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## MURRAY PARK ANNUAL ELECTION MEETING MEETING MINUTES 08/20/19

### PRESENT:

Jason Elder, Chair  
Candace Gray, Secretary  
Harry Burns, Treasurer  
Gary Hardy, Director

ATTENDEES: Mark & Cindy Vandervest (FRESH START Real Estate, Inc.) and 23 home owners

LOCATION: The Griffith Building (Rm 330); 4755 SW Griffith Dr, Beaverton, OR 97005

1. CALL TO ORDER at 6:04pm
  - a. Chair Jason Elder welcomed everyone in attendance and turned over the meeting to Mark Vandervest from FRESH START Real Estate to facilitate the meeting.
2. CERTIFICATION OF PROXIES – ESTABLISH QUORUM
  - a. Lack of majority owners by proxy, less than 50%
3. ADJOURNMENT
  - i. Meeting Adjourned at 6:08pm due to a lack of majority owners by proxy
  - ii. Kathy Steele motioned; Brian Causay seconded
4. MEETING RECONVENED with over 25% of owners in attendance by proxy or in person at 6:10pm
  - a. Over 37% owners in attendance by proxy or in person not including ~~with~~ 10 in attendance that did not submit proxies prior to the meeting.
5. PROOF OF NOTICE OF MEETING
  - a. Confirmed that meeting notice was sent electronically to owners and for those with non-electronic preference, a hard copy of the notice was left on their door. Additionally, public notice was posted to the mailboxes onsite more than 72 hours prior to the meeting.
6. APPROVAL OF MINUTES OF PRECEDING ANNUAL MEETING
  - a. Mark Vandervest read last year's annual meeting minutes (02/28/2018) out loud; owner requested the individual who took the notes name should be added to the minutes for record; board agreed. Diane Collins stated that she was the individual who wrote the minutes for the annual meeting on 2/28/18.
    - i. F. Winston motioned to approve the minutes as modified with the insertion of Diane Collins as scribe of the minutes from the annual meeting on 2/28/18. Doug Cooper seconded the motion; none opposed
7. REPORTS OF OFFICERS
  - a. Review of Financials and additional commentary– Harry Burns
    - i. Only two months of data to compare; CAP has not provided the full and final scope of the previous month's financials yet
    - ii. September 2020 we will need to renew the FHA approval, might need to pay a specialist to do this work
    - iii. Clarifying website locations:
      1. Old website address: <https://www.murrayparkcondos.com/>
      2. New website address: <https://www.murrayparkcondominiums.com/>
    - iv. Financial commentary: finances are in good shape, expenses are what we would expect to see, doing okay based on spending and current work

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- v. Positive feedback on improvement of grounds since new board came on a few months ago
  - vi. Ten people owe us a few cents each, proposal to make a motion at the next meeting to clear this up
  - vii. We still have a few invoices in flux with CAP
  - viii. Some accounts are in delinquency and are staying with old attorney Jason Grosz until resolved
  - ix. Currently have 66.25% owner owned homes, 33.75% investor owned (this does not exceed 50%, FHA limit). There are 53 of 80 units that are owner-occupied.
  - b. Reserve Study Review – Mark Vandervest
    - i. A reserve study is a 30-year plan of repairs for the buildings and grounds and how the repairs will be funded
    - ii. Page 10 of the board notes packet has an updated reserve study from the previous reserve study put together by Schwindt & Co. a few years back, and a preliminary updated version prepared by FRESH START Real Estate, Inc.
      - 1. Items in yellow shown on the FRESH START study are recommended additions to the reserve study
      - 2. Items in red on the preliminary update were taken from the old reserve study and some items we can wait on, and are not urgent, thereby allowing funds to be diverted to current needed repairs.
    - iii. During this year's budget meeting the board will review the new reserve study for approval
8. OWNERS FORUM
- a. Owner: Concerns about the condition of the roofs, mentioned in previous meetings.
    - i. The board and FRESH START are in the middle of exploration to find leaking chimneys; Mark met onsite with NW Roof Tech, Inc. who provided an initial preview of the roofs from ground level. NW Roof Tech stated that the concrete tile roofs are a very durable product if installed correctly and maintained properly. With proper maintenance, the roofs should last for many years to come. A more comprehensive evaluation will need to be performed. Proper maintenance would be far more cost-effective approach than replacement and allow the Association to build their reserves for when the roofs may need to be replaced in the future.
    - ii. Homeowners are asked to escalate any leaking chimneys, damp drywall related to chimneys to Mark (via email) so we can track and prioritize the work;
    - iii. Currently working on a plan of attack to get after urgent things needed to be repaired; for example, the work that has been done so far: repairing/prioritizing rotting stairs, two decks in the community have been replaced; 15 car port posts have been identified as rotten and needing repair
      - 1. Page 13 of the board packet has the reserve study projections to increase monthly payment over the years, in order to prevent future special assessments and in order to make the updates and repairs needed.
  - b. Upon initial evaluation, FRESH START believes that needed repairs can be made without a special assessment, with the redirection of reserve funds, and a properly structured maintenance plan. The Board voted to retract and dismiss a previously discussed Special Assessment at the Board meeting held on 6/23/19.
  - c. Owner: Do we have any investment income, or plan to have some in the future?

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- i. Mark: \$200K is a safe starting amount in reserves. That amount would need to increase over the years to complete major repairs/replacements, when needed.
    - ii. We don't have plans for investment income in the short term; wouldn't include cash generated from interest in budget, it would be supplemental money if we had this. Another avenue of supplemental money would be utilizing money generated from fines/fees as money to use to repairs and updates
  - d. Owner: Is an inflation estimate of 2.5% - 3.5% (as assumed in the reserve study) accurate for building and construction repairs?
    - i. 2.5% is what is usual and customary for reserve studies in Oregon
  - e. Owner: Thinks bylaws have a cap on what the board can approve for the % increase of monthly payments from owners without approval of association; thinks there is a cap at 4%
    - i. Cindy and Mark investigated the bylaws: article 6 section 1G, it is at the board/director's decision to increase monthly payments as needed and article 6 section 5, the board may increase no more than 10% without the approval of the association.
  - f. Owner: concerns on repairs and envelope inspection
    - i. Attorney has given recommendations on lawsuit and next steps
    - ii. "Mark would like to meet with the company that did the repairs, and if faulty, try and work through a negotiation before getting lawyers involved. It would be more cost effective. The Board will be reviewing recommendations by legal counsel as to the deadlines for filing claims, if necessary.
    - iii. "Owner: Is Jason Grosz still the association's attorney?
    - iv. No, Kevin Eike is the new attorney appointed by the board in a previous board meeting; he works for a smaller law firm which the board thought is better suited for our community
    - v. Jason Grosz might still have collection funds he is working on though
    - vi. The board felt there was a conflict of interest with CAP and the previous attorney thus decided to replace both.
  - g. Owner: Concerns about dry rot on buildings, specifically outdoor sheds
    - i. Mark request: please report any of these issues to him so FRESH START and the board can prioritize this work
    - ii. Shed is leaking by unit #14624
      - 1. Gary Hardy: the sheds have no overhand, so they are getting most of the dry rot; most buildings' sidings are in good condition otherwise
    - iii. "There was an Owner concerned about mold/mildew on a shed wall. FRESH START will evaluate, report back to the board, and the repair will be prioritized if repairs are needed. "Gary Hardy: There are rotten railroad ties on the grounds by building #2
  - h. Owner: Who is responsible for deck cleaning and maintenance?
    - i. Please work with the unit below the deck to put up a tarp before cleaning
    - ii. There are fees/fines associated with blowing debris from top deck to lower deck and leaking plants and power washing water to lower unit
  - i. Owner: Has had to hire a plumber every two years to snake the pipes every two years
    - i. Article 6, Section 7(b) defines that Owners are responsible for all repairs including sewage and sanitary installations. Plumbing in the common areas and leading to the street are the association's responsibility
- 9. VOTING FOR BOARD OF DIRECTOR VACANCY POSITIONS
  - a. Harry and Marylou's seats are open for election

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- i. Harry volunteered to stay on the board
    - ii. Floor nominations: Fey (withdrew), Andrew, Kathy
  - b. All nominees provided introductions and spoke about themselves
- 10. ANNOUNCE RESULTS OF ELECTION
  - a. Andrew Kualaaau was elected with a majority vote to fill Mary Lou's seat as a director
  - b. Harry Burns was re-elected with a majority vote to remain on the board.
- 11. VOTING BY BOARD FOR OFFICER POSITIONS
  - a. Board voted to maintain current officer positions by unanimous decision as follows: Jason Elder, chair; Candace Gray, secretary; Harry Burns, Treasurer. Motioned by Gary Hardy to approve, Jason Elder seconded the motion, and the motion passed unanimously by the board.
- 12. OUTSTANDING BUISNESS
  - a. Owner's forum occurred earlier in the meeting
  - b. In the next meeting we will discuss committees to establish if owners are interested
  - c. All owners are encouraged to attend meetings so they can have a voice in the community and ask questions
- 13. NEW BUSINESS
  - a. No new business
- 14. ADJOURNMENT
  - i. Meeting Adjourned at 7:19pm; Motioned by F. Winston, seconded by Andrew Kualaaau

Minutes drafted by: Candace Gray, Secretary