

**DRAFT**

**BOD/27/MRHAO #205  
MILLRIDGE TOWNHOME OWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
AUGUST 23, 2012**

**MINUTES OF THE BOARD OF DIRECTORS MEETING OF MILLRIDGE TOWNHOME OWNERS ASSOCIATION HELD AUGUST 23, 2012 AT 6:30 P.M. AT THE MILLRIDGE TOWNHOMES CLUBHOUSE LOCATED AT 1610 1/2 NW 143<sup>rd</sup> PORTLAND OR 97229.**

**PRESENT:** Tim Jackson, President  
Sue Seaver, Vice President  
Chris Scheiff, Treasurer  
Kathy Shaffer-Tamblyn, Secretary  
Rich Leflar, 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**

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

**II. Introductions**

Introductions commenced throughout the room.

**III. Acceptance of Agenda**

The agenda was accepted as presented.

**IV. Accept/ change minutes of last meeting on 7/26/2012**

**AGREED:** Rich Leflar moved to approve the meeting minutes of the 7/26/2012 Board of Directors meeting minutes as presented. The motion was seconded and carried without objection.

**V. Committee Reports**

**a. Treasurers Report**

Chris Scheiff presented the treasurer's report. Chris reported on the assets of the HOA as well as expenses. Chris reported on the accounts receivable aging report.

## **b. Landscape Report**

The landscape report was presented by Betty Lukins. There was a juniper plant that is dying. We did talk to Davies, the tree vendor. For another diseased juniper hedge, we could place a spray on one and a deep root fertilizer for \$145 per plant. One owner commented that this was a root disease. The Board would like to see how we can budget for this in the future. The laurel hedge needs 14 new plants to replace the ones that were lost. Tim can get these for \$392 and planting total will equal a little over \$500. The committee recommends that cottage brick be installed around the maples of bldg 15/16. The pavers by a garage need placement as a pathway close the horseshoe area. The pavers are in Nan Olsen's garage and we need to take care of these before the unit goes up for sale. The 31 sprinklers would be \$20 each to change out the metal risers. Tim would like to do this in the off season. This will be tabled until the next meeting. The committee chair read a personal letter she had written to the Board regarding the landscape. Tim reported that we take pride in our landscape and we have great grounds. We appreciate the committee's work.

## **c. Architectural Committee**

Carol Patterson reported for the Architectural committee. Carol reported that the committee met at 1684 in August. The new cedar fence was being finished as they met. The board did not touch the deck. This would end a long term problem of boards rotting because they touch the ground. The deck and horizontal boards are the owner's responsibility to maintain. Carol detailed what the HOA's responsibility is to maintain. The committee discussed the three pine trees by 1689. The owner and committee would like to see lower branches removed at approximately \$1000. The area should be maintained weekly. The handbook was reviewed. We suggest adding language to the handbook to clarify terminology. The double sided single level end unit fences could be a separate item. We now have some fences at 8'. The committee recommended double sided fences be discontinued in the past due to cost. We looked at the cost for painting one and two story buildings. Rich noted the sidewalks that needed repairs and trip hazards. We recommend to make repairs asap. The lampposts have not been painted in 10 years. we recommend painting be placed in the budget. Tim has been painting posts, starting in the back and working forward. Some fence posts are rotting and need repair. Jim Anderson stated that cedar boards are being cut thinner and will not last as long. The update of the standards book is suggested. The Board and committee has a book. There was a request from new owners of 1590. Lighting, garage door windows, deck, and

drainage by sump pump was discussed. The owner is responsible for grading the land under the unit. We talked about the patio, dying plants, and maintenance. There was a leak by the front door. There is some metal flashing needed. Jim Anderson met with Tim to discuss. There is a satellite dish that needs to be dealt with. The owner has switched to Comcast. The resolution needs to be updated so that it deals

Carol Patterson resigned from the committee.

#### **d. Maintenance**

Rich would like to see the new board deal with the lamp covers. The roof patch over 1590 was finished by Apex and should still be under warranty. There is dry rot under the sash directly below the roof coating over the window in the garage on the inside.

#### **e. Club House**

Jeri Old reported for the clubhouse. The lights need replacement in the back bathroom. Tim will fix the bulb and did not realize that this was a fluorescent. Jeri Olsen would like to ensure the clubhouse income gets posted to the correct account. Jeri provided the Board with estimated for the carpet repair. There are trip hazards. The best solution is \$300 for the carpet repairs, which was better than the \$200 option. Jeri explained what the options were on the thresholds. The committee will look at replacing the carpet with linoleum. The approximate estimate for \$3k - \$4k. The last assessment had an upgrade for the clubhouse that was not used.

#### **f. Neighborhood Watch**

The committee reported.

#### **g. Pool Maintenance – set date to close for winter**

The pool committee reported and suggested we close the pools at the end of labor day weekend. In the past we have extended if we have the funds and money. To date we are over budget.

**AGREED: Rich Leflar moved to close the pools on Tuesday September 4th. The motion was seconded and carried without objection.**

#### **h. Budget Committee – volunteers needed**

Tim Jackson explained that the budget committee is normally established in the beginning of the year. We seek volunteers to participate in the budget committee. We have a draft of the reserve study and have not finalized it.

## **VI. Unfinished Business**

### **a. Status report on French Drain in the Horse Shoe**

The Board approved the proposal by Pacific Landscaping. We have what we need to move forward. Tim Long's brother in law was interested in bidding on this. We had already acted on this item. Mike wanted to bring in an engineer to survey the grounds and wanted to permit in the Portland area. Pacific Landscape was much less expensive and the work will begin on the first of September.

### **b. Vote on contract with Vial Fotheringham for collections**

Tim Jackson explained the two differences in the two attorneys. Vial suggested to increase the penalty to 12% per annum. We are asking Vial if this is contingent to working with them.

Rich Leflar stated that in the last meeting, the Board agreed to use Vial until the end of 2012. This will be discussed on the next meeting.

### **c. Parking issues**

Sue Seaver discussed the parking issues. The front spots are full in the mornings. The residents are parking in the front areas. The Board discussed some options on reserving these areas. We would like to see residents keep these places open during clubhouse rentals and usage. We could make the first spot a designated handicapped. Steve Meyer iterated what the ADA and Fair Housing laws were pertaining to handicapped spaces and access.

### **d. Website issues**

Sue Seaver explained that there are problems with the website. This needs updating. The website BOD members need updating.

### **e. Establish a date for workshop to cover financial priorities for remaining Assessment funds. Start review of plan for new Special Assessment.**

#### **i. Long term goals and ongoing issues**

#### **ii. Unfinished paving schedule and paint stripes in parking areas**

#### **iii. T-111 Siding**

The date was set for the workshop is September 18, 2012 at 6:30 p.m.

## **VII. New Business**

### **a. Vote on bids to repair sewer line outside building 1668.**

#### **i. \$2300 at Root Excavation, \$2476 at Soil Solutions, \$2300 at Royal Flush**

The Board reviewed the bid.

**AGREED: Kathy Schaffer-Tamblyn moved to approve the \$2300 Root Excavation proposal. The motion was seconded. Tabled to have more detail on the bids.**

### **b. Vote on roof repairs to 1590 if bids are in.**

This item will be tabled at this time.

### **c. Approve amount payable toward the cost of the replacement fence at 1684**

#### **i. Per email from Steve Meyer on 6/7/12 (\$550 for repair)**

Tim Jackson explained this bid and circumstance.

**AGREED: Rich Leflar moved to pay the owner \$550 payable to Peggy Atchison for the expensed to bring the fence back to reasonable condition. The motion was seconded and carried without objection.**

#### **ii. Quote from Cedar Mill Const for replacement \$3860**

Tim Jackson explained this bid and circumstance.

### **d. Approve/decline CMI electronic payment system**

The Board discussed this item.

**AGREED: Sue Seaver moved to approve Vendor ACH. The motion was seconded and carried without objection.**

### **e. Approve/Decline proposed new expenditures.**

**Repaint side unit fences on 1682, 1698 for 295.00 each (\$590 total)**

**Or replace 1682 for \$3,860.00**

The Board approved the painting if the bottom is cut off. The replacement is not needed.

## **VIII. Open floor to members - two minutes please.**

Owners participated on the owner's forum.

We thank Kathy and Carol for their hard work on the HOA handbook that was recently distributed

**IX. Schedule next meeting date**  
**Next fourth Thursday is September 27th**

**X. Adjourn**  
The meeting was adjourned at 8:45 p.m.