

**MURRAY PARK CONDOMINIUM
BOARD OF DIRECTORS MEETING
AUGUST 27, 2014
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MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF THE MURRAY PARK CONDOMINIUM HELD ON WEDNESDAY, AUGUST 27, 2014 AT 6:30 PM IN THE BEAVERTON COMMUNITY CENTER ACTIVITIES ROOM, LOCATED AT 12500 SW ALLEN BLVD, BEAVERTON, OR 97005.

PRESENT: Kathie Steele, Chairperson
Vicki Cooper, Secretary
Jeri Pietzold, Director
Paul McElhiney, Director

BY INVITATION: April Holden, Community Manager
Cheryl Brendle, COO
COMMUNITY MANAGEMENT INC.
Jason Grosz
VIAL FOTHERINGHAM, LLP

OWNERS PRESENT: As listed on the sign in sheet

- I. **CALL TO ORDER**
The meeting was called to order by Chairperson Kathie at 6:40 PM.
- II. **AGENDA** – The Board reviewed the agenda for the meeting.
AGREED: The agenda was amended and approved without objection.
- III. **VIAL FOTHERINGHAM-** Discussion followed with the Association's attorney, Jason Grosz, relative to smoking and rental restriction amendments as well as noncompliance verbiage. It was noted Amendments to the governing documents will require 75% in favor approval from the owners.
- IV. **PREVIOUS MEETING MINUTES** – The Board reviewed the minutes of the June 25, 2014 meeting.
AGREED: Jeri moved to approve the minutes as amended, it was seconded and unanimously carried to approve.
- V. **APPOINTMENT OF DIRECTOR** - Richard Job tendered his resignation from the Board. Discussion followed relative to appointing a member to fill the vacated position.
**AGREED:
Paul moved to appoint Joan Jarvis to fill the vacant position, it was seconded and unanimously carried to approve.**
- VI. **APPOINTMENT OF TREASURER** - Discussion followed relative to appointing a member of the Board to serve as Treasurer.
**AGREED:
Paul moved to appoint Jeri as Treasurer, it was seconded and unanimously carried to approve.**
- VII. **OPEN FORUM:** Nothing was discussed.
- VIII. **MANAGER'S STATUS REPORT** - April Holden, Community Manager on behalf of CMI, presented a report on all items not requiring Board action.
- IX. **OFFICER REPORTS:** Nothing was reported.
- X. **COMMITTEE REPORTS:** Nothing was reported.
- XI. **UNFINISHED BUSINESS**

A. **BICYCLE RACKS** - Discussion followed relative to bicycle rack installation.

AGREED:

It was agreed without objection CMI to investigate the option of using common area storage with hanging hooks for bicycles.

B. **GUTTER REPLACEMENT** - Discussion followed relative to gutter replacement proposals received.

AGREED:

Kathie moved to approve Great NW Gutters for a total of \$39,505 to included larger downspouts and cleanouts, it was seconded and unanimously carried to approve.

XII. NEW BUSINESS

A. **WATER USAGE** - Discussion followed relative to high water usage in buildings 4 and 9. It was noted CMI sent notice to the residents of those buildings to remind residents to check for leaks and monitor water use.

AGREED:

It was agreed without objection to monitor the water usage.

B. **2013 TAX RETURNS** - Discussion followed relative to the 2013 tax returns. It was noted no tax is due.

AGREED:

It was agreed without objection Jeri to sign the 2013 tax returns as Treasurer.

C. **2013 FINANCIAL REVIEW CHANGE ORDER** - Discussion followed relative to the 2013 Financial Review change order requested from Schwindt & Co for additional \$1,000.

AGREED:

Paul moved to approve the 2013 financial review change order from Schwindt & Co for an additional \$1,000, it was seconded and unanimously carried to approve.

D. **ADDENDUM TO COLLECTION POLICY** - Discussion followed relative to the Addendum to the Collection Policy.

AGREED:

Kathie moved to approve the Addendum to the Collection Policy, it was seconded and unanimously carried to approve.

E. **CMI CONTRACT RENEWAL** - Discussion followed relative to CMI contract renewal.

AGREED:

Kathie made a motion to approve the CMI contract, it was seconded and unanimously carried to approve.

F. **WILLAMETTE LANDSCAPE CONTRACT RENEWAL** - Discussion followed relative to Willamette Landscape contract renewal.

AGREED:

It was agreed without objection to obtain bids for landscape maintenance and to let Willamette Landscape know of the Board's dissatisfaction and to work with Joan Jarvis as the Landscape Committee liaison.

G. **2015 BUDGET** - Discussion followed relative to the draft 2015 Budget.

AGREED:

It was agreed without objection the Board will have their review of the 2015 Budget completed by Friday, September 12, 2014 via email and CMI to have the revised draft at the next Board Meeting.

H. 2015 RESERVE STUDY UPDATE: Discussion followed relative to the 2015 reserve study update presented by Schwindt & Co.

AGREED:

It was agreed without objection the Board will have their review of the 2015 reserve study completed by Friday, September 12, 2014 via email and CMI to have the revised draft at the next Board Meeting.

I. FHA STATUS - Discussion followed relative to FHA status.

AGREED:

Paul moved to hire Vial Fotheringham to pursue FHA status for up to \$2,000, it was seconded and unanimously carried to approve.

J. MAINTENANCE

i. ROOF CLEANING: Discussion followed relative to roof cleaning.

AGREED:

It was agreed without objection to postpone discussion until the next Board Meeting.

ii. DECK REPAIRS: Discussion followed relative to deck repairs.

AGREED:

Kathie moved to authorize CMISD to repair decks that have dry rot; it was seconded and unanimously carried to approve.

iii. SIDEWALK TRIP HAZARDS: Discussion followed relative to sidewalk trip hazards. A proposal was submitted by Safe Sidewalks with prioritized list.

AGREED:

Paul moved to approve Safe Sidewalk full scope for \$5,925; it was seconded and unanimously carried to approve.

iv. SEPTEMBER COMMUNITY CLEAN UP: Discussion followed relative to a community clean up event in September.

AGREED:

It was agreed without objection to schedule a community clean up on September 27, 2014 and CMISD to assist for three hours.

v. LOOSE HANDRAILS: Discussion followed relative to handrails that are not secure throughout the community.

AGREED:

Kathie moved CMISD to secure the loose handrails, it was seconded and unanimously carried to approve.

vi. 14524 RAILING INSTALLATION: Discussion followed relative to 14524 railing installation at the bottom of the stairs between the sidewalk and the landscape berm to prevent falls due to uneven surface.

AGREED:

Kathie moved to approve handrails to be installed at 14524 at the bottom of the stairs on both sides and 14733 on left hand side as walking into unit, it was seconded and unanimously carried to approve.

vii. PARKING LOT CLEANING/FLUSHING: Discussion followed relative to proposal from All Wet Pressure washing to clean and flush the parking lot. It was noted the project would have to be completed in two days to allow residents to park vehicles in a manner that allowed complete access to the area being cleaned.

AGREED:

Paul moved to hold discussion of the parking lot cleaning until Spring 2015 for reseal project; it was seconded and unanimously carried to approve.

viii. **GRAYLING LANE SIGN:** Discussion followed relative to the poor condition of the Grayling Lane sign.

AGREED:

Kathie moved to approve repainting the Grayling Lane sign; it was seconded and unanimously carried to approve.

XIII. **DATE OF NEXT MEETING:** The next meeting is scheduled for October 22, 2014.

XIV. **ADJOURNMENT:** The meeting was adjourned at 9:20 p.m.