

**DRAFT**

**BOD/27/MRHAO #205  
MILLRIDGE TOWNHOME OWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
APRIL 28, 2011**

**MINUTES OF THE BOARD OF DIRECTORS MEETING OF MILLRIDGE TOWNHOME OWNERS ASSOCIATION HELD APRIL 28, 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

**ABSENT:** 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**

No owners participated in the owners forum.

**IV. Acceptance Of The Agenda**

The agenda was accepted as presented.

**V. Discuss / Accept - Meeting Minutes – March 31, 2011**

**AGREED: moved to approve the March 31, 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.

**ACTION ITEM: CMI to prepare a report for the assessment income/expenses for 2010 assessment and future assessment and send to Ursula Locke and BOD.**

**B. Landscape Report**

The landscape committee presented their report.

**ACTION ITEM: CMI to move the \$18.75 from Feb from 7675 to 7690.**

The spraying will be finished up soon. Dave Clark's pots have been removed from along the fence. We need to work on the pots that are in front of the garages. We will be addressing the bark dust applications. We will coordinate the bark dust with the construction schedule. Betty will be meeting with Tim to coordinate future work.

**ACTION ITEM: CMI to email Paul Blomquist the Cedar Mill schedule.**

**C. Architectural**

Carol Patterson reported there have been no requests.

**D. Maintenance**

Isaac McGuire reported for the maintenance committee. There have been a few gutter issues. Two light bulbs need to be replaced. Isaac will be completing this tonight.

**E. Clubhouse Report**

There was a book exchange. We will put the sign board out on the day this will occur. The times will be 4-6 pm and twice a month on Friday. We need a volunteer for the welcoming committee.

**F. Pool Report**

We have chemical checkers. The trash was dealt with. Now that Betty is back, the plants will be addressed. There was a large light and we need a light on the post. The pool lights in the pool do not work.

**G. Neighborhood Watch**

No report given.

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

No report given.

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

##### **A. Review bids for gutter cleaning**

The board reviewed the gutter cleaning bids. We will ask Tim for a moss removal bid for bldgs 14-16 to sweep off the moss and for gutter cleaning. There is moss on some of the other buildings in the back. The North side is the worst.

##### **B. Review Verhaalen's painting bid**

**ACTION ITEM: CMI to have Verhaalen to correct the address of the association as the legal address to 1610 1/2.**

The association discussed the color scheme and the building 4 still needs some work. We talked before about doing 2 buildings the same color and having an opposite colors stuck in to accent. We may need to look at some other lighter colors.

##### **C. Ask for volunteers for nominating committee**

Rich Leflar asked for a volunteer for this committee. Isaac McGuire will volunteer. Barbara Getty and Nancy Joyce will volunteer.

##### **D. Vehicles parked in violation – enforcement**

The Board discussed the 2 vehicles in question and reviewed the submitted Idaho registration and where the vehicles are parked. The unit 1622 claims they reside here, but work in Idaho. The board reviewed the violation response form. This unit is using 2 spaces and the vehicles should be stored in the rear of the property. Rich stated that if a business uses a vehicle and works in Oregon that the plates must be Oregon plates.

Isaac McGuire will meet with this owner. Steve Meyer suggested that the parking resolution must be followed.

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

##### **A. Review / Discuss All Assessment Bids Received, Asphalt, Roofing, Sidewalks, Water Shut-Offs, Clubhouse AC.**

1. **Asphalt** – The Board reviewed the proposals. The Board liked the Vancouver paving proposal for paving and sidewalk repair. There is a large crack reported on one sidewalk that needs to be repaired. Carol Patterson objected to having a sidewalk installed behind her unit and requests that it be properly maintained.

**ACTION ITEM: Ask Vancouver Paving to break out the cost of the sidewalk behind 1736.**

The Board will visit this item next month.

2. **Roofing** – The Board reviewed the proposals. The Board liked Clow Roofing's proposal. The roof has 2 layers on it already. Isaac recommended that we have all of the layers removed.
3. **Water Shut-Offs** - The Board reviewed the proposals. The Board liked the Peninsula Plumbing bid.
4. **HVAC For Clubhouse**  
The Board reviewed the proposals.

**ACTION ITEM: CMI to acquire additional bids for HVAC.**

**ACTION ITEM: CMI to find out from Anton and American Heating what they would charge to have the old AC removed and if this was done by another contractor, what would the bid be reduced by.**

**B. Review / Discuss Money Projection Spreadsheet**

The Board reviewed the projects at hand and the funds calculator spreadsheet that CMI presented. The building and painting work will start asap. The sidewalks will start in July and the roofing will start in Aug/Sept timeframe. CMI will acquire contracts asap for this work.

**C. Review / Discuss bids for six (6) drainage issues**

The Board discussed this item. More information is needed.

**D. Have CMI buy and install Radon detectors in Clubhouse and small pool building? We buy and install ASAP.**

The Board discussed this item and will purchase these items and install themselves.

**E. Set Workshop date, schedule of fines, Resolution?**  
**ACTION ITEM: CMI to draft a shell of the fines resolution and send to the BOD. The BOD will review the draft and decide on the fines to input into the resolution draft.**

The Board discussed a workshop for Friday May 6<sup>th</sup> to discuss this item at 6:00 p.m.

**IX. 2010 Financial Review**

Steve Meyer presented the 2010 financial review. The Board signed the review.

**X. Next Meeting Date, May 26th, 2011 at 6:30 p.m.**

**XI. Adjourn**

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