

**Approved**

**BOD/27/MRHAO #205  
MILLRIDGE TOWNHOME OWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
June 23, 2010  
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**MINUTES OF THE BOARD OF DIRECTORS MEETING OF MILLRIDGE TOWNHOME OWNERS ASSOCIATION HELD JUNE 23, 2010 AT 6:30 P.M. AT THE MILLRIDGE TOWNHOMES CLUBHOUSE LOCATED AT 1610 1/2 NW 143<sup>rd</sup> PORTLAND OR 97229.**

**PRESENT:** Rich Leflar, President  
Kathy Shaffer, Secretary  
Roger Williams, Treasurer  
Isaac McGuire, Member at Large  
Marcia Policar, Member at Large

**BY INVITATION:** Steve Meyer, Community Manager  
COMMUNITY MANAGEMENT INC., AAMC

**OWNERS AS INDICATED ON THE SIGN IN SHEET KEPT IN THE MILLRIDGE CLUBHOUSE OFFICE.**

**PRE ANNUAL BOARD MEETING**

**I. Call to Order**

Rich Leflar called the meeting to order at 6:30 p.m.

**II. Introductions**

Introductions commenced throughout the room.

**III. Open Forum - comments only, no discussions please**

Owners participated in the open forum.

**IV. Acceptance Of The Agenda**

The agenda was accepted as presented.

**V. Discuss / Accept - Meeting Minutes – May 12<sup>th</sup>, 2010**

**AGREED: Isaac McGuire moved to approve the May 12, 2010 Board of Director's meeting minutes as presented. The motion was seconded and carried without objection.**

**VI. Committee Reports (Please limit time of reports)**

**A. Treasurers Report**

Steve Meyer presented the treasurer's report.

**B. Landscape Report**

Betty Lukins presented the landscape committee report. The stump grinding was started this week and will conclude on July 2<sup>nd</sup>. The tree root will die after the tree is removed. Shirley's yard will be raked and sod installed. The bark dust vendor was contacted. The bark dust is the same price as 2009 and will be installed after the roots are removed. The juniper hedge at \$300 and the birch removal at \$650 with stump grinding at \$350 and \$100 for shrub replacements as well as bark replacement, totaling \$1900. This was included in this year's budget.

**C. Architectural**

Carol Patterson reported on the architecture committee. The back pool building was examined. The roof and dry rot on the wall was examined. There are 3 options to repair this back pool building. Remove the flat section of the roof, demolish the entire building and replace, and remove the flat roof section and equipment roof adding 6' of additional fence, replace the exterior siding and move one light post. The option #3 was preferred.

Another area was examined per the standing water problem. The committee recommended review by the landscaper and this to be included next spring. 65 laurel shrubs were proposed. This may be recommended for a 2011 installation.

The committee asked about the new trim paint colors.

**ACTION ITEM: CMI to ask Verhaalen when we can get the computer design showing the new trim colors on the actual buildings.**

**D. Maintenance**

Isaac McGuire presented the maintenance committee report. Isaac reported on 1608 standing water problem and request for an additional drain. The leaky roof repair for Charlene Bray was replaced. 1746 clogged gutter was cleaned by Tim. 1674 had an area where the roofers stepped through the ceiling. This will be repaired at the roofer vendors expense.

**E. Clubhouse Report**

Jeri Old reported for the clubhouse. Some rental revenues were collected. There are more scheduled in the next 2 months. The association requested when the clubhouse would have HVAC.

**F. Pool Report**

Charlene Bray reported on the pool report. There is a table that needs to be prepped and painted. There is an issue with the gate. The back pool house should have the door left open so it can dry out. The chlorine level on the back pool is low. The bromine level does not need to be checked. The chlorine levels are being adjusted. Call Charlene if there are chemical problems and she will take care of this.

**G. Neighborhood Watch**

Shirley Carlson reported on the neighborhood watch program. There have been no solicitors lately.

**H. Green Committee**

Isaac McGuire reported for the green committee. Some owners asked about the vent covers and Isaac recommended leaving the vents open all of the time.

**VII. Unfinished Business**

**A. Discuss west hedge @ 143<sup>rd</sup> Ave.**

Rich Leflar reported on the West hedge by 143<sup>rd</sup> ave. Bids were acquired to have the hedge completed. Isaac McGuire stated that Tim was not licensed to provide landscape services other than maintenance. To have the sprinklers installed would require a license.

There are not enough funds in the budget to have this done this year. Betty Lukins reported that a plan should be put together with the committee and interested owners. Betty Lukins reported that Tim will be acquiring a LCB license that will allow him to repair sprinklers.

**AGREED: Isaac McGuire moved to approve the hedge work be included in the 2011 budget for completion. The motion was seconded and carried without objection.**

**B. Status improper Satellite dish install 1672**

Steve Meyer presented the update on this item.

**C. Up-date Rental Amendment vote.**

Rich Leflar and Steve Meyer reported on the rental vote. There has been no change at this time on the number of votes acquired at this time.

Paul Blomquist volunteered to head a committee on this item.

**ACTION ITEM: CMI to email Paul the list of owners that have not voted yet and the vote tally.**

VIII. **New Business**

**A. Discuss two options for the small pool building.**

Rich Leflar explained the options for the small pool building at the rear of the property and the acquired proposals. Several variations were discussed. Isaac McGuire will work with Steve Meyer to acquire additional bids for this project and present at the next Board meeting.

**B. Discuss Building 8 chimney wraps (4).**

Rich Leflar explained the proposal from Cedar Mill Construction for the chimney wraps. This building did not have the wraps completed when the building was repaired 4 years ago. They now need to be replaced.

**AGREED: Isaac McGuire move to approve the Cedar Mill Construction for \$720 for the chimney wraps. The motion was seconded and carried without objection.**

**C. Painting small pool building, WP??**

This items will be revisited after additional proposals are acquired by Isaac McGuire.

**D. Discuss pothole patches (3).**

The Board discussed to have additional bids to have some patching done on the pot holes.

**ACTION ITEM: CMI to setup 3 companies to meet Rich Leflar onsite and bid the pot hole repairs.**

**E. US Bank signature card needs signatures**

This item will be signed after the annual meeting.

**F. 2009 financial review needs signatures and initials on adjusting journal entries ADJE's**

The board reviewed the 2009 financial review and agreed to sign/initial the ADJE's.

**IX. Building 12 Tree Removal Work**

**AGREED: Roger Williams agreed to approve the tree removal of NTE \$1900. The motion was seconded and carried without objection.**

**X. Garage Sale**

Jeri Old and Betty Lukins spoke about the proposed garage sale to be used to help fund the non budgeted expenses. Usable and clean donations are requested. This item will go into the next newsletter to see who is interested.

**XI. Repairs On 143<sup>rd</sup> And Safety Concerns**

Rich Leflar contacted the county for safety concerns on the repairs on 143<sup>rd</sup>. Cars not merging Northbound, speeding for merging, increased speed limit over surrounding roads, and concerns about heading into the driveway headed north and the potential of being rear ended. Jake brakes and U turns are also a problem. Rich will email his concerns to interested owners and provided labels to the County office.

**XII. Meeting Date, July 28<sup>th</sup>, 2010**

**XIII. Adjourn**

Rich Leflar adjourned the meeting at 7:40 p.m.