards recovery of those costs from Comcast and/or their vendor.

Lynsi asked about the cleaning of the top of carports. Management advised that they would be able to use a portion of the pressure washing budgeted funds to clean some of the carport roofs in need.

Schedule Next Meeting:

The next bi-monthly meeting will be on June 24, 2019 at 6:00pm in the clubhouse.

Adjournment:

Lynsi motioned to adjourn the meeting at 7:45pm. Patty seconded the motion.

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