

**APPROVED**

**BOD/27/MRHAO #205  
MILLRIDGE TOWNHOME OWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
June 23, 2011  
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**MINUTES OF THE BOARD OF DIRECTORS MEETING OF MILLRIDGE TOWNHOME OWNERS ASSOCIATION HELD JUNE 23, 2011 AT 7:10 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  
Laura Segall, Community Administrator  
COMMUNITY MANAGEMENT INC., AAMC

**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 7:10 p.m.

**II. Introductions**

This items was completed in the pre annual meeting.

**III. Owners Forum**

No owners participated in the owners forum.

**IV. Acceptance Of Agenda**

The motion was seconded as presented.

**V. Approval Of Previous Meeting Minutes – May 26, 2011 Board of Directors Meeting Minutes**

**AGREED: Marcia Policar moved to approve the May 26, 2011 Board of Directors meeting minutes as presented. The motion was seconded and carried without objection.**

**VI. Committee Reports**

**A. Landscape Report**

Betty Lukins reported that the new arborvitae have been placed. We are going to give one more week for the bark dust and may to with another vendor. Tim gave a bid for the irrigation repairs for \$491.65, due to having to go under the sidewalk. The dogwood trees are diseased in the center. We had Davies Organic check out the trees. For \$200 they will spray each tree with an insecticide. They will test the soil for \$125 and this will take a month. We are obtaining bids for the two spruce trees at the landing. The tree is causing the sidewalk to raise. The bid to remove is \$500 and the 2<sup>nd</sup> tree would be \$525 as more cuts are required as being too close to the house. One tree in the front died and we think it may have drowned. We replaced it with a 12' cedar. We received it for \$120. We will check with Walker Garbage to see if we can get a yard debris recycling bin.

**B. Architecture Report**

Carol Patterson reported on bldg 8, unit 1656, Don Jones, end unit, that the paint is peeling on the end board and under the windows on the ledge and on the top of the fence for patio. We will fill out a form for the maintenance request. This owner will pay to have his door painted his own door with the raisin color. We may want to have some of the painting work completed this year when Verhaalen does the painting. Bldg 15 has a box above the door.

**C. Maintenance Report**

Isaac McGuire reported there is a light post in front that continues to go out. We will need an electrician. Isaac said there is a high bulb in the rear that is out too.

**D. Clubhouse Report**

There is a large bulletin board left over from the clubhouse replacement. Isaac will take this home. There are 3 rentals for July.

**E. Pool Report**

Paul Blomquist reported on the pool committee. There is a key that has been turned in that was found onsite. There was a light on the back pool. The light is on a sensor, activated by motion.

**F. Neighborhood Watch Report**

Shirley Carlson stated it is important that owners complete their forms. Carol Parker will resume the welcome committee.

**G. Green Report**

Rich Leflar handed out recycling bags to all owners.

## **VII. Unfinished Business**

### **A. Review / Discuss 4 HVAC bids for Clubhouse**

The Board reviewed the bids for the HVAC for Clubhouse. Damar had a heat pump and AC combined unit.

**AGREED: Isaac McGuire moved to accept the clubhouse HVAC proposal from John Berger HVAC for \$5285. The motion was seconded and carried without objection.**

### **B. Schedule Workshop For Fines Resolution**

The Board will meet on July 13, 2011 to discuss this matter.

### **C. Status On Re-leveling Pavers & Walkway @ 1736**

Tim will be completing this for \$600. Tim will use the pavers for Carol Patterson's area. We will talk to our pavers about the area where the pavers are located. The Board agreed to have Tim start and coordinate with the paving. Betty Lukins asked David Clark if he would like to donate some of his plants to MRHOA. He agreed, but said he would be home in the end of June. Some of the pots are breaking away. This area is a fire lane and it has to be 25' wide.

## **VIII. New Business**

### **A. Discuss Garage Door @ 1752**

The Board discussed the replacement of the entryway garage door at 1752. The Bylaws stated the door is the owner's responsibility. The owner is stating that the HOA did not solve the water problem in the courtyard area and the door needs to be replaced. Isaac McGuire will source a door.

**ACTION ITEM: CMI To break out the assessment fund, operating contingency fund and reserves in the CM report on the monthly financial statement.**

### **B. Discuss Reserve Spreadsheet**

Steve Meyer discussed the reserve spreadsheet and projected expenditures.

### **C. Discuss Forecast Of Reserve Money Left For Work This Year, Paving, Sidewalk Repair & Clubhouse HVAC**

The board discussed the available funds, future income and projects that are due to be completed. The Board will review the proposals in a future meeting.

## **IX. Election Of Officers**

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

**AGREED: Roger Williams moved to approve the above listed slate as presented. The motion was seconded and carried without objection.**

**X. Next Meeting Date – July 28, 2011**

**XI. Adjourn**

The meeting was adjourned at 8:22 p.m.