

DRAFT

Our Ref: BOD/27/MRHOA #205
MILLRIDGE TOWNHOMES
BOARD OF DIRECTORS MEETING
NOVEMBER 15, 2012
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MINUTES OF THE BOARD OF DIRECTORS MEETING FOR THE MILLRIDGE TOWNHOMES HELD ON NOVEMBER 15, 2012 AT 6:30 PM AT THE MILLRIDGE TOWNHOMES CLUBHOUSE, LOCATED AT 1610 1/2 NW 143RD AVE, PORTLAND, OR 97229.

I. Call to Order

Tim Jackson called the meeting to order at 6:30 p.m.

II. Introductions

Introductions commenced throughout the room.

III. Board member attendance

All Board members were in attendance except Kathy Schaffer-Tamblyn

IV. Agenda

AGREED: Rich Leflar moved to accept the agenda as presented. The motion was seconded and carried without objection.

V. Accept/change minutes of meetings on 10/25/2012

AGREED: Rich Leflar moved to approve the meeting minutes of the 10/25/12 Board of Directors meeting. The motion was seconded and carried without objection.

VI. Committee Reports

a. Treasurers Report

Chris Scheiff reported that there is nothing to report.

b. Landscape Report

The landscape committee reported. There are bids further down the agenda that will be discussed.

c. Architectural Committee

Tim Jackson thanked the committee for their hard work. Tim read the minutes of the last meeting. The handrail requirements have been changed. Only 4 or more steps require a handrail. The committee discussed the planter box installation requests.

d. Maintenance

The maintenance committee does not have a chair at this time. CMI will be onsite for their site visit tomorrow.

e. Club House

There are two tentative reservations for the clubhouse. One reservation cancelled. The new carpet strip has been installed and looks great.

f. Neighborhood Watch

The fire and police department will attend a meeting. The gas company will be onsite to look over the gas valves for emergency preparedness. Steve Meyer explained the ownership between HOA and NW Natural Gas on the shutoff valves.

g. Pool Maintenance

No report given.

h. Budget Committee

This report will be given later in the meeting.

VII. Unfinished Business

a. Pacific Landscape additional work.

Tim Jackson explained the billed amt exceeded the contract approved price. The vendor took it upon themselves to do additional work because he was encouraged to do additional work from homeowners. The overage was \$545.

AGREED: Chris Scheiff moved to split the difference of the overage and pay the vendor 1/2 of the \$545 that was performed over contract unauthorized. The motion was seconded and carried without objection.

ACTION ITEM: CMI to contact the vendor.

b. Terms of service for ACC members, per Article XI – 11.2 of CC&R's

Tim Jackson and Robyn stated that the committee would like to have ongoing terms. If a new member joined, then they would have a 6 month term, but no end to the term unless the member quits.

AGREED: Rich Leflar moved to accept the ACC recommendation to have no end term limit, but have a minimum 6 month term. The motion was seconded and carried. Rich Leflar abstained from voting as he was on the committee.

c. Recommendations from ACC

i. Planter box at 1620 and future locations

This item was recommended by the ACC.

AGREED: Sue Seaver moved to accept the planter box standards. The motion was seconded and carried. Chris Scheiff abstained from voting.

ii. Garage door replacement at 1700

This item was recommended by the ACC.

AGREED: Sue Seaver moved to approve the enforcement of the garage door replacement at 1700. The motion was seconded and carried without objection.

ACTION ITEM: CMI to draft a letter, giving the owner by Feb 1, 2013 to have this replaced and if they do not replace, then the enforcement procedures begin.

d. 2013 Budget

Tim Jackson introduced the committee and thanked them for their hard work. Chris Scheiff read the cover letter. Tim Jackson asked that this be attached to the minutes. Chris iterated the increases in utilities and other areas. Chris iterated the areas of recommendations of the 2013 budget. Chris encouraged a conservative level of spending and keep the funds goaled towards maintenance, but not upgrading the property. Chris iterated the spending guidelines listed in the recommendations. Chris iterated the internal controls that the committee worked on.

AGREED: Chris Scheiff moved to approve the 2013 Budget for \$230,520 annually. The motion was seconded and carried without objection.

ACTION ITEM: MRHOA will handle the distribution of the 2013 approved budget to all owners. CMI to send the BOD a copy of the CMI newsletter.

VIII. New Business

a. Food Drive with CMI

MRHOA will put out a food donation box for owners to donate.

b. Landscape Committee requests.

i. 1738 Dubach replant

Tim Jackson and the landscape committee explained this request and the costs of the sand and pavers as well as the placement of the pavers.

ii. Horse shoe paving

AGREED: Sue Seaver moved to approve the middle area for \$525. The motion was seconded and did not carry.

This work would require removal of the alberta spruce tree as 1/2 of the tree is dead.

iii. Vines for building 5

No action taken.

iv. Front Laurel hedge

No action taken.

v. Arborvitae for buildings 1 and 2

No action taken.

vi. Remove plants from 1710

No action taken.

vii. River Rock

No action taken.

viii. Tree trimming

c. Bids for tree trimming at 1590 and 1588

AGREED: Sue Seaver moved to have the trees trimmed by bldgs 1/2. The motion was seconded and carried without objection.

d. Bids for sump pump at 1624

The Board discussed this item.

AGREED: Sue Seaver moved to approve Theo's proposal for sump pump install for \$1075, and to have Jarmer install the electrical NTE \$300. The motion was seconded and carried without objection.

e. Bids for sidewalk remove and replace at 5 locations

Tim Jackson explained the proposals for the trip hazards. One bid was for \$2550 and one was for \$2600.

AGREED: Sue Seaver moved to accept Edwards Concrete proposal. The motion was seconded and carried without objection.

f. Enforcement of commercial vehicle parking regulations.

Tim Jackson explained the situation of the trailer parked on the property. Rich Leflar provided a history of the parking resolution and the history that led up to the adoption of the resolution. This item will be tabled at this time.

IX. Open floor to members - two minutes please.

Owners participated in the owner's forum.

X. Schedule next meeting dates

a. Board meeting to accept/reject 2013 budget on November 29th, Insurance agent

The insurance agent will be at the Nov 29th meeting.

b. Board meeting in December ???

There will not be a meeting in December 2012.

c. Fourth Thursday in January is 1/24/13

XI. Adjourn

The meeting was adjourned at 8:38 p.m.