

DRAFT

MILLRIDGE TOWNHOME OWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
JULY 26, 2012  
Submitted by Kathy Shaffer-Tamblyn, Secretary

MINUTES OF THE BOARD OF DIRECTORS MEETING OF MILLRIDGE TOWNHOME OWNERS ASSOCIATION HELD MAY 24, 2012 AT 6:30 P.M. AT THE MILLRIDGE TOWNHOMES CLUBHOUSE LOCATED AT 1610 ½ 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

OWNERS AS INDICATED ON THE SIGN IN SHEET KEPT IN THE MILLRIDGE CLUBHOUSE OFFICE. 14 homeowners attended.

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 The Agenda

MOTION: Motion to add petition to Agenda under New Business was seconded and passed without objection. The agenda was accepted as amended.

IV. Discuss / Accept - Meeting Minutes – June 28, 2012

**AGREED: Sue Seaver moved to correct the June, 2012 meeting minutes with the correction submitted by Carol Patterson; to wit,** “A meeting was held on on June 23 at 1684, bldg. 10, to review a request to extend the patio fence 10 feet toward the alley and to 12 feet away from the unit. The plat map shows a 40 by 12 foot land area owned. The extension would be at the owner's expense. The owner will be notified to have the fence at the 6 foot height evenly with the vertical side by side boards to be placed at least 4 inches above the soil.

The committee asked for approval, noting the entry sidewalk was lifted and had trip hazards that need to be addressed at a later time due to budget constrictions.

AGREED: Motion by Leflar, seconded by\_\_\_\_, to approve the fence extension at 1684 as requested and stated in the minutes. Carried.”

**Motion seconded by Chris and carried without objection.**

V. Committee Reports

A Treasurers Report

Chris Scheiff presented the treasurer's report.

B. Landscape Report

Betty Lukins presented the landscape report. She thanked Jeri Old for her generous donation of dogwood trees to be planted. Requests for landscape issues are being completed. The committee wants to save the river rock removed from the horseshoe area drainage project to be placed in strategic areas in Millridge to cut down on mud/debris splash onto buildings and fences caused by rain. Betty has a bid from Joe, one of the landscape crew, to complete this project at a cost of \$15 per hour on his own time. Can be started no later than Aug. 10. Davey Tree service inspected and sprayed trees; the plum tree by the front pool is in trouble but should be ok for a couple year. Laurel hedge in front is doing ok now. The Hollywood Junipers along the backside of Bldg. 11 (north alley by the school) are diseased and slowly dying. They have stem/root rot. Davey recommends treating with a fungicide that may or may not work.

They are not to be cut or trimmed because the disease will spread. Also recommended watering them well to try to bring them back. Cost of \$675 to treat with fungicide. Several questions need answering before this treatment is approved. Betty would like to see \$2000 kept in Landscaping account for emergencies toward the end of the year.

**C. Architectural Committee – No report given.**

**D. Maintenance - No report given**

**E. Clubhouse**

Jeri Old has collected \$150 so far this month and has 1 more for July, 3-4 in August and 1 in Sept. Fans and light fixtures are dirty and need cleaning. She asked for help to get this done. Tim Jackson volunteered. The book exchange has little enthusiasm and she would like to notify people still interested to call her if they would like access. If there is still no interest, she would like to donate the literature. Food area is the white chained off area in the pool area.

**F. Neighborhood Watch**

Shirley Carlson reported that we had a license plate stolen off a vehicle. Sheriff's Dept. recommends you take your vehicle registration with you when parking in public places or hide it in the trunk along with your garage door opener. If they get your car, they have access to your address and your home.

**V. Unfinished Business**

**A. Status of French Drain in Horseshoe area (Bldg. 4,5 & 6)**

Tim Jackson reported on the visit with Beighley & Associates (i.) and we discussed the bids from Pacific Landscape (ii.) and Tim Long (iii.).

**AGREED: Rich Leflar moved that we approve the bid from Pacific Landscape of \$3,870 with more detail on the contract as to the exact work to be performed. Motion was seconded by Chris Scheiff. With more discussion and question the motion was passed with no objection.**

**B. Report on Dish Satellite Installations**

Tim contacted the companies and they indicated that they do not drill into flat roofs and that weights used to hold the dish down are common practice.

**C. Report on TVFR on Fire Pits**

Tim contact TVFR and their indication was that they are ok as long as they have screens to prevent embers from flying onto structures, are not sitting on wood or near wood fencing.

**D. Unfinished Paving Schedule**

Rich stated that there should be money in reserve by the time (Sept) they can be scheduled to pave the next priority area. After discussion, it was decided to hold a workshop to discuss how to spend the remaining Assessment funds.

**AGREED: Motion to table discussion until a workshop was made by Sue and seconded by Kathy. Vote: Sue, Kathy & Chris voted in favor, Rich opposed. Motion passed.**

**VI. New Business**

**A. Expense Approval Authority and Check signing**

**i. Spending authority without Board - Urgent items only** After discussion, Sue moved that the Board should vote on expenditures regardless of the amount except urgent items only. Rich seconded. After further discussion, the motion was amended to state immediate instead of urgent. **Vote: motion was unanimously defeated.**

**ii. Two Signatures on checks** After discussion, Tim called for a motion. None was given.

**B. Establish monthly report on status of Rental list**

Rich volunteered to report if Ursula does not want to do it once she returns from vacation. The hardship form will be discussed at the next board meeting.

**C. Report on lawn and garden waste pick up**

Walker doesn't care if it is thrown in the dumpster but will charge us for an extra dumpster for only that purpose. Betty said that Tim will pick up homeowners' debris if they leave it in designated spots on Thursdays

**D. Dangerous sprinkler heads - bid pending from Tim Long**

We have 33 sprinkler heads that stick up out of the ground that can be injurious if fallen upon. Bid will be approx. \$15 per sprinkler head.

**E. Transition more legal work to Vial Fotheringham**

Tim requested billing information from Landye Bennett (our attorneys who handle most of our collections work and the HOA was charged for the emails which were part of that inquiry and for the billing information. Tim then contacted Vial Fotheringham and was given a comprehensive list of how they charge for collections. They do not charge hourly but rather by a set fee for services.

**AGREED: Motion by Rich that we try Vial Fotheringham with collections legal work until the end of 2012. Sue seconded and motion was passed with no objection.**

**AGREED: Motion by Sue to spend the one-time \$250 set up fee to VF. Seconded by Kathy and passed with no objection.**

**F. Unauthorized sign by dumpster by Unit 1718**

Tim Jackson confessed to posting an unauthorized sign next to the dumpster in the alley next to his garage that residents found offensive. Residents had dumped rotting garbage that smelled horribly and attracted unwanted insects. Walker was notified and will be cleaning and deodorizing the dumpster tomorrow.

**G. Approve/Decline proposed new expenditures**

Tree trim over Bldg. 14. Bid by Tim Long of \$150

**AGREED: Rich moved to approve Tim Long's bid. Sue seconded and motion carried without objection.**

Clean gutters in Bldg. 12,13,14,15 & 16 at \$75 each

**AGREED: Rich moved to approve the gutter cleaning. Sue seconded and motion carried without objection.**

Repair side unit fences on Units 1682, 1684 and 1698 - no bids or recent requests for repairs have been submitted.

**H. Petition to have a rolling gate installation on the southwest alley entrance along NW 143rd was submitted.**

Rich explained that it was a request to be considered by the Budget Committee for the 2013 budget. The heavy chain that currently exists was never intended to be permanent. Cost of a rolling gate approx. 4-5 ft. is \$3,300.

**VIII. Members Open Forum for Comments – Members participated in the Open Forum.**

**IX. Next Meeting Date**

**The next meeting date will be Thursday, August 23rd at 6:30 PM.**

**X. Adjourn**

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