

**Murrayhill Recreation Association
Board of Directors Meeting Minutes**

Date: SEPTEMBER 22, 2015

Time: 6:30 p.m. Executive Session
7:00 p.m Public Session

Location: MRA Office
11010 SW Teal Boulevard
Beaverton, OR 97007

Type of Meeting: Meeting of the MRA Board of Directors

Moderator: Paul Cohen, Chairman

Attendees

Directors: Paul Cohen, Ken Fairfield, Claire Paul, Julie Noteboom,
Stephanie Mirkes

Staff: Association Manager, Kristin Kebbe

Homeowners: Bruce Miller, Nathan Cluff, Steve Allen, Ben Bruer

Meeting called to order: 7:00 pm

Consent Items: August Meeting Minutes Approved

Motion: August Minutes
VOTING
Motion: Approval of the July minutes made by Director Paul, Seconded by Director Fairfield.
Vote: Passed unanimously

Presidents Report: President Cohen discussed the ongoing pipe work in the pump room. Rayborn plumbing will be upgrading the pipes where needed.

Activities Report: Director Paul discussed the upcoming activities. The Turkey Trot is still being planned. The Halloween party will not take place this year. 1 resident responded to our request for volunteers for the activities committee. Manager Kebbe will include the invitation to participate in future e-blasts. The installation of a Bocce ball court were discussed. One option may be to install a lower cost court and gauge the residents use and interest. If there is a high usage then upgrade to a nicer court in the future. Manager Kebbe will be sending a survey to homeowners to also gauge the overall interest in the project.

Treasurers Report: Financials were handed out. Including, profit and loss by class, balance sheet and reserve fund transaction details. The special assessment, state and purpose of the reserve fund, as well as the role of the operating account were discussed at length. The main points of the discussion are as follows:

The Murrayhill Recreation dues cannot be raised by the board by more than CPI (Consumer Price Index) or 4% whichever is higher. The special assessment is in effect to fund the reserves. The reserve fund is for all capital expenditures, such as the pump room equipment replacement. The board hires a 3rd party company to review the facilities, grounds, equipment and the finances. Based on the report created by the 3rd party the board makes the decision in an open monthly meeting what the special assessment should be to continue to properly and adequately pay for and plan for reserve expenses. Approximately 10 years ago the special assessment of \$55 was added, this will most likely to continue indefinitely as the base amount. This is needed for expenses that come out of the reserve fund. The operations account is only used for the day to day operations and is funded by the \$190 bi-annual dues. Please click [here](#) for further explanation of Operating vs Reserve funds.

Operations Report:

Manager Kebbe reported the pool has closed for the season. The final pay checks for staff have been mailed. We had great feedback as to the staff this year. Covers are on all pools with the exception of the lower rec pool. It was drained to allow a light fixture to be replaced. The electricians found an unsafe spliced cord that needed to be replaced. The lights are being converted to LED while more expensive at the onset it will pay off in electricity costs and has a great ambiance to it when lit at night and is brighter. The frequency of replacement will also almost disappear. The rest will be changed as they burn out. The pool is being re-filled and will be covered. The outdoor landscape lights have been changed to a photo cell so that they will automatically go on at dusk and off at dawn rather than use the current timer. Invoices were mailed and checks are coming in quickly. With the exception of the typo on the invoice the process was easy handled well by the printer and is low cost. The total came to \$436 plus postage which was \$264. We have only 2 rentals in the HTC so far for October. Manager Kebbe will be including a blurb in the next e-blast to try and get more activities volunteers and more use out of the HTC. Pat Enstrom and manager Kebbe walked the rough mow field today and discussed cleaning up some of the weeds and the edge of the wetland area. There are 2 trees that need to be cut down behind one of the homes bordering the wetlands. It has a bacterial issue called wet wood disease. A motion was passed after reviewing the bid for the project and approved. The removal will tentatively take place in mid-October and cost \$300. There is no permit needed since there will be a 12 foot snag remaining rather than removing the entire tree.

Motion: Removal/Pruning of 2 Red Alder Trees due to disease
VOTING
Motion: Approval of the removal of the trees made by Director Fairfield, Seconded by Director Mirkes.
Vote: Passed unanimously

Discussions:

a. **New MRA website:** Manager Kebbe presented 2 bids for the design of a new website. The current one will no longer be supported after the end of the calendar year. The 2 bids were discussed and Portland Web Design was chosen. This is the same company that designed the MOA website so consistency will help the end user and provide a similar experience for the site visitors. The total cost will not exceed \$3,150 and will include training for manager Kebbe to maintain the website long term. A motion was passed to hire the new website design company.

Motion: To hire Portland Web Design
VOTING
Motion: Approval of the hiring of Portland Web Design to completely build a new website for the MRA made by Director Fairfield and seconded by Director Noteboom.

Vote: Passed unanimously

b. Reserve Study Update: It was discussed that the 2015 reserve study would be completed and the 2016 study will begin in October.

Adjournment

There being no further business, the meeting was adjourned

Respectfully submitted,

Kristin Kebbe, Association Manager