

MURRAY PARK BOARD OF DIRECTORS MEETING
MEETING MINUTES
01/28/20

PRESENT:

Jason Elder, President

Candace Gray, Secretary

Gary Hardy, Director

ATTENDEES: Mark & Cindy Vandervest (FRESH START Real Estate, Inc.) and 3 additional homeowners

LOCATION: Murrayhill Woods Condominium Clubhouse; 9450 SW 146th Terr. Beaverton, OR 97007

CALL TO ORDER at 6:02pm

- a. President Jason Elder welcomed everyone in attendance and turned over the meeting to Mark Vandervest from FRESH START Real Estate to facilitate the meeting.
2. APPROVAL OF AGENDA
 - a. Jason Elder motioned; Candace Gray seconded
3. OWNER'S FORUM
 - a. None
4. APPROVAL OF MINUTES
 - a. FROM November 26, 2019
 - i. Jason Elder motion; Gary Hardy seconded
 - b. FROM December 10, 2019
 - i. Jason Elder motioned; Gary Hardy seconded
5. FINANCIAL REPORT
 - a. Board reviewed the Balance Sheet (page 7 of the Board of Director's packet)
 - b. Financial Report
 - i. Concerns about the elevated water/sewer versus budget
 - ii. Mark will reach out to City of Beaverton to assess the over-watered area north near the Baha'i center
 - c. Delinquency Report
 - i. Unit #60 has sent a check for some of the money; needs to work back with lawyer/probate for new owner living in deceased brother's condominium
 - ii. Unit #79 making payments as agreed
 - iii. Unit #59 working on connecting with owner
6. MANAGER'S REPORT
 - a. Repairs, Maintenance & Updates
 - i. Gutters and downspouts replaced at several carport locations
 - ii. West dumpster cubicle gate hinge repaired
 - iii. Carport Post replacements, ongoing
 - iv. Garbage management is ongoing (cut up and disposal of large items)
 - v. Lighting maintenance is ongoing
 - b. Administration
 - i. Violations
 1. Cease and Desist warning notice for Unit being used as an Airbnb
 - a. Last car at the Airbnb unit hit an owner's car; difficult to contact individual when Airbnb people are coming in and out; broken window on unit needs to be repaired as well
 - ii. Homeowner Correspondence (Informational)

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1. None
- iii. Board items to review (Action items)
7. OLD BUSINESS
 - a. Chimney Chases
 - i. Unit called and said the chimney chase is leaking into the corners of the drywall in her fireplace
 - ii. Crickets need to be cleaned with tile around chimneys repaired as well
 - iii. Northwest Roof tech have done repairs on chimneys previously; estimate over \$13k
 - iv. Board would like to get more estimates; table repair until more estimates are available
 1. Gary would like to get M&M Roofing, Inc. to give an estimate if possible and 2 or 3 others
 - b. Attic Vents
 - i. Two units (#14625, #14627) to get attic ventilation, estimate \$2350
 1. Mark would like to negotiate price down and seek out bids for additional/future work
 - ii. Gary suggested to have roof person do the roof/tile repairs; and have a handyman cut soffit vent
 - iii. Board would like to move forward
 1. Jason Elder motioned; Gary Hardy seconded
8. NEW BUSINESS
 - a. Leasing Resolution (new business) (p. 24-26 in Board Director's packet)
 - i. Jason Elder motioned; Candace Gray seconded
 - ii. 2019 Financial Audit (new business)
 - iii. Newman & Associates, CPA, PC
 - iv. Jason Elder motioned; Gary Hardy seconded
 - b. Open positions on the Board
 - i. Treasurer position currently available
 - ii. Director position likely to be available at the end of February
 - iii. Board will draft up a communication to send out to owners
9. SCHEDULE NEXT MEETING
 - a. Next meeting scheduled for February 25th, 2020 at 6pm; same location (Murrayhill Woods Condominium Clubhouse); unanimous agreement
10. ADJOURNMENT
 - a. Meeting Adjourned at 7:00pm; Motioned by Jason Elder, seconded by Candace Gray

Minutes drafted by: Candace Gray, Secretary