

DRAFT

**BOD/27/MRHAO #205
MILLRIDGE TOWNHOME OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
JUNE 28, 2012**

MINUTES OF THE BOARD OF DIRECTORS MEETING OF MILLRIDGE TOWNHOME OWNERS ASSOCIATION HELD JUNE 28, 2012 AT 6:00 P.M. AT THE MILLRIDGE TOWNHOMES CLUBHOUSE LOCATED AT 1610 1/2 NW 143rd PORTLAND OR 97229.

PRESENT:

**Rich Leflar, President
Ursula Locke, Treasurer
Kathy Shaffer-Tamblyn, Secretary
Marcia Policar, Director
Tim Jackson, Director**

BY INVITATION:

**Steve Meyer, Community Manager
COMMUNITY MANAGEMENT INC.,**

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

PRE ANNUAL BOARD MEETING MINUTES

I. Call To Order

Rich Leflar called the meeting to order at 6:30 p.m.

II. Roll Call

Roll call commenced throughout the room.

III. Open Forum

Owners participated in the owner's forum.

IV. Adjourn

The meeting was adjourned at 6:36 p.m.

POST ANNUAL BOARD MEETING MINUTES

I. Call to Order

Rich Leflar called the meeting to order at 7:20 p.m.

II. Election Of Officers

Tim Jackson - President

Sue Seaver - Vice President
Chris Scheiff - Treasurer
Kathy Shaffer Tamblyn - Secretary
Rich Leflar - Director

AGREED: Tim Jackson moved to approve the slate of officers as presented. The motion was seconded and carried without objection.

III. Introductions

No introductions commenced.

IV. Open Forum - comments only, no discussions please

No open forum commenced.

V. Acceptance Of The Agenda

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

VI. Discuss / Accept - Meeting Minutes

AGREED: Rich Leflar moved to accept the May 24, 2012 Board of Directors meeting minutes as presented. The motion was seconded and carried without objection.

VII. Committee Reports

A. Treasurers Report

No report given.

B. Landscape Report

Betty Lukins presented the landscape report. We have purchased 2 rain gauges for \$75 each and \$175 installed. The committee reviewed Tim's bids vs. other landscapers bids. Tim was the low bidder. Tim is too busy to get his license. The French drain should be about \$3500. We believe the drain project is a maintenance issue. Betty would like to see the maintenance committee take this on and would help. Tim Jackson will investigate getting the license himself and subcontract Tim the landscaper. Tim Jackson will report to the Board at the next meeting.

The laurel hedge will be trimmed soon. Tim's truck broke down and was hit by another vehicle. Tim is working tomorrow and Saturday to complete the work.

C. Architectural

Carol Patterson presented the report. The meeting was held in June regarding the fence request to extend 10' to the alley and away from the house. This would be at the owner's expense and no irrigation would need to be altered. The owner will be notified to have the fence rebuilt a 6' high and 4" from the soil height. There was a 20" tree that started to grow on the common ground and the fence was built around the tree. The roots lifted the sidewalk and damaged the fence. We recommend the sidewalk be replaced when funds are available. The committee would like approval on this item from the Board. Tim Jackson reported that when the stump was ground, some irrigation problems were found. Tim discussed the river rock addition.

AGREED: Rich Leflar moved to approve the architectural request to extend the fence for this unit, 1684. The motion was seconded and carried without objection.

There was a new satellite dish installed on a roof of 1602 using concrete blocks. Carol showed the BOD a satellite dish policy. Carol stated the form should be updated to indicate that non-attached dishes. Tim will look at creating a new form by the next BOD meeting.

D. Maintenance

Rich Leflar reported that the paving of the 2 alleys is done. There is a crack that needs to be repaired between bldgs 3 and 4. The paving company will repair in dry weather. The next years pavement we will request to have garage doors opened so there is not damage to the garage doors. The vendor's insurance will take care of the problem.

E. Clubhouse Report

There are 4 reservations between July and August.

F. Pool Report

No report given.

G. Neighborhood Watch

Shirley Carlson provided the neighborhood watch report. She suggested that we have locking gas caps to prevent theft. Betty Lukins reported that there were some teenagers that climbed the fence and were on top of the motor home and bent a mirror. These were 4 boys with a skateboard. Carol Patterson reported boys skating on her sidewalk. We will check on the cost of signage. Kathy Shaffer Tamblin reported that the fence on the North side needs repair.

VIII. **Unfinished Business**

A. What is Tim's License Status - Set Final Deadline

This item was covered in the landscape committee report.

B. Discuss Next Paving Projects

Tim Jackson discussed this item. There is not enough funds in the bank at this time, but will be by the end of the year.

AGREED: Rich Leflar moved to extend the meeting another 15 minutes. The motion was seconded and carried without objection.

C. Discuss Year End Balance Of Association Reserves

This item was already covered.

D. Discuss Board Action On Rental Violation

Tim Jackson stated that we have an owner that has rented outside the bounds of the policy and has obtained legal counsel as well as have raised the rental % over the limits. We will discuss the attorney's fees. The owner contends that the person staying is a houseguest. The owner stated that she returns to the unit daily. The Board will investigate this further.

AGREED: Sue Seaver moved to extend the meeting an additional 15 minutes. The motion was seconded and carried without objection.

E. Discuss Pool Power Washing

Tim has not heard from anyone on the power washing. We approved Tim's bid contingent if Sam's bid did not come in lower. The vendor felt that we did not need to power wash the pools this year. We will not move forward on this.

IX. **New Business**

A. Set Board's Monthly Meeting Dates

We will set the meetings to the 4th Thursday of every month.

B. Set Steve's Site Visit Day & Time

Steve's site visit will be the 2nd Friday at 3pm.

C. Discuss Account 20558. Make Decision On Lawsuit

The Board discussed this item.

AGREED: Rich Leflar moved to approve filing a law suit on this owner. The motion was seconded and carried without objection.

AGREED: Kathy Shaffer Tamblyn moved to write off the amount of \$5,292.25 from account 205589. The motion was seconded and carried without objection.

X. Members Open Forum For Comments (2 Minutes Each)

No owners participated in the owner's forum.

XI. Next Meeting Date

The next meeting date is set for July 26, 2012.

XII. Adjournment

The meeting was adjourned at 8:27 p.m.