

**DRAFT**

**BOD/27/MRHAO #205  
MILLRIDGE TOWNHOME OWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
AUGUST 25, 2011**

**MINUTES OF THE BOARD OF DIRECTORS MEETING OF MILLRIDGE TOWNHOME OWNERS ASSOCIATION HELD AUGUST 25, 2011 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-Tamblyn, Secretary  
Isaac McGuire, Member at Large  
Roger Williams, Treasurer  
Marcia Policar, Member at Large

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

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

**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 owners forum.

**IV. Acceptance Of The Agenda**

The agenda was accepted as presented.

**V. Discuss / Accept - Meeting Minutes**

**AGREED: Isaac McGuire moved to approve the, August 5, 2011 Board of Directors 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 and gave an update on the

collections matters.

### **B. Landscape Report**

Betty Lukins presented the landscape committee report. David Clark was thanked for donating 9 plants to the HOA. There will be 2 bark dust trucks this next week and they will complete the bark dust. The 2<sup>nd</sup> truck will complete the front areas and any remaining areas. We will need approximately 10 more units after these 2 trucks. The front area plan is commencing well. We have a different bid from Tim Long as he ordered a different laurel, which was cheaper at \$29. We also had to order more from the nursery and the total cost of the project was \$2344. The tree was cut/ground at bldg 6 and we are ready for the fence to be installed. We have a wet area at bldg 4/5/6 all winter. We have come up with a bid for \$12k and another for \$10.5k, both are out of the range. Tim bid for \$3,150. They all do the same things, digging a trench and traveling the water through a French drain. We would add a few more plants for the changes. The committee is not capable of handling the costs and we ask that Tim be reconsidered to do the job, even though he is not licensed. Tim has completed this type of work on the property before without the license. We would like to see this work done before Winter. The area that meets with paving needs repair on the landscape. There are large trees that we needed to cut into for the paving. We need to protect our trees. Tim bid to have 15-20 stones to help with this area, that would be tapered down at the base of each tree, at the entrance into the North alleyway. Paul Blomquist would like to see this expense come from the general maintenance account. Some owners thought the quality of the bark dust was lower this year. We thank Betty for all her hard work. We had asked Tim to cut down the water to 50%. Tim has reduced the watering to twice a day for 6 minutes for lawns. The beds are watered every other day for 8-10 minutes. Some areas are not being watered as much as they need due to the sprinkler systems.

### **C. Architectural**

Carol Patterson presented the landscape committee report. The committee met last week. Paint colors were discussed for the small pool building. Bldg 7-12 petition was signed to remove the brown trim color. The painters had applied trim color around the door and the light post was painted. We will consider 3 options. We also reviewed the storm door at one location as this was a standard change. One unit was not painted as the owner has not contacted the committee. We have reapplied paint on other areas of the buildings. Repairs will occur as funds are available on track B. New roofs might be needed on bldgs 14/15 at approximately \$30k each. Large downspouts are needed. Sidewalks will be repaired soon. We looked at good neighbor fences and reviewed the architectural styles of the buildings for paint colors. We may need to remove the lower branches on some plants.

#### **D. Maintenance**

Isaac McGuire reported for the maintenance committee. Isaac reported for the pest control.

**ACTION ITEM: 1722 to have the pest control vendor examine for possible ants/termites. NW Bee control for bees in the sprinkler valve by 1740.**

#### **E. Clubhouse Report**

Kathy Shaffer-Tamblyn reported for the clubhouse. Jerry Weinert reported that the batteries need to be replaced for the smoke detectors. The HVAC is nice to have. We need only one smoke detector and the CO detector. Isaac reported for the code for detectors.

#### **F. Pool Report**

We were wondering why the flowers were cut off. The life saving ring needs to be replaced on the wall by the pool.

**ACTION ITEM: CMI to have an electrician come out to repair the perimeter lights and pool lights for the front pools.**

#### **G. Neighborhood Watch**

No report given.

#### **H. Green Committee**

No report given.

#### **VII. Unfinished Business**

Construction Update:

Cedar Mill - will be on site Sept 6<sup>th</sup> to start the work on the fences and siding. We will be complete by Sept. 16<sup>th</sup>. We will start with the fences and begin the siding on the 12<sup>th</sup>.

Verhaalen – will paint the trim for free on the small pool house. All remaining work will be completed September 15<sup>th</sup>.

Vancouver Paving - Pavement Maintenance is the subcontractor for the leveling. They will be there in between 8-9 tomorrow. As far as the schedule goes for the concrete pouring, we have to move out a day because of a highway job. We will be there September 7,8, and 9th.

Locate for Peninsula – Sept 9<sup>th</sup>. Peninsula work. – Sept 12-16<sup>th</sup>.

Cedar Mill will be onsite to view the siding work behind bldg 12.

#### VIII. **New Business**

##### **A. Discuss Moving All Reserve Money To A Clearly Defined Reserve Account.**

The Board discussed this topic and Steve Meyer iterated the state statutes and requirements of the HOA.

**ACTION ITEM: CMI To see if they can remove the staffing/recreation heading from the FS.**

**AGREED: Isaac McGuire moved to create a "Replacement Reserve" fund and move all funds from operating contingency except \$5k. The motion was seconded and carried without objection.**

##### **B. Discuss Small Pool Building Trim**

Verhaalen has offered to paint the trim Blue and remove the Brown color.

##### **C. Discuss "All In" Option Regarding Insurance**

Rich Leflar discussed the options that were recommended for the all in insurance policy as suggested by insurance agent Vern Newcomb. Rich described the items covered as walls, floor coverings, counters, appliances, cabinets, and anything that is "connected" to the unit. The Board discussed the deductible and informed owners that they should have adequate insurance to fund the deductible.

**AGREED: Isaac McGuire moved to adopt the all in policy as suggested by Vern Newcomb immediately. The motion was seconded and carried without objection.**

##### **D. Final Date To Close Pools**

Kathy Schaffer-Tamblyn stated this will depend on if the checkers will continue to check the water/chemicals. We will monitor the weather and decide to close the pools weather permitting.

##### **E. Discuss Pool Chemical Storage**

Sam Nixon suggested we purchase a plastic storage locker for the chlorine tablets and shock. The Board will look at a few options and present at the next meeting.

**IX. Fire Lanes Repainting**

One owner suggested we repaint the fire lanes.

**X. Landye Bennett Blumstein Question**

The Board discussed this item.

**ACTION ITEM: CMI To find out what option 2 costs could be for the P.I.**

**XI. Bids For Wet Areas**

Betty Lukins presented the bids for the wet areas from Tim Long. Steve Meyer advised the association what the repercussions could be for hiring non-licensed workers. The Board took a straw vote to see if they would hire Tim to complete the work. CMI advised against hiring a non-licensed vendor.

**AGREED: Roger Williams moved to hire Tim Long to complete the French Drain work contingent that he hires a subcontractor that carries the proper license. The motion was seconded and carried without objection.**

**XII. Next Meeting Date**

The next meeting will be held on September 22, 2011 at 6:30 p.m. in the clubhouse.

**XIII. Adjourn**

The meeting was adjourned at 8:11 p.m.