

DRAFT

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

MINUTES OF THE BOARD OF DIRECTORS MEETING OF MILLRIDGE TOWNHOME OWNERS ASSOCIATION HELD OCTOBER 27, 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  
Ursula Locke, Treasurer  
Kathy Shaffer-Tamblyn, Secretary  
Marcia Policar, Director  
Nadine Moore, Director

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. Acceptance Of The Agenda**

The agenda was accepted as presented.

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

The Board discussed a change to the minutes that the word "attached" be removed from the minutes of the September 22 Board of Directors meeting. No pictures were presented.

**AGREED: Ursula Locke moved to approve the, September 22, 2011 Board of Directors meeting minutes with correction. The motion was seconded and carried without objection.**

Roger Williams has resigned and Nadine Moore has agreed to fill Roger's term. Note: Ursula Locke moved to the role of Treasurer from Vice President due to Roger Williams resigning as Treasurer and Nadine Moore coming on as Director at Large.

AGREED: Kathy Shaffer-Tamblyn moved to ratify the appointment of Nadine Moore as Board director. The motion was seconded and carried without objection.

**V. 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**

Paul Blomquist presented the landscape report. Paul reported there were improper coding of line items for the landscape extras account.

**ACTION ITEM: CMI to re-code the invoices.**

Rich Leflar provided Paul Blomquist several landscape maintenance requests. Many of these are in the horse shoe area. One area did not receive bark dust in this area. This area will be bark dusted soon. Paul reported the areas the committee is over budget \$1046 and Paul is requesting that the \$3312.94 that was not used last year as stated in the February 2011 meeting minutes. These funds from 2010 are located in the operating contingency fund. The bark dust was stopped in 2010 short of the final proposed project scope.

Ursula Locke stated that the HOA is over budget year to date and we should be diligent to this fact. Paul stated since the irrigation funds were \$4k and we have not used all of the funds, that the committee would like to transfer the unused funds to landscape. If the Board grants this request, we will have funds available for the bark dust project. The front entry was approved a couple of meetings ago.

Rich Leflar stated that we need to prioritize as we have not collected the income we need to manage our expenses. There are foreclosures that have caused our funds to not be collected. We need to build our reserves up to get through the winter. Rich stated that we should hold off on any additional work for the year. The horse shoe area water problems should be a priority next year.

**C. Architectural**

Rich Leflar presented the architectural committee report. Ruth Forsythe presented a satellite dish. The ARC report was approved.

**D. Maintenance**

Owners that have a sump pump and have not had their pump inspected should contact CMI.

**E. Clubhouse Report**

Nadine Moore presented the clubhouse report. There was \$1000 in income, 3 reservations remain and we had a \$600 check from energy trust.

**F. Pool Report**

No report given.

**G. Neighborhood Watch**

Shirley Carlson would like to have an article in the next newsletter on how incidents are handled. We did replace 8 light that were out.

**H. 2012 Budget**

Ursula reported on the 2012 budget. The committee has been working hard. The Board is still looking at the budget. We are struggling how we can fund bad debt.

**VI. Unfinished Business**

**A. Review / Discuss Bids: Moss removal and gutter cleaning**

The Board discussed the Clow, Absolute Perfection, Finmark, and Action Window & Gutter proposals for moss roof treatment and gutter cleaning.

**AGREED: Ursula Locke moved to accept Tim Long's proposal for moss/roof/gutter cleaning and add building #7. The motion was seconded and carried without objection.**

**ACTION ITEM: CMI to inform Tim Long to start asap and to inform the other bidders of the contract award.**

**AGREED: Kathy Shaffer-Tamblyn moved to approve the \$3360 for Tim Long to provide pressure washing and spray chemicals on the asphalt with a cost of \$1000. The motion was seconded and carried without objection.**

**ACTION ITEM: CMI to ask Tim what his cost will be for the asphalt spraying and report back to the BOD.**

**B. Discuss Absolute Perfection's 2 year contract proposal**

The Board discussed the Absolute Perfection's contract and revised pay dates. The Board will re-submit to Tim additional requirements on the contract and will re-visit this in November. The insurance clause was added to the contract per the Board's request.

**C. Answer questions from Sept. 22 meeting**

Rich Leflar read the questions presented to the association and the answers that the Board prepared for the association. The questions and answers were read and will be attached to the meeting minutes as an attachment.

**VII. New Business**

**A. Review / Discuss CMI's contract renewal**

The Board reviewed the CMI contract renewal.

**ACTION ITEM: CMI to provide current copies of the Schedule A and CMISD rates.**

**AGREED: Kathy Shaffer-Tamblyn**

Tim Jackson stated that the current CMI contract is in conflict with the Bylaws, section 6.4 of the association bylaws. Tim submitted that the bylaws state the managing agent should have full authority and control over the management, operation, and maintenance of the planned community.

**B. Review / Discuss Insurance renewal for 2012**

This item will be on hold until the other bidders are in.

**C. Steve Meyer – Collections policy resolution** Steve Meyer presented some insight on the collection policy resolution and answered questions regarding the resolution.

**D. Discuss Account 20502 – write off \$104.25**

**AGREED: Nadine Moore moved to write off the \$104.25 from this account. The motion was seconded and carried without objection.**

**E. Discuss financial review/audit for 2012**

Rich Leflar provided an update on the audit/review discussion. The association's attorney is drafting a resolution to help clarify the conflicts within the association legal documents.

**F. Discuss records examination resolution**

The association discussed the records examination resolution and what the state statutes state regarding the need for a resolution. This will be tabled at this time.

**AGREED: Ursula Locke moved to extend the meeting end time to 9:00. The motion was seconded and carried without objection.**

**G. Discuss reserve study update proposals**

Rich Leflar reviewed the reserve study proposals and the pros/cons of the different reports that the bidding vendors provided. Schwindt & CO, Dan Huntley, and Rich Thompson provided bids. The Board will review this at the next meeting.

**H. Discuss raising CPI 3.6%**

Steve Meyer reviewed the COLA and western region CPI rates. CPI is 3.12% and COLA is 3.6%.

**AGREED: Rich Leflar moved to raise the CPI COLA to 3.6%. The motion was seconded and carried without objection.**

**AGREED: Rich Leflar moved to extend the meeting end time for 5 minutes. The motion was seconded and carried without objection.**

**VIII. Members Open Forum for Comments**

The members of the HOA participated in the owner's forum.

**IX. Next Meeting Date**

The next meeting date will be held announced.

**X. Adjourn**

The meeting was adjourned at 9:06 p.m.