

# MINUTES

**Minutes of the Board of Directors Meeting for the Murrayhill Woods Condominium Owners Association held at 6:00pm on May 23, 2016 in the clubhouse at 9450 SW 146th Terrace, Beaverton, OR 97007**

The meeting was called to order by chair Bev Hovley at 6:05pm.

**Quorum Present:** Yes

**Board Members in attendance:** Bev Hovley, Chair  
Mike Helmuth, Treasurer  
Aaron Dent, Director  
Mark Vandervest, Director  
Kathy Leonetti, Director  
Rick Sheldon, Director

**Board Members absent:** Lynsi Sitton-Kneiling, Secretary

**Guests in attendance:** Geri Masters, Owner at G1  
Jack & Komina Kelly, Owner at J3  
Patty Higham, Owner at V1

**Welcome & Introductions:** Bev opened the meeting by welcoming everyone.

**Proof of Notice:** 72 hours notice for the meeting was publicly posted in all bulletin locations throughout the MHW condominium community.

**Approval of Agenda:** A motion was made by Bev Hovley to approve the Agenda as written. The motion was seconded by Kathy Leonetti and unanimously approved.

**Approval of New Board Member:** The Board of Directors reviewed a Board Candidate questionnaire submitted by Richard Sheldon, owner of unit A4, and a long-time resident and former Board Member of Murrayhill Woods. A motion was made by Bev Hovley to approve the Richard Sheldon as a Board Member and Director for Murrayhill Woods COA. The motion was seconded by Kathy Leonetti and unanimously approved. Welcome Richard!

## **Owners Forum:**

1. Geri Masters asked for special consideration for parking for the Owners of unit F4. They are only in town sporadically and their assigned spot is along the backside. He suffers from Parkinson's and finds the stairs a hindrance. The board considered the Owners hardship and approved a limited parking exception with receipt of a hardship letter. The board agrees to place a "Reserved" parking sign out when notified prior to arrival.
2. Gerry Masters inquired as to when new Owners receive the HOA rules. Mark advised that HOA rules are delivered at every closing of a purchase or sale.

3. Jack Kelly, owner of unit J3 requested a copy of the reserve study to review. Mark will forward via email as requested.
4. Bev Hovley mentioned that unit F6 has had several police activities this last week (as many as 3) and would like management to make sure the Owners of the unit are aware. Mark will inform the Owners. Residents are highly encouraged by the Beaverton Police to call the City of Beaverton Police non-emergency number at 503-629-0111 in the event of any suspicious activity or nuisance behavior.
5. Mark mentioned to the board that there he was approached by an Owner in MHW who would like the BOD to consider allowing them to rent a room out to a tenant. Kathy made a motion to follow the bylaws to uphold the rule that "No Unit owner may lease less than the entire unit" (Bylaws Section 7.1). Aaron seconded the motion. The motion was approved by majority vote.

**Approval of Minutes:** A motion was made by Kathy Leonetti to approve the minutes for the Board of Directors meeting held on 4/25/16 as written. The motion was seconded by Bev Hovley and unanimously approved.

#### **Financial Report:**

1. Foreclosure follow up: Mark will follow up with Vial Fotheringham and report back to the BOD.
2. The Board discussed an Owner ledger which has been accruing late fees and interest dating back to September 2015. Mark has spoke with the Owner who was never advised by the former property manager that he was being charged late fees. The collection policy is such that no statements of delinquency are sent out until an account becomes 90 days past due. Kathy motioned to reverse all late charges and interest dating back to September 2015 if the Owner would agree to pay for the two \$35 NSF fees in 2015 and a \$30 processing fee, totaling \$100.00. Mike seconded the motion. The motion passed unanimously. Mark will follow up with the Owner.

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

1. The Manager's report included in the Board Packet was reviewed including that contractor Mitch Couch had entered Buildings I, J, N, & O units on the bottom floor and discovered several running toilet flaps that had deteriorated to the point of flushing 3 gallons of water down a minute causing the water bills to triple in some buildings. Mitch Couch would be a great asset to homeowners looking for repairs. Mitch's phone number is 503-516-9817. Residents are responsible to replace toilet parts to prohibit running toilets. Doing so lowers the water and sewer bills paid by the Association. Ultimately, higher water bills will mean higher COA dues in the future. Residents are expected to do their share to keep Association costs down.
2. Management had emailed former resident and COA handyman Rudy to discuss his possibly returning to Murrayhill Woods as a handyman but did not hear back from him.

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

1. Reported AC unit hanging out of a window by the L Building. Mark will confirm.
2. Reported large dog barking within the complex. It was not known which unit the dog was in, but it was thought to be around the J, K, L, M, or N building.
3. Violation notices issued for improper storage of personal property on two patios
4. Violation notice issued for unauthorized and unleashed dog kept on the premises without proof of companion certificate.
5. Violation notice issued for AC unit hanging out of a window on the U building (corrected prior to board meeting)
6. The bicycle that was cabled and removed from the Q building due to non-response of a violation notice will be reported to the Beaverton Police to determine if it was stolen.

## **Old Business:**

1. Why the delays in sewer repairs. Mark mentioned that the City of Beaverton required special pipe fittings which had to be specially manufactured. T.C. Excavating had experienced a death of a worker that delayed the project nearly 3 weeks.
2. Roofing repairs and replacement were discussed. Mark recommended proceeding with the previously approved roof replacement product. Bev asked that the board consider using a higher priced roofing product for a better cosmetic appearance. The board had further discussion and agreed to not spend the extra money and stay with the previously approved product (Pabco Paramount in Antique Black). Bev motioned to move forward with the approved product, Kathy seconded the motion. The motion was approved unanimously.
3. Mark delivered two proposals for the needed concrete sidewalk and curb work as the result of the storm sewer project. The bid from Premier Construction offered more in terms of scope of repairs including replacement and grinding where needed in the amount of \$5,250.00. Mike motioned to approve the bid from Premier Construction and Aaron seconded the motion. The motion was approved unanimously.
4. Mark suggested that the paving of the driveways be delayed until after the roof work is finished to save on the wear and tear that the big trucks will make on new pavement. Bev motioned to postpone the paving and reevaluate in 2017. Kathy seconded the motion. The motion was approved unanimously.

## **New Business:**

1. Repair of the spa was discussed. Mark informed the BOD that there was a complaint of someone allegedly getting sick from using the spa. The spa was drained, cleaned, and refilled as a precautionary action and as advised by the Washington County Health Department. The jet pump and filters for the spa were also replaced at a total cost of \$1,407.25. The pool and spa have had extremely fluctuating chlorine levels and can't seem to be leveled out. Mark is calling Aqua Care to remedy the problem so that the pool and spa are opened on or before Memorial Day.
2. The Washington County Health Department is insisting that the pool and spa chlorine and ph levels be checked and charted at a minimum of three times every day. Jim Hudson has committed to checking it twice a day at a fee of \$5 per chlorine check. Mike motioned that the board authorize management to pay Jim or any combination

of reliable persons a sum of up to \$15 per day to check the pool and spa chemicals three times daily. Kathy seconded the motion. The motion was approved unanimously.

3. Bev requested that the pool canopy be set up and ready to shade people before Memorial Day.
4. Mark said outside shower had a broken pipe and he would fix it prior to the opening of the pool Memorial Day.
5. Mark mentioned the little pool ducky thermometer was stolen. Bev suggested we get estimates on the replacement/repairs of security cameras. Mark will follow up on this recommendation with proposals. Owners and residents are encouraged to contact management if you observe any questionable activity in the complex.
6. Bev mentioned the overflow of recycle in the recycle areas. Everyone agreed it would be a great thing to mention in the Newsletter that all boxes really need to be broken down. Mark will research and report at the next board meeting of any options to better control the levels of waste and recycling.
7. Aaron asked if he finds the right gym equipment how would he pay for it and how would we get it moved. Mark said he would send him the name and number of a moving company. Aaron said he could pay for the equipment and the board could repay him. Kathy motioned that the a sum of up to \$1,000.00 could be withdrawn from the COA operating account in the form of cash for the payment of new fitness equipment as advised or recommended by Aaron. Bev seconded the motion. The motion passed unanimously.

**Schedule Next Meeting:**

The next meeting for the MHW Board of Directors is scheduled for 6:00pm on June 27th, 2016 at the MHW Clubhouse.

**Adjournment:**

Bev motioned to adjourn the meeting at 8:25 and Kathy seconded the motion.

Submitted by:

FRESH START Real Estate, Inc.  
Community Manager