



MURRAY PARK CONDOMINIUMS

## ANNUAL MEETING MINUTES

### ANNUAL MEETING OF THE BOARD OF DIRECTORS OF:

#### MURRAY PARK CONDOMINIUMS

LOCATION: Zoom Meeting held at remote locations  
DATE & TIME: 08/23/2023 at 5:30 PM  
CALLED TO ORDER: 05:35 PM  
QUORUM PRESENT: No  
AJOURNED: 5:37 PM  
  
CALLED TO ORDER: 05:38 pm  
QUORUM PRESENT: Reduced Quorum present

#### OWNER ATTENDEES (Board Members Bolded)

<b>Gary Hardy - Chair</b>	Kendra Aker
<b>Nada Maisse - Secretary</b>	Jennifer Green
<b>Dee Wagoner</b>	Santanu Basu
	Doug Cooper
<b>Absent - Andrew Kualaau</b>	Troy Smith
	Amber Dillon
	Sid Young
Mark Vandervest - FSRE	George Oh
Cindy Vandervest - FSRE	Paul Voas
Sunny Arruda - FSRE	Jeri Pietzold

#### ANNUAL BUSINESS

**Roll Call and verification of quorum.** A minimum 50% quorum was not present in person or by proxy as required by Article 2, Section 3 of the Bylaws. The meeting was adjourned at 5:37 PM and reconvened with a reduced Quorum at 5:38 PM as provided for by ORS 100.408.

**Certification of Proxies** – 39 Proxies received representing 48.25% of the Ownership.

**Proof of Notice of Meeting** – Notice of the Meeting was emailed to all owners and posted at the mailboxes.

**Approval of 2022 Annual Meeting Minutes.** No modifications to the Annual Minutes of August 25, 2022 were requested or suggested. A motion was made and seconded to approve the 2022 Annual Meeting minutes as written. The motion passed unanimously without further discussion.

**NOTE:** Unless noted differently, all Board decisions contained in the minutes of the meeting received a motion, a second to the motion, additional discussion, if any, and a vote of a quorum of the Board of Directors.



## MURRAY PARK CONDOMINIUMS

### OWNER'S FORUM

**Roof Cleaning at Murray Park** – An owner asked if many broken tiles were found during the recent roof cleanings. Community Manager, Mark (FSRE) responded, no, broken tiles weren't much of an issue, however a lot more debris was removed from the roofs than was expected. There was a lot of rotted fascia noted on most buildings as well. It was noted that some of the roofs towards the back of the complex didn't seem to be cleaned as well as the buildings closer to the front and at least one whole carport had been missed. Management has taken pictures and sent them to the vendor who will need to come back out and take care of these issues. Currently awaiting scheduling to finish this task.

The white powder on the roofs was explained as a moss killer containing zinc that will run down the roofs with the rain. It's not very attractive right now but it is effective for longer into the winter than other treatments. The appearance will disappear as the zinc is spread with the rain.



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## FINANCIAL REPORT

### *Financial Report - 1/1/2022 through 12/31/2022*

#### **Financial Summary as of 12/31/2022:**

▪ Total operating funds:	\$ 101,125.03	including pending EFTs
▪ Total reserve funds:	\$ 148,681.01	including Reserves interest
▪ Total cash assets:	\$ 249,806.04	
▪ Total YTD income:	\$ 289,243.51	including Reserves collected
▪ Total YTD expenses:	\$ 225,570.61	including \$40,735.90 of Reserve Expenses collected YTD.
▪ Budget vs. Actual <u>Income</u> :	101.54%	
▪ Budget vs. Actual <u>Expenses</u> :	81.67%	including 47.93% of Reserve Expenses
▪ Total delinquencies:	\$ 1,537.00	1 Account 91+ days; 0 Accounts 61-90 days; 0 Accounts 31-60 days; 3 Accounts 0-30 days

### *Financial Report - 1/1/2023 through 7/31/2023*

#### **Financials as of 5/31/2023:**

▪ Total operating funds:	\$ 104,528.34	including pending EFTs
▪ Total reserve funds:	\$ 176,897.45	including Reserves interest
▪ Total cash assets:	\$ 281,425.79	
▪ Total YTD income:	\$ 129,706.11	including Reserves collected
▪ Total YTD expenses:	\$ 98,086.36	including \$22,337.64 of Reserve Expenses collected YTD.
▪ Budget vs. Actual <u>Income</u> :	52.24%	
▪ Budget vs. Actual <u>Expenses</u> :	2.90%	including 15.95% of Reserve Expenses
▪ Total delinquencies:	\$ 862.00	0 Account 91+ days; 0 Accounts 61-90 days; 0 Accounts 31-60 days; 4 Accounts 0-30 days

#### **Financials as of 6/30/2023:**

▪ Total operating funds:	\$ 113,081.72	including pending EFTs
▪ Total reserve funds:	\$ 177,344.46	including Reserves interest
▪ Total cash assets:	\$ 290,426.08	
▪ Total YTD income:	\$ 154,744.20	including Reserves collected
▪ Total YTD expenses:	\$ 114,125.16	including \$26,494.82 of Reserve Expenses collected YTD.
▪ Budget vs. Actual <u>Income</u> :	60.81%	
▪ Budget vs. Actual <u>Expenses</u> :	38.03%	including 18.92% of Reserve Expenses
▪ Total delinquencies:	\$ 1,126.00	0 Account 91+ days; 0 Accounts 61-90 days; 1 Accounts 31-60 days; 2 Accounts 0-30 days

#### **Financials as of 7/31/2023:**

▪ Total operating funds:	\$ 129,445.30	including pending EFTs
▪ Total reserve funds:	\$ 173,828.44	including Reserves interest
▪ Total cash assets:	\$ 301,273.15	
▪ Total YTD income:	\$ 180,236.15	including Reserves collected
▪ Total YTD expenses:	\$ 128,768.45	including \$29,199.72 of Reserve Expenses collected YTD.
▪ Budget vs. Actual <u>Income</u> :	69.27%	
▪ Budget vs. Actual <u>Expenses</u> :	51.40%	including 40.26% of Reserve Expenses
▪ Total delinquencies:	\$ 2,211.00	0 Account 91+ days; 0 Accounts 61-90 days; 1 Accounts 31-60 days; 2 Accounts 0-30 days



## MANAGER'S REPORT

### 1. REPAIRS, MAINTENANCE & UPDATES

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

- a. All roofs cleaned and moss treatment applied.
- b. Bark mulch installed in community
- c. Gutters cleaned in community
- d. Supply closet rot repaired on west side of building 4
- e. Lighting issue corrected at buildings 4 & 5
- f. Rotted chimney chase repaired at Unit 14616
- g. No smoking signage and cigarette receptacles installed
- h. Pressure wash around building 8 to prepare for red safety step edges to be painted
- i. Pressure wash entry signage and dumpster cubicle near building 6
- j. Pressure wash and stain steps and landing at Unit 14628
- k. Repair rotted entry landing at Unit 14613 and stain landing and steps.
- l. Rotted chimney chase repaired at Unit 14617
- m. Rotted chimney chase repaired at Unit 14722
- n. Replace rotted deck boards and handrail at Unit 14526
- o. Gutter maintenance is ongoing.
- p. Tree pruning is ongoing.
- q. Lighting maintenance is ongoing.
- r. Garbage onsite maintenance is ongoing.
- s. Cigarette receptacle cleaning is ongoing.

### 2. ADMINISTRATION

**a. Violations (5/08/2023 thru 8/22/2023) for informational purpose:**

05/08/2023: Smoking  
05/13/2023: Smoking  
06/06/2023: Smoking  
06/27/2023: Smoking  
07/01/2023: Common Area  
07/18/2023: Common Area  
07/18/2023: Trash

**b. Homeowner Correspondence and Administration (for informational purpose):**

- i. None.

**c. Owner correspondence for Board Review (for Board action):**

- i. None.



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## VOTING FOR BOARD OF DIRECTORS VACANCY POSITIONS

**Open Positions:** There are a total of three open board positions. Two Board positions are open as their two-year term has ended. Another position has become vacant due to the board member selling their unit and leaving Murray Park.

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**Board Questionnaires:** No Board Questionnaires were received from the community.

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**Nominations from the Board:** Dee Wagoner & Nada Maise both volunteered to continue to serve as a board members. Thanks were given to both Dee & Nada

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**Nominations from the Floor:** Troy Smith volunteered to serve on the board! Roy is a civil engineer with experience regarding structural needs. He has served on another community's board in Palm Springs. Thank you Troy! No other nominations were made nor were there any other volunteers from the floor.

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**Voting by Acclamation:** A Motion was made and seconded to accept the 3 candidates (Dee, Nada & Troy) as Board members. There was no further discussion and the motion passed unanimously.

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**Election of Officers by the Board:** Gary stated he was willing to continue serving as the Chair of the board. Nada agreed she would be willing to continue serving as secretary. No one chose to become treasurer at this time. A Motion was made and seconded by the Board to appoint Gary Hardy as the Chairperson and Nada Maise as Secretary. The position of Treasurer remained open. There was no further discussion and the motion passed unanimously.

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**Announcement of the New Board of Directors:**

Gary Harding – Chairperson  
Nada Maise – Secretary  
Dee Wagoner – Director  
Andrew Kualaau – Director  
Troy Smith – Director

**Welcome to the New Board of Directors for 2023-2024!**



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## OUTSTANDING BUSINESS

**No Smoking Amendment Added to Bylaws** - A few people have been slow to accept the new no-smoking amendment but most people have been very happy with the change. Signage has been placed around the complex reminding people not to smoke on the property and cigarette receptacles have been placed along Murray. People are walking out to the receptacles and are using them. They are cleaned at least monthly and checked more frequently.

**The Capital Contributions Amendment Added to Bylaws** - When the title of a unit changes, the buyer is now required to contribute the equivalent of two months of HOA dues to the association's general fund.

**Upcoming Projects & Needed Repairs** - As touched on in previous meetings, issues that need to be addressed in the community including painting the complex, replacing the roofs on the buildings, and more importantly the carport roofs, among other items were discussed with some projected costs that were promised at the last meeting. The projections will help in considering the need for a special assessment in upcoming meetings.

The next meeting will be the annual Budget Meeting where the budget for next year will be presented and the reserve funding projects will be discussed. The Board will approve the budget while discussing the needs of the community. Everyone is encouraged to attend this meeting to understand why dues are needed, and usually need to be increased yearly to keep up with the needs of the complex. This will also be the perfect opportunity to learn about special assessments, how they work, what they fund, and what shouldn't wait to be taken care of sooner rather than later.

## NEW BUSINESS

**IRS Ruling 70.604 (Annual Approval)** The purpose of revenue ruling 70-604 is to allow a homeowners association that has excess member income in a given tax year to roll it over to the next tax year to avoid taxation of the "inadvertent" excess member income. A motion was made and seconded to adopt IRS Ruling 70.604 for the upcoming calendar year. Without further discussion the motion passed unanimously and the Board Chair (Gary) will sign the approval of the adoption of IRS Ruling 70.604.

## --- END OF MEETING MINUTES ---

**NEXT MEETING:**                      **Wednesday, October 25, 2023 at 5:30 pm**  
   **Via Zoom**  
   **This will be the annual budget meeting**

**ADJOURNED:**                        **7:09 pm**

**MINUTES PREPARED BY:**        **FRESH START Real Estate, Inc.**  
   **Community Manager**