

# <<DRAFT>>

## MURRAY PARK BOARD OF DIRECTORS MEETING MINUTES 07/16/19

### PRESENT:

Jason Elder, Chair  
Candace Gray, Secretary  
Harry Burns, Treasurer  
Gary Hardy, Director  
Mary Lu Burink-Turner, Director

ATTENDEES: Mark & Cindy Vandervest (FRESH START Real Estate, Inc.) and 18 home owners

LOCATION: Murrayhill Woods Condominium Clubhouse 9450 SW 146th Terrace, Beaverton, OR 97007

1. CALL TO ORDER at 6:00pm
  - a. Jason opened the floor to Mark Vandervest from Fresh Start Real Estate to facilitate the meeting.
2. APPROVAL OF AGENDA
  - a. Jason made a motion to approve the agenda, Candace seconded the motion; none opposed.
3. OWNERS FORUM
  - a. Owner: Warning violation concerns around large dogs in the neighborhood; will discuss enforcement resolution later in the meeting also concerns with companion animals and emotional support animals
    - i. Bark dust laid too heavy and needs area clean up; Mark explained the dust was laid to hide the tree roots and was intentional.
  - b. Owner: Lightbulb change request above the mailboxes by the deck of NW corner by unit 14526
  - c. Owner: Landscaping on the NE side needs maintenance; the property line signs are too far over the property line from the neighboring apartments; Mark will look into this.
  - d. Owner: update on renovation plans requested; the Board and Management are working on the details and will report back.
  - e. Owner: weeds are coming over the fresh bark
    - i. saw mice going under fence by building with unit 1453 plus foundation concerns; all buildings are on slabs so there is no underneath foundation for mice to go into
  - f. Owner: request submitted to have their deck fixed. The HOA services put in brand new deck in two days, they were nice and did a great job (unit 14625)
  - g. Owner: private bank information sent to some residents, someone sent a fraudulent request for PayPal transaction for HOA dues, concerns around security versus check submission
4. APPROVAL OF MINUTES FROM PREVIOUS MEETING
  - a. Jason made a motion to approve the previous meeting minutes as written, Harry seconded the motion; none opposed.
5. FINANCIAL REPORT
  - a. Financials received from CAP the day of the meeting (see p. 10-14 in the BOD packet, pages 8-9 are around the new account transactions)
  - b. Waiting for a response from CAP on when we can get all balances moved into the new account
  - c. Harry requested financials format to be modified separating the incoming and outgoing money into categories; Fresh Start will reconcile and create a new report next time

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- d. System used for collections will help reconcile late payments and will provide automated notifications to owners

### 6. MANAGER'S REPORT

#### a. Repairs, Maintenance and Updates

##### i. Landscaping

1. New company will work on pruning 2-3 days a week; bark mulch initial cost was too high (\$600 per Unit) so we will be getting mulch installed by FRESH START at a wholesale rate of \$350 per Unit.
2. Moss concerns on curb; association responsibility, will be installing moss killer before adding mulch

##### ii. Drainage/Irrigation

1. Harry: storm sewer system repairs were done ~10 years ago; has this been evaluated; We can have RiverCity look at this. 4 drains might need to be cleaned as well
2. All irrigation was repaired plus a new timer; need to dig up irrigation line around the final zone near roundabout; Great Gardens Landscaping took care of this work

##### iii. Building Structure

1. Mary Lou: Leak in chimney with heavy rainfall
2. Gary: 2 chimney chases are leaking, 15 need repair per building assessment done a few weeks ago.
3. Mark: suggestion that NW Roof Tech can evaluate roofs and take care of areas of concerns and would be warranted for 3-years after repairs. Will get multiple bids to determine what's best for association
4. Currently assessing damage; focus is to prioritize work that needs to be done
5. Chimney repairs and fixes; Gary got an estimate for \$75k from a tile specialist to do repairs. 500 broken tiles, need flashing repairs could last 20 more years versus full replace of roof
  - a. CAP has a bid for roof repairs, Mark will work on getting this information
  - b. Gary: advisement that tree debris would wear on a non-tile roof
  - c. Roof options [1] Repair roof and chimney chases [2] Repair ~~by~~ chases with warranty [3] replace roofs building by building over ~~as~~
  - d. Gary assessment: 14/40 chimneys need to be redone ASAP to prevent leaks and other damage
  - e. Anti-ponding needed to prevent fascia board from rotting; secondary from chimney repairs
  - f. Pine needles on roof can cause flooding, needs maintenance; Mark suggests adding sponge guard to prevent gutter cleaning expenses over time, maybe a three-year plan for install

#### b. Administration

##### i. Violations

1. Owner: safety concerns around children playing around cars and concerns around basketball hoop being in violation of HOA bylaws to have personal property in common areas
  - a. There was discussion about the basketball hoop that was brought onto the property. Since the Bylaws prohibit the placement of such items in the common area, Jason motioned to remove the basketball hoop from the property; Mary Lou seconded the motion; none oppose

7. OLD BUSINESS
  - a. Pressure washing work
    - i. Jason motioned to continue work on remainder of property; Harry seconded the motion; none opposed
  - b. Insurance Policy Review
  - c. Currently paying \$500/month for workers compensation but we have no employees; Mark will review
  - d. Annual meeting date and recommendations
    - i. August 20<sup>th</sup>; Proxies will go out by email
    - ii. Bottled water & cookies are sufficient for refreshments
    - iii. Larger room will be researched and secured
8. NEW BUSINESS
  - a. New bark mulch
    - i. Harry motioned to ratify electronically approved work; Jason seconded the motion
  - b. Landscaping improvements
  - c. Entry sign painting
    - i. Jason motioned to ratify electronically approved work; Candace seconded the motion
  - d. Irrigation repairs
    - i. Jason motioned to ratify electronically approved work; Harry seconded the motion
  - e. Enforcement Resolution
    - i. Mark will draft an update on violation and fine rules, board will review
  - f. Murray Park Messenger Newsletter
    - i. Was sent out July 10<sup>th</sup>, open to suggestions and improvements; contact Mark or Cindy
9. SCHEDULE NEXT MEETING
  - a. August 20<sup>th</sup> evening information will be sent to residents on location and time prior to the meeting
10. ADJOURNMENT
  - i. Meeting Adjourned at 7:38pm

Submitted by:  
Candace Gray, Secretary