

**Murray Park Condominiums Association of Unit Owners  
Annual Board Meeting Minutes ~ September 29<sup>th</sup>, 2021 at 5:00 pm  
Via Zoom at Remote Locations**

PRESENT:

Andrew Kualaau, Chair  
Candace Gray, Secretary  
Dee Wagoner, Director  
Gary Hardy, Director

ATTENDEES: Mark & Cindy Vandervest (FRESH START Real Estate, Inc.), 13 owners

LOCATION: Zoom meeting Wednesday, September 29, 2021 5:04PM

1. CALL TO ORDER at 5:05pm
  - a. Andrew Kualaau welcomed everyone in attendance and turned over the meeting to Mark Vandervest from FRESH START Real Estate to facilitate the meeting.
2. CERTIFICATIUN OF PROXIES – ESTABLISH QUORUM
  - a. 36% of meeting proxies provided; motion to adjourn meeting by Andrew Kualaau.

RECONVENED MEETING at 5:06PM

3. PROOF OF NOTICE OF MEETING
  - a. Meeting notice posted on mailboxes and invitations sent through email with agenda and minutes
4. APPROVAL OF PREVIOUS ANNUAL MEETING MINUTES
  - a. From September 30<sup>th</sup>, 2020
    - i. Gary Hardy motioned to approve minutes as modified; Andrew Kualaau seconded; none opposed
5. OWNER'S FORUM
  - a. No comments from the owners or board
6. REPORTS OF OFFICERS
  - a. Financial Report Summary as of 8/31/2021:

Total operating funds:	\$ 85,172.29	including pending EFTs.
Total reserve funds:	\$ 88,703.77	
Total cash assets:	\$ 173,876.06	
Total YTD income:	\$ 174,533.14	
Total YTD expenses:	\$ 183,865.14	including \$86,536.09 of Reserve expenses.
Budget vs. Actual Income:	74.45%	collected YTD.
Budget vs. Actual Expenses:	76.67%	paid YTD incl. 114.95% of Reserve expenses
Total delinquencies:	\$ 1,968.63	One account on a payment plan (Unit 14734) and one account with 31-60 Days (Unit 14525, which is an estate that is set to close in September)
  - b. No outstanding loans
  - c. Owner Question: Hilde question about bylaws about large dogs. The people who have large dogs have applied to get emotional support animal certifications, protected class with ADA and federal housing authority. Short answer: yes, the bylaws are still in effect and there are no changes around large dogs in the bylaws; everyone is expected to abide by the laws.
    - i. 14627 has 3 dogs and 1 cat; Mark will investigate it
  - d. No additional comments from the President or Secretary
7. VOTING FOR BOARD DIRECTOR VACANCIES
  - a. Nomination of Dee and Candace to renew position on the board and additional 5<sup>th</sup> board position is open; Nada Maisse submitted board application

- i. Gary Hardy nominated; Andrew Kualaa seconded; motion passed unanimously
- 8. ANNOUNCE RESULTS OF ELECTION
  - a. Dee, Candace board positions renewed, and Nada Maisse elected as board members
  - b. Andrew to remain in the chair position and Candace to remain in secretary position.
    - i. Dee Wagoner motioned; Gary Hardy seconded; motion passed unanimously
  - c. Treasurer position is open; currently management company is filling this role.
- 9. OUTSTANDING BUSINESS
  - a. Manager's Report
    - i. Work Completed in the Community (year-to-date); see Appendix on page 3 for summary
  - b. OWNER COMMENTS: Is anyone going to spread out the bark that was dumped into a pile? Mark will look at it tomorrow to have it spread out. There's a dirt pile at the south of the community left from a French drain install that looks like a mound when the mulch is added.
  - c. No outstanding business from last year
- 10. NEW BUSINESS
  - a. Capital contribution resolution was signed; Attorney creating mailing notice and add to website for voting. Attorney should have that ready soon.
    - i. Capital contribution helps to keep annual dues low by making units being sold provide 2 months COA payments upfront during closing which helps generate funds for the COA reserves
    - ii. Hope to get the capital contribution passed by end of the year.
  - b. OWNER COMMENTS: Sidewalk in bad shape near Hilde's building; Mark has been trying all year to get a concrete company out; he took notes 6 months ago on areas that need repair. Ideally would like to have this work done by the end of the year, depends on concrete contractor availability.
  - c. OWNER COMMENT: Gutters over deck are still leaking Unit #14735; makes patio door wet; very long screw might have penetrated through the gutter
  - d. OWNER COMMENT: There's a plan to have the maintenance crew do a touch up of paint sides of buildings, next time the weather is agreeable.
- 11. ADJOURNMENT
  - a. Meeting Adjourned at 6:15pm
    - i. Motioned by Candace Gray; Dee Wagoner seconded

*Minutes drafted by Candace Gray, Secretary*

APPENDIX:

**WORK COMPLETED IN THE COMMUNITY (YEAR-TO-DATE)**

<b>DESCRIPTION</b>	<b>UNIT/AREA</b>
Garbage Onsite Management: Labor to clean up garbage, maintain dumpsters and dumpster cubicles throughout community (monthly).	Throughout
General Building R&M: Cut out damaged drywall to determine source of leak. Leak repaired by upper owner's plumber, patch drywall, texture, paint to match.	14724
General Building R&M: Paint siding and trim as needed throughout community (annually)	Throughout
General Grounds R&M: Labor to trim trees, prune bushes and dispose of debris throughout community (annually)	Throughout
Lighting R&M: Labor to maintain lighting throughout community (monthly)	Throughout
Reserves - Bark Mulch: Labor to install bark mulch in various areas of the community (annually)	Throughout
Reserves - Gutter Maintenance: Labor to spot clean & maintain gutters (annually)	Throughout
Reserves: Decks & Landings: Remove existing deteriorated deck and handrail. Dump old materials. Paint new deck and handrail to match previous deck.	14636
Reserves: Decks & Landings: Remove existing deteriorated stair treads, dump old materials. Paint treads to match siding.	14510,14518,14519, 14531,14536
Reserves: Decks & Landings: Remove existing rotted deck, replace 16 2x6x12 on top of deck and replace 2 2x8x8 under deck. Dump old materials. Seal deck.	14515
Reserves: Decks & Landings: Remove existing rotted deck, replace 16 2x6x12 on top of deck and replace 9 2x8x8 under deck. Dump old materials. Seal deck.	14507
Reserves: Decks & Landings: Remove existing rotted entry landing. Replace 4 4x12x10 steps, 5 2x6x12 & 2 2x6x10 on the landing. Dump old materials. Seal all new installed components.	14511
Reserves: Decks & Landings: Remove existing rotted wood deck and dispose old materials. Build new deck with 16 2x6x12; 4 2x8x8; Seal new deck.	14531
Reserves: Pressure Washing: Labor & Gas to pressure wash sidewalks and entry areas throughout community (annually)	Throughout
Reserves: Siding Repairs/Replace: Remove rotted fascia board, replace with new, paint to match, dump old materials.	14509,14516,14524, 14526,14615,14617
Reserves: Siding Repairs/Replace: Remove rotted siding and sheathing under siding, re-flash & re-side chimney chase, dump old materials, paint to match.	14620,14734
Reserves: Siding Repairs/Replace: Remove rotted siding and sheathing under siding, re-flash & re-side chimney chase, dump old materials.	14505,14510,14511, 14515,14523,14527, 14531,14567,14611, 14613
Reserves: Storage Closet Doors: Remove and replace seven delaminating storage closet doors, paint to match, install new passage locksets, dump all old materials.	Storage Closets at 14509, 14516, 14528, 14611, 14619, 14622, 14623