

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF THE MURRAY PARK CONDOMINIUM HELD ON APRIL 7, 2015 AT 14622 SW GRAYLING LANE, BEAVERTON, OR 97007.

PRESENT: Kathie Steele, Chairperson
Jeri Pietzold, Secretary
Harry Burns, Treasurer
Paul McElhiney, Director
Joan Jarvis, Director

BY INVITATION: April Holden, Community Manager
COMMUNITY MANAGEMENT INC.

OWNERS PRESENT: As indicated on attached sign in log

- I. **CALL TO ORDER:** The meeting was called to order by Chairperson, Kathie Steele, at 6:44 PM.
- II. **AGENDA:** The Board reviewed the agenda for the meeting.
AGREED: The agenda was approved as presented without objection.
- III. **PREVIOUS MEETING MINUTES:** The Board reviewed the minutes of the January 7 and March 18, 2015 meetings. It was noted the March 29, 2015 minutes will be prepared for next meeting.
AGREED: Jeri Pietzold moved to approve the minutes of January 7 and March 18, 2015 meetings; it was seconded and unanimously carried to approve.
- IV. **MANAGER'S STATUS REPORT:** April Holden, Community Manager on behalf of CMI, presented a report for Board review. It was noted the report is on the Board only portal of the website for future reference.
AGREED: No action taken.
- V. **OFFICER REPORTS:**
Treasurer: Harry Burns presented a preliminary report of finances available to fund the deck repair project, once a final proposal has been submitted for the Board to review.
- VI. **COMMITTEE REPORTS:** Nothing to report.
- VII. **UNFINISHED BUSINESS:** Nothing to report.
- VIII. **NEW BUSINESS:**
 - A. **PAYABLE CHECK SIGNING:** Discussion followed relative to payable check signing.
AGREED: Harry Burns moved to amend the check signing process to include two signatures on expenditures over \$5,000; it was seconded and unanimously carried.

B. WINDOW CLEANING: Discussion followed relative to Window Cleaning.

AGREED: Paul McElhiney moved to table discussion relative to window cleaning until an assessment of the debris left from the roof cleaning is made after the roof cleaning; it was seconded and unanimously carried.

C. MEETING SCHEDULE: Discussion followed relative to the meeting schedule.

AGREED: Harry Burns moved to meet monthly as a Board, as needed, on the 4th Thursday of each month at 6:30 p.m. beginning in May; it was seconded and unanimously carried. CMI to attend quarterly per contract, unless otherwise requested.

D. DECK CLEANING: Discussion followed relative to deck cleaning.

AGREED: It was agreed to obtain bids for deck gutters as an option when the deck replacement bids are solicited.

E. COPY CHARGE REIMBURSEMENT: Discussion followed relative to copy charge reimbursement.

AGREED: It was noted Board members are due reimbursement from the HOA. Receipts must be submitted with the request for reimbursement.

IX. EXECUTIVE SESSION: Kathie Steele moved to adjourn to adjourn to executive session at 8:05 p.m. to discuss Forensic Building Consultant's proposed contract; it was seconded and carried without objection.

X. RECONVENE BOARD MEETING: Kathie Steele moved to reconvene regular Board meeting at 8:38 p.m.; it was seconded and carried without objection.

XI. FORENSIC BUILDING CONSULTANT DESIGN PHASE SERVICES: Discussion followed relative to the Forensic Building Consultant proposal for design phase services.

AGREED: Paul McElhiney moved to authorize Forensic Building Consultants to complete the design phase services in the amount \$10,300; it was seconded and unanimously carried.

XII. ADJOURNMENT: The meeting was adjourned at 8:40 p.m.

Date Approved: 8/27/15

Signature Susan Swarens