

DRAFT

MILLRIDGE TOWNHOME OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
MAY 24, 2012

Submitted by Ursula Locke for 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 143rd PORTLAND OR 97229.

PRESENT: Rich Leflar, President
Ursula Locke, Treasurer
Marcia Policar, Director
Tim Jackson, Director

ABSENT: Kathy Shaffer-Tamblyn, Secretary

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

I. **Call to Order**

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

II. **Introductions**

Introductions commenced throughout the room.

III. **Acceptance Of The Agenda**

The agenda was accepted as presented.

IV. **Discuss / Accept - Meeting Minutes – May 7, 2012**

AGREED: Tim Jackson moved to correct Jason Grosz's statement that we would require 100% of homeowner approval to change an Amendment of the Declarations. This should be corrected to 75% of homeowner approval as stated in our Bylaws. The motion was seconded and carried without objection.

V. **Committee Reports**

A **Treasurers Report**

Ursula Locke presented the treasurer's report and gave an update on the collections matters.

B. **Landscape Report**

Betty Lukins presented the landscape report. Forty to forty-five plants from the new hedge at the front of our property paralleling 143rd St. were removed due to the high water level. The request is for those plants to be replanted by bringing in fresh soil to create a berm that is the same height as the current berm on each end of the property. Cost for replanting with fresh soil and labor for berms will be \$400.

AGREED: The Board approved the replanting.

Betty also said the sprinklers are now turned on with the exception of one station in the back section island and one section in the front station. These two stations need some repair and should be working in approximately one week.

Landscaping is currently working on a solution regarding the raking of the flower beds because the raking removes too much bark dust.

C. Architectural Committee – No report given.

Request that a report be given each month

D. Maintenance

Rich Leflar reported dry rot issues around the chimney at #1684.

ACTION: Maintenance will have someone call the owner to gain access to her courtyard. A report stating the scope of damage/work will be given upon completion of that inspection.

E. Clubhouse

Jeri Old turned in one check for \$50 and has 5 rental reservations for August.

F. Neighborhood Watch

Shirley Carlson reiterated our Non-Soliciting Policy. If someone knocks at your door please tell them about our policy and ask them to leave. If they refuse tell them you will call the police.

Shirley also said there is still a problem in the Cedar Mill area with people stealing gasoline, etc. Let's all continue to be aware of strangers on our property.

VI. Unfinished Business

A. Vote on HOA Allocation of Dues

AGREED: The Board unanimously voted to Not change the current Allocation of HOA Dues. The calculations will remain based on square footage.

B. Discuss Paving Bids

The Board discussed Vancouver Paving's bid for replacing asphalt in the alleys behind buildings 3 and 7. Total cost is \$35,520.

AGREED: Marcia Policar moved that we accept Vancouver Paving's bid of \$35,520 and to also accept borrowing \$3,000 from our Reserve Account, if needed to cover that cost. The \$3,000 will be repaid to the Reserve Account within 60 days of the borrowing date. The motion was seconded and carried without objection. Work to be scheduled as soon as possible.

C. Tim Long – License Status

Tim has passed one exam and has 2 more to take. The Board discussed the urgency of fixing the water problem in the horseshoe as promised last year. Betty Lukin's said she remembers Tim stating he would do the work for \$3,300.

ACTION: (1) Tim is to complete the remaining tests by the end of June 2012. (2) Betty will confirm Tim's bid of \$3,300 and provide the Board with a copy of the bid.

Landscaping and Maintenance will discuss the allocation of costs between these two accounts and report back to the Board.

D. Owners Violation Response Letter / Board Actions

The Board approved sending a letter to the owner of #1700 putting her on notice that she is in violation of our Rental Restrictions Policy (house guest over 30 days is restricted) The letter will also state the terms to correct the problem (move house guest out) and will address the Association imposing fines as per our Rental Policy.

ACTION: The Board will ask CMI to send a certified letter regarding this matter.

VII. New Business

A. Discuss Pool Power Washing Bids

We received two bids from Tim Long for a total of \$600. Bids includes cleaning both pools and all pool furniture.

AGREED: Rich Leflar moved that we approve Tim's bids unless Sam's (Apollo Pools) bids are less than \$600. The motion was seconded and carried without objection.

B. Discuss Pool Opening

Curt Gallaher reported that pool maintenance has been completed and both pools would be ready to open this weekend. He also said that volunteers for the daily checks are in place.

ACTION: Both pools will open Sunday, May 27, 2012.

C. Nomination Committee

The following people will be on the Nominating Committee to encourage homeowners to run for our four open Board positions:

Marcia Policar, Chair
Patty Jackson

D. Annual Meeting Notices

ACTION: CMI will send Annual Meeting packets including Ballots to all homeowners the week of June 1, 2012.

E. Restrictions on Owners Delinquent in HOA Dues

Following a lengthy discussion regarding restrictions that can be placed on owners who are delinquent in HOA dues it was the consensus of the Board that we can restrict the use of the pools and clubhouse.

F. Volunteers for the Newsletter

Patty and Tim Jackson volunteered to write and deliver our monthly Newsletter. Non-resident homeowners will continue to receive them by email or regular mail.

G. Robin Dunbar's Letter

The Board summarized Robin's letter and discussed it at length. Our concern is for the potential fire hazard and the exclusion of coverage in our insurance policy under Property Coverage Exclusions D-2. The Association has the right to require a bond or proof of insurance to cover damages which may be caused #1700.

AGREED: Rich Leflar moved that Tim Jackson will draft a Demand Letter summarizing our concerns. Tim will contact Vial Fotheringham to review the draft and offer their legal advice to us so that we can proceed accordingly. The motion was seconded and carried without objection.

VIII. Members Open Forum for Comments

Homeowners participated in the Open Forum.

IX. Next Meeting Date

The next meeting date will be June 28, 2012 at 6:30 PM.

X. Adjourn

The meeting was adjourned at 8:45 p.m.