



# Murray Park Condominium

## Community Manager's Status Report

*October 17, 2014*

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## **I. CALL TO ORDER**

Meeting called to order by Chair, Kathie Steele.

## **II. APPROVE/AMEND AGENDA**

**Board Action Required. YES**

**III. APPROVAL OF PREVIOUS MINUTES** - See attached minutes from August 27, 2014.

**Board Action Required. YES. Approve or amend minutes.**

**IV. COMMUNITY MANAGER'S REPORT** - Reports generated by CMI's management software are enclosed. They are communications, (includes CMI communication with residents); Jobs/Bid requests since the last meeting and lastly Violations.

**Board Action Required. NO - For Review Only**

## **V. OFFICER REPORTS, IF ANY**

## **VI. COMMITTEE REPORTS, IF ANY**

## **VII. UNFINISHED BUSINESS**

**A. Bike Rack Installation** - CMI was asked for a cost to install one or more bicycle racks in the common area storage closets at Murray Park. CMISD can provide this service on a time and material basis at \$44.50/hour.

**Board Action Needed. YES consider approving CMISD**

**B. Willamette Landscape Contract** – After the August meeting CMI was directed to hold on obtaining bids for alternate landscape companies.

**Board Action Needed. YES, rescind motion from August meeting and restate current action taken.**

**C. 2015 Budget** - The board reviewed the 2015 Budget and proposes a revision with a 1.5% increase in HOA assessments.

**Board Action Needed. Approve 2015 Budget**

**D. 2015 Reserve Study Update** - The board reviewed the 2015 Reserve Study update.

**Board Action Needed. Approve the draft 2015 Reserve Study Update**

**E. FHA Status** - The FHA request has been approved. Murray Park will remain active for FHA funding until October 15, 2016. The Board will be reminded as the renewal date approaches to process renewal, if desired to do so.

**No Board Action Needed.**

## **VIII. NEW BUSINESS**

**A. Community Volunteers** - There is a need for a volunteer to swap the Trail Camera SD Card on a monthly basis. This work can be done by CMISD but it may benefit the community to do this themselves to save money on this.

**Board Action Needed. Consider Options**

**B. Comcast Box Relocation** - Comcast can relocate the box currently too close to the building for a cost of \$600.

**Board Action Needed.**

**C. Retaining Wall Proposals** - Earthquake resistant retaining wall proposals were solicited per the Board's request. Two of the three vendors provided bids. Old County Construction \$45,000 and Willamette Landscape \$34,947.

**Board Action Needed. Review proposals and consider options.**

**D. Carport Number System** - An owner expressed concern relative to safety with the current organization of the carport vs. unit numbering system.

**Board Action Needed. Consider revising the carport numbering system.**

**E. Map of Community Sign** - See attached picture of the current sign displaying the map of the community. It needs to be retouched to look nicer.

**Board Action Needed. Consider touching up painting.**

**F. Building Envelope Proposals**- Per the recommendation of the Reserve Study, CMI solicited bids for building envelope inspection. RDH \$9,400 (up to 10 openings) , Morrison Hershfield \$2,450 (up to 6 openings), Forensic Building Consultants \$1,900 (visual only). CMI has requested revised proposals from Morrison Hershfield and Forensic Building Consultants to match RDH (10 openings) and will forward the proposal once received.

**Board Action Needed. Review the proposals and select a vendor.**

**G. Ergo Friendly Benches** - Kathie Steele has been provided with a link to a website to select styles of benches to obtain a proposal to install.

**No Board Action Needed Yet.**

**H. Dog Waste Stations** - Consider options to provide dog waste stations in hopes residents will use them.

**Board Discussion Needed.**

**IX. Executive Session** - Discuss collection attorney's recommendation to write off doubtful accounts that should have been written off by previous Board through Noah & Associates.

**XI. ADJOURNMENT**