

DRAFT

MILLRIDGE HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS MEETING

SEPTEMBER 27, 2012, 6:30PM at the
Clubhouse located at 1610-1/2 NW
143rd Ave., Portland, Or

Submitted by Kathy Shaffer-Tamblyn,
Secretary

MINUTES OF THE BOARD OF DIRECTORS
MEETING OF MILLRIDGE TOWNHOME
OWNERS ASSOCIATION

I. Call to Order The meeting was called to order at 6:30pm.

II. Introductions – introductions commenced throughout the room.

III. Board Member Attendance

Tim Jackson, President Sue Seaver, Vice President

Kathy Shaffer-Tamblyn, Secretary Chris Scheiff, Treasurer Rich Leflar, Director

IV. Agenda

Motion by Rich Leflar to add discussion regarding the hardship request from owners of Unit 1590 under New Business. Seconded by Chris and motion carried.

V. Accept/change minutes of meetings on 8/23/2012 & 9/18/2012.

Change to minutes of 9/18/2012 to reflect under VII that the board approved by vote to accept the bid by Root Excavation. Motion to accept the minutes of 9/18/2012 were seconded and motion was carried. Motion to accept the minutes of 8/23/2012 were seconded and motion was carried.

VI. Committee Reports

- a. Treasurers Report – Chris gave the Treasurers report: CMI's reporting of Clubhouse income needs to be corrected.
- b. Landscape Report – Betty Lukins gave the landscape report; no requests were received. She gave Tim Jackson a copy of Tim Long's schedule of

irrigation system operation. Flags have been installed on sprinkler head trip hazards and heads to be repaired.

- c. Architectural Committee – the committee needs to meet and appoint a chairperson
- d. Maintenance– Rich Leflar gave a presentation on the marking of sidewalk trip hazards throughout the complex. He recommends that some areas need to be excavated and re-poured. After doing this, he received emails accusing him of destroying Millridge property. Tim explained the reason for the emails were that it wasn't discussed by the BOD before it was done and a concern about liability was expressed. Tim was also disturbed by several homeowners asking if those areas were going to be fixed now that they were marked. Rich resigned from the Maintenance Committee.
- e. Clubhouse report – Jeri Old gave Chris money from rentals.
- f. Neighborhood Watch – Shirley Carlson – Will be getting flyers from Washington County about earthquake preparedness.
- g. Pool Maintenance – Tim Jackson said that Curt was seen skimming and cleaning the pools after they were closed and expressed gratitude to Curt and Vonna for their hard work.
- h. Budget Committee – Chris Scheiff reported that the committee is reviewing the budget and will be meeting again Oct. 5 via an open meeting.

VII. Unfinished Business

- a. **Status report on French Drain in horse shoe area** – Betty Lukins reported that the job has been completed and that there are 7 sprinklers that were moved and need to be straightened; 1 was buried and 2 that are ok. Tim Long will mark those needing work with flags tomorrow. Gravel in grass needs to be picked up and a pile of rocks under the trees needs to be removed. Tim's test dig area has a sprinkler that needs to be re-set. She was a little disappointed by the dirt and rock on the grass but overall it was a good job.
- b. **1668 Sewer repair**; see correction to Workshop Minutes under V. above.

VIII. New Business

- a. **See after h. below**
- b. **Hardship request by owners of Unit 1590.** Letter was received from new owners requested hardship rental status for 1 year. The board will have to

review and re-approve at that time. Motion to approve hardship rental status for Unit 1590 was made by Rich and seconded. Discussion: Owners stated they had no intention of renting until their parents came and decided to move here from Colorado. They did not want to own the unit but preferred to rent. It was voted to approve the hardship rental status of Unit 1590. **ACTION ITEM: Unit 1590 to be placed on Hardship Rental status for 1 year from September 27, 2012.**

- c. **Roof repair to 1590** – conflicting opinions as to source of leak – 2 vendors were contacted and each states a different cause. Apex Roofing says it is the garage roof and quoted \$2400 to make repairs or \$24,000 to replace the whole garage roof area of Bldg. 2. Clow Roofing stated that the source is the gutter and fascia above the window and quoted \$500 to repair. They stated that the garage roof doesn't need replacing at this time. The BOD feels it necessary to get a third opinion. CMC came out to inspect the siding issue and gave a bid of \$4,000 to repair. Inspector said it is construction co. responsibility. Need to check further and it was suggested that we consult with Isaac Elting-McGuire of Unit 1744 since he is a building inspector with Washington County.
- d. **Discussion of Committee responsibilities** – Can the committees meet allowing members of the HOA to attend without creating problems in getting their work done and be in compliance with the Open Meeting law. After discussion, it was decided to try it out.
- e. **Reserve Study implementation** – approved study will be sent out very soon to the homeowners. It is a guide for the board and budget committee to use and is not intended to be something we have to do.
- i. Budget committee or new committee for a new assessment needs to be created.
- f. **Vote to approve payment to Rich for spray paint.** – Motion was made, seconded and carried. **ACTION ITEM: Rich Leflar is to be reimbursed for spray paint purchased to mark trip hazards.**
- g. **Vote to renew insurance with existing carrier or review additional bids – Due November 15.**

After discussion, it was moved by Rich and seconded that we not go out for bid and renew our existing policy with American Benefits. After additional discussion; Sue talked with her employers and they indicated that we can't get better coverage anywhere else. They also indicated that CMI is one of the best management companies available. Vote was unanimous to renew our

policy with American Benefits. **ACTION ITEM: HOA to renew our policy with American Benefits Insurance through Vern Newcomb at CAU.**

h. Signs

1. Football game nights – we discussed events of last week when Sunset High School had a big game and people were trying to park in our complex. Several were asked to leave but a few others escaped notice. It was discussed and agreed that we need to post a sign on game nights. Content was not decided upon.

2. Clubhouse parking – parking is a problem because occupants of Bldg. 16 don't park in their garages. Signs are being put up to reserve parking at the clubhouse when events are being held.

- i. Formerly a. above under New Business – Priorities for using balance of assessment funds**–We will have approx. \$71,000 in Operating Assessment Fund by year end. Kathy read the list of priorities expressed by opinion at the workshop. Motion to use assessment funds to repair trip hazards and put remaining balance in the reserve fund was seconded. Discussion–we further discussed other needs but agreed that funding the reserves is a greater priority. Motion carried. **ACTION ITEM – after funding sidewalk trip hazard repair, remaining Operating Assessment Funds to be placed into Reserves.**

IX. Open floor to members – 2 minutes please

- a. Members participated in the open forum

X. Schedule next meeting date –

Next meeting date is Thursday, October 25 at 6:30pm in the clubhouse

XI. Adjourn –

Motion to adjourn was made, seconded and carried. Meeting adjourned at 8:39 pm.

