

DRAFT

**MINUTES OF THE BOARD OF DIRECTORS MEETING OF MILLRIDGE TOWNHOME OWNERS ASSOCIATION HELD NOVEMBER 15, 2011 AT 6:30 P.M. AT THE MILLRIDGE TOWNHOMES CLUBHOUSE LOCATED AT 1610 ½ NW 143<sup>rd</sup> PORTLAND OR 97229.**

**PRESENT:**

Rich Leflar, President  
Ursula Locke, Treasurer  
Kathy Shaffer-Tamblyn, Secretary  
Nadine Moore, Director

**BY INVITATION:**

Jason Grosz, Vial Fotheringham Law Firm

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

**Introduce Jason Grosz**

Jason Grosz introduced himself and stated the reason for his attendance. He explained that the BOD asked him to attend because of previous meetings' disruptions and explain to homeowners Roberts Rules of Order. He indicated that he would Chair the meeting and that he would adhere to the Rules strictly.

**I. Call to Order**

Jason called the meeting to order at 6:37pm. Secretary Kathy Shaffer-Tamblyn verified notice of the meeting and that a quorum was present.

**II. Acceptance of The Agenda**

The agenda was accepted as presented.

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

**AGREED: Rich Leflar moved to approve the October 27, 2011 Board of Directors meeting minutes. The motion was seconded and carried without objection.**

**AGREED: Ursula Locke moved to approve the November 3, 2011 Board of Directors special meeting minutes. The motion was seconded and carried without objection.**

**IV. Committee Reports**

**A. Treasurers Report**

There was no report because the financials for October were not available until later in the month.

**B. Landscape Report**

Paul Blomquist presented the landscape report. Paul reported that we are under budget for irrigation expense and over budget for general improvements. Leaf clean up continues each Thursday and moss removal is currently in progress. The committee has had several requests for maintenance. Paul reported that some have been completed and the others are in progress. Paul read a letter to the residents of Bldg. 4, 5 & 6 regarding the existing water problem and asked that the board send it to each resident. He asked if barkdust and/or rock could be placed in front of Unit 1626 to aid in selling of that unit. He commented that Tim is going to obtain his landscapers license very soon so he can do the work in that area. Ursula stated that we need to give him a time limit because he stated this a year ago and didn't pass the test. The BOD had approved Tim doing the work earlier this year if he hired a licensed landscaper and this has not been done.

**ACTION ITEM: Letter to be sent to the residents of Bldg. 4, 5 & 6 regarding the water problem.**

**C. Architectural**

There were no requested and no report.

**D. Maintenance**

Rich Leflar gave the maintenance report. Bldg. 12 Unit 1722 has a problem with their roof vent. Clow Roofing will be fixing this problem at their expense and checking all other vents on the building. Any other repairs will also be at Clow's expense. Unit 1722 owner will be reimbursed their cost of \$50 by Clow. Sump pumps have been checked. If you have a sump pump under your unit and it hasn't been checked, please call CMI immediately to have it inspected.

**E. Clubhouse Report**

Jeri Old stated that we have 2 rentals this coming weekend and another for Thanksgiving.

**F. Pool Report**

No report given.

**G. Neighborhood Watch**

Shirley Carlson would like to have an article in the next newsletter on people leaving their garage doors open at night. Washington County Sheriff's department is stepping up patrols for the upcoming holiday season.

**AGREED: Motion to include an article addressing the issue of garage doors being left open in the next newsletter. Motion was seconded and carried without objection.**

**ACTION ITEM: December newsletter to contain an article with regard to HOA awareness of garage doors being left open.**

**H. 2012 Budget**

Ursula reported on the 2012 budget and presented the final budget to the board. She stated that there will be a 3.6% increase in homeowners monthly dues as per COLA. The committee had to add a line item BAD DEBT to fund the uncollectable HOA fees due to foreclosures and people not paying their dues.

**AGREED: Rich Leflar moved to approve the 2012 Budget as presented by the Budget Committee. The motion was seconded and carried without objection.**

**ACTION ITEM: Approved 2012 Budget shall be mailed to all owners of Millridge Homeowners Association.**

**V. Unfinished Business**

**A. Discuss 2012 Budget – see item H. under Committee Reports**

**B. Discuss Bids for Reserve Study Report**

**AGREED: Motion to accept Schwindt's proposal for reserve study reports. Motion was seconded and after discussion, the Chair moved on to the next topic. Kathy Shaffer-Tamblyn declared a Point of Order, Chair recognized this and the motion was restated, seconded and approved without objection.**

**ACTION ITEM: CMI to notify Schwindt of the acceptance of their proposal.**

**C. Discuss Examination Resolution –**

**AGREED: Motion to table until the December Board of Directors meeting. Motion was seconded and passed without objection.**

**ACTION ITEM: Examination Resolution to be included in the December BOD meeting agenda.**

**D. Discuss Financial Review vs Audit for 2011 – The Chair stated that we should also discuss the Interpretive Resolution at this time instead of under New Business.**

**AGREED: Motion to adopt the Interpretive Resolution written by Jason Grosz of Vial Fotheringham Law Firm. Motion was seconded and after discussion, was carried without objection.**

**ACTION ITEM: Interpretive Resolution shall be mailed out to all Millridge Homeowners.**

**VI. New Business**

**A. Discuss changing the date homeowner dues are late.**

**AGREED: Motion to table and reschedule this subject until a Special Meeting is held with Steve Meyer from CMI. Motion was seconded and after discussion, passed without objection.**

**ACTION ITEM: Reschedule date homeowner dues are late to be included on the Special Meeting agenda. Rich Leflar will be in charge of scheduling and notification of the date and time for the Special Meeting.**

**VIII. Members Open Forum for Comments**

The members of the HOA participated in the owner's forum. Jeri Old was appointed Time Keeper.

**ACTION ITEM: The Landscape Committee will ask Absolute Perfection to clear leaves from all alleys by picking them up and not blowing them onto adjacent properties.**

**AGREED: Motion to require that a notice be announced by the large plaque out front for all open meetings. Motion seconded and carried without objection.**

**ACTION ITEM: The large meeting notice sign will be utilized for all open meetings of the HOA.**

**Next meeting date December 22, 2011 at 6:30pm**

**AGREED: Motion to adjourn the meeting. Motion was seconded and passed without objection. Meeting was adjourned at 8:12pm.**