

**MURRAY PARK BOARD OF DIRECTORS MEETING**  
**MEETING MINUTES**  
**02/25/20**

PRESENT:

Jason Elder, President  
Candace Gray, Secretary  
Gary Hardy, Director  
Andrew Kualaaau, Director

ATTENDEES: Mark & Cindy Vandervest (FRESH START Real Estate, Inc.) and 5 additional homeowners

LOCATION: Murrayhill Woods Condominium Clubhouse; 9450 SW 146<sup>th</sup> Terr. Beaverton, OR 97007

CALL TO ORDER at 5:33pm

- a. President Jason Elder welcomed everyone in attendance and turned over the meeting to Mark Vandervest from FRESH START Real Estate to facilitate the meeting.
2. APPROVAL OF AGENDA
  - a. Jason Elder motioned; Andrew Kualaaau seconded
3. OWNER'S FORUM
  - a. None
4. APPROVAL OF MINUTES
  - a. FROM January 28, 2020
    - i. Jason Elder motioned to approve as written; Candace Gray seconded
    - ii. Question around air B-n-B; owner is currently doing 40-day lease no longer doing air B-n-B; broken front window still with this unit as well, "on order" unit #14728
5. FINANCIAL REPORT
  - a. Board reviewed the Balance Sheet
    - i. Balances increasing nicely, not much money spent in January so more money in reserves
    - ii. Income statement reviewed
    - iii. 4 chimney chases repaired; all leaking chimneys repaired
    - iv. Plumbing repair; backup in utility room; Mr. Rooter came out and fixed; root intrusion may come back after a few years
    - v. All other utilities on target
  - b. Financial Report
    - i. Unit 14517-31 has higher water/sewer bill then the others; potential leak? SE corner; Cindy will call to check historical trends
  - c. Delinquency Report
    - i. Down to 3 units; all on payment plans; #14637 is almost paid off
6. MANAGER'S REPORT
  - a. Repairs, Maintenance & Updates
    - i. Debris complaints; Mark has given warning
    - ii. Owner concern about water getting into new posts
      1. Tar supplement and pavement sealer will prevent the water from getting into the ground; wasn't done on previous posts (lasted 30 years), should last longer than previous posts
    - iii. Entry sign repair, private property sign fell off has been fixed
    - iv. Garbage management is ongoing (cut up and disposal of large items)
    - v. Lighting maintenance is ongoing (changed lightbulbs etc.)
  - b. Administration
    - i. Compliance and Violations
      1. Cats roaming warning has been given (3 cats)
      2. Owner concerns around cat food being left out and other bread and food left near mailboxes
    - ii. Homeowner Correspondence (Informational)

1. None
  - iii. Board items to review (Action items)
    1. Entry monument lights to be replaced
      - a. None opposed
    2. Handrail replacement - Unit #14624 requested
      - a. Initial bid too high; 3 companies looked at it no additional bids provided at this time
7. OLD BUSINESS
- a. Carport post replacement update (see manager's report above)
  - b. Chimney chases and attic venting update
    - i. 2 of 4 units have new venting added; still mold that needs to be mitigated (2/4 units)
8. NEW BUSINESS
- a. Owner concerns: Plastic, sheets, blankets covering the windows in some units
    - i. Carpets overhanging on the deck (draped over railing)
    - ii. Board agreed to send out warnings for remedy within 10 days
  - b. Chimney flue inspections and cleanings
    - i. Estimate on page 18 of board packet
    - ii. 2 flues come into 1 chase (1 flue per unit)
    - iii. Owners responsibility to clean, association responsibility to inspect
    - iv. Jason motioned; Andrew seconded for approval of proposal by The Hatter LLC in the amount of \$2,000.
  - c. Only one landscaper came out this week, due to worker shortage; owner coming out tomorrow to finalize clean up. Mark will follow up with Great Gardens Landscaping.
  - d. Rules and Regulations review
    - i. Currently only 8 pages, no changes have been made by FRESH START; recommended for board to review; other association rules and regulation are around 24 pages; Mark will share electronic version of example
  - e. Concerns about non-drivable, plates are expired car parked in the carport
    - i. Board agreed to give a warning for expired plates; must be remedied within 10 days or potential fine will be issued
  - f. Board member recruiting
    - i. Gary will close on his condominium tomorrow 02/26 and will no longer be available to be a board member
    - ii. Cathie Perkins volunteered to sit on the board as director
      1. Self-nomination
      2. Jason motioned; Andrew seconded
    - iii. Diane "Dee" Wagner volunteered to sit on the board as director
      1. Self-nomination
    - iv. Andrew motioned; Jason seconded
    - v. Faye suggested for filling last open seat as Treasurer
9. SCHEDULE NEXT MEETING
- a. Next meeting scheduled for March 24<sup>th</sup>, 2020 at 6pm; same location (Murrayhill Woods Condominium Clubhouse; 4<sup>th</sup> Tuesday of every month); unanimous agreement
10. ADJOURNMENT
- a. Meeting Adjourned at 6:53pm; Motioned by Jason Elder, seconded by Candace Gray

*Minutes drafted by: Candace Gray, Secretary*