

MINUTES

Minutes of the Board of Directors Meeting for the Murray Park Condominium Association of Unit Owners held at 5:00pm on July 28, 2021 via Zoom at remote locations

Call to Order: President Andrew Kualaaau called the meeting to order at 5:03pm.

Quorum Present: Yes

Board Members in attendance: Andrew Kualaaau, President
Dee Wagoner, Director
Gary Hardy, Director

Board Members absent: Candace Gray, Secretary

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

Guests in attendance: Kathleen Miller – Unit 14617
Amir Lukmanji – Unit 14620
Nada Maise – Unit 14621
Doug Cooper – Unit 14522
Alida Mascitelli – Unit 14631
Jack Montgomery – Unit 14510
Amellali Cejudo – Unit 14636

Proof of Notice: Meeting Notices posted in display cases above mailboxes and broadcast to all owners via email.

Welcome & Introductions: Manager Mark Vandervest opened the meeting by welcoming the board members and guests to the Zoom meeting held by the Association. President Andrew requested that Mark continue to run the meeting.

Approval of Agenda: Mark requested a motion to approve the Agenda as written. A motion was made by Andrew to approve the Agenda as written. The motion was seconded by Dee. There was no additional discussion, and the motion was unanimously approved.

Owners Forum:

- Amir Lukmanji expressed concern that his Tenant’s vehicle was towed while it was parked in an open space. The board explained that the vehicle had sat for 8 days without being moved. The Murray Park parking policy established on 7/25/2016 states “Vehicles must be moved every 72 hours.” Additionally the resident had failed to register the license plates with the community. Notice had been sent to the landlord approximately 3 days prior to the towing and received no response.
- Doug Cooper asked where he could find the form to request the installation of a mini-split unit. Management directed him to complete the “ARC” form (Architectural Review Committee form) on the HOA website at www.MurrayParkCondominiums.com.

- Nada Maise asked if there were any updates on the no-smoking amendment that was proposed earlier in the year. Management explained that the proposed amendment did not receive enough votes in favor. Dee mentioned that a neighbor of hers just moved out because of the smoking in the community. Nada mentioned that she went through great expense to seal off areas of her unit to block the smoke odor penetration from the unit below hers. Gary & Dee asked if Nada would put together an email of all of the items she did to smoke-proof her unit. Management recommended that as soon as the approval for the capital contribution bylaws amendment gets completed, that the Association may wish to explore another vote to make the community a no-smoking community.
- Nada Maise asked if the pressure washing in the community was done for the year because many more areas are in need. Management explained that because of reserves reaching their limit that there would not be any further pressure washing for the year unless and emergency situation arises.

Approval of Minutes: The minutes from the meeting on May 26, 2021 were reviewed. Dee made a motion to approve the minutes as written. Gary seconded the motion. There was no further discussion and the motion passed unanimously.

Financial Report: Management reported the following information to the financial report:

Financials as of 6/30/2021:

§ Total operating funds:	\$ 54,482.12	including pending EFTs.
§ Total reserve funds:	\$ 108,862.61	
§ Total cash assets:	\$ 163,344.73	
§ Total YTD income:	\$ 130,254.02	
§ Total YTD expenses:	\$ 150,117.35	including \$77,229.88 of Reserve expenses.
§ Budget vs. Actual <u>Income</u> :	57.02%	collected YTD.
§ Budget vs. Actual <u>Expenses</u> :	63.96%	paid YTD incl. 102.59% of Reserve expenses
§ Total delinquencies:	\$ 2,383.63	One account on a payment plan, two accounts 0-30 days, and one account 31-60 Days

Please review the **June** Expenses, as that will be the best way to be aware of the actual monthly expenditures and corresponding work that has been performed on the property since the last financial statement report. Please do not hesitate to call or email Management if you have any questions.

Manager's Report:

REPAIRS, MAINTENANCE & UPDATES

The following maintenance updates are for informational purposes only and do not require Board action at this time:

1. Remove rotten siding at Units 14534 & 14620 replace sub-sheathing around chimney chase and install/paint new flashing and Hardi siding. Dump old materials.
2. Pressure wash sidewalk and entry areas starting at building 10 and working clockwise through community.
3. Remove existing rotted decks at 14531, replace deck and support joists with new material, seal deck, dump old materials.
4. Remove existing deteriorated stairs at 14531, 14510, 14518, 14519, 14536 with new material, seal steps, dump old materials.
5. Gutter maintenance is ongoing (spot maintenance)

6. Garbage management is ongoing (cut up and disposal of large items, mitigation of overfilled dumpsters)
7. Lighting maintenance is ongoing.

ADMINISTRATION

1. Compliance & Violations:

For informational purpose:

- 05/27/2021: Patio Violation – cigarette butts falling through cracks to lower unit
- 04/07/2021: Patio Violation – water dripping through cracks to lower unit (ongoing feud)
- 07/15/2021: Noise Warning – tv too loud keeping neighbors awake
- 07/16/2021: Patio Warning – heavy debris on patio neighbor fearful of fire hazard

2. Homeowner Correspondence and Administration

For informational purpose:

- a. Mail from Tenant Donna Bishop at Unit 14515
- b. FRESH START informed the board that their maintenance tech Sean has moved into a plumbing career as an apprentice. Sean worked for FRESH START for over four years and will definitely be missed. A new maintenance tech named Ryan will be taking over Sean's job. You will see Ryan in the community moving forward.

3. Action items for Board Review

Board action requested:

- a. KJ Maintenance Gutter Cleaning Contract at \$4,895.00
- b. KJ Maintenance Roof Moss Treatment at \$4,395.00

Old Business:

1. **Concrete Repairs & Maintenance:** Rose City Concrete has been contacted but is booked out for at least two months. Management will continue to search for contractors that will be a good resource for the community.
2. **Capital Contribution Bylaws Amendment:** The resolution has been signed by the Board. Management will forward the signed resolution to the attorney to begin working on the vote notice.
3. **Gutter Cleaning:** Management presented the board with a proposal in the amount of \$4,895.00 from KJ Maintenance Services to clean the gutters throughout the community. Gary stated that Association should wait until all of the leaves have fallen before cleaning the gutters, perhaps until mid-November.
4. **Chimney Cleaning:** Top Hatter has evaluated all of the chimneys throughout Murray Park. Twelve chimneys have been identified as needing to be cleaned. Management will be scheduling the cleanings to take place in October. Owners of all twelve units will need to make their unit available on the scheduled date. Because of the negotiated discount price, anyone who is not able to accommodate the access date would be responsible to pay \$199.00 to reschedule the cleaning before they are permitted to continue using their fireplace.

New Business:

1. **Annual Meeting:** The annual meeting is scheduled for September 29, 2021 at 5:00 p.m. via Zoom. Management mentioned that the annual budget is typically approved in October, so there will be the need to have another meeting following the annual meeting at the end of October or beginning of November.
2. **Window Blind Violations:** The Murray Park Rules and Regulations call for white lined curtains or blinds to face the exterior of the units. This provides for uniformity throughout the community. Some blinds have become very yellowed from interior smoking, and some window coverings are not white throughout the community. The Board asked management to send out a friendly reminder that window treatments that do not comply with the color requirement need to be changed.
3. **Broken or Defective Windows:** There have been some questions about the maintenance and replacement of windows in the community including those with compromised thermo-panes and cracks in the glass. Article V, Section 7(b) of the bylaws states: *All repairs of installations of each unit, such as water, lights, gas, power, sewage, telephones, air conditioners and sanitary installations, doors, windows, lamps and all other accessories belonging to the unit area shall be at the sole expense of the owner of such unit.*

Schedule Next Meeting:

The next meeting of the Board of Directors is scheduled for September 29, 2021 at 5:00pm. It will be the annual meeting via Zoom. Owners are asked to be on the lookout for email broadcasts requesting completion of their proxy.

Adjournment:

Andrew motioned to adjourn the meeting at 6:16 p.m. Dee seconded the motion.

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