

DRAFT

MILLRIDGE HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS MEETING

OCTOBER 25, 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 Tim Jackson prefaced the meeting by thanking committee members for helping us to comply with the open meeting statute by posting notices of their meetings. He also informed us about the recent seminar given by Vial Fotheringham attended by Rich Leflar and himself. Information in that seminar included cautions about putting too much information in Board meeting minutes because of potential lawsuits and emails sent between board members can be a violation of the open meeting statute. Committees need to be cautious of this as well. Winning bids for projects should be included in the minutes. Agenda was then accepted by motion, second and vote by the board members in attendance.

V. Accept/change minutes of meeting of 9/27/2012. The minutes were accepted without changes or corrections.

VI. Committee Reports

- a. Treasurers Report – Chris gave the Treasurers report: on file
- b. Landscape Report – Betty Lukins gave the landscape report. Motion to table installation of tree and shrub donated by Carol DuBosch to be placed in front of her unit was tabled until the board has a chance to view the area.
- c. Architectural Committee –Robin Dunbar was elected chairperson and gave the report. Report on file.
- d. Maintenance–Al Kramlich, Don Lukins and Greg Jones, who is a tenant here and a home inspector, have volunteered to be on the committee. They will need to appoint a chairperson. Betty Lukins was contacted by American Leak Co. to check on Unit 1626. Their charge is \$295 for 2 hours on site inspections and will check for irrigation leaks as well.
- e. Clubhouse report – Jeri Old has 1 rental this month. Still need to check income for account 5230–still inaccurate.
- f. Neighborhood Watch – Shirley Carlson –Has gotten disaster flyers. Sheriff's Dept. wants to come talk with us after the first of next year.
- g. Pool Maintenance – no report
- h. Budget Committee – Chris Scheiff reported that the committee is reviewing the budget and will have a budget for the board to review on Nov. 9.

VII. Unfinished Business

- a. **Terms of service for Architecture Committee members, per Article XI-11.2 of CC&R's** – Committee would like to make a recommendation so issue was tabled for the future.
- b. **Roof repair to Unit 1590 – Motion to discuss bids was seconded.** After discussion and review of the 3 bids received, it was moved and seconded that we accept Clow Roofing's bid to repair the garage roof on Unit 1590 with addition of flashing installation, if necessary, not to exceed \$1000.

ACTION ITEM: Bid for Clow Roofing to repair Unit 1590 garage roof accepted. Work to be scheduled as soon as possible.

VIII. New Business

- a. **Increase dues by US cost of living index – 1.7%** – Motion to approve increase in HOA dues by the US COLA of 1.7% was seconded and passed with Sue Seaver opposed.

ACTION ITEM – Monthly HOA dues for 2013 to be increased by the US COLA of 1.7%.

- b. Repair clubhouse carpet – Motion to accept Option B of the bid received was seconded...after discussion the motion was changed to accept Option A and was passed without objection.**

ACTION ITEM: Clubhouse carpet to be repaired pursuant to Option A on the bid by Extract Away Carpet Service, Inc.

- c. Sidewalk trip hazards bids – Motion to discuss bids was seconded and passed. Safe Sidewalks was the only bid received due to other companies declining to bid. It was indicated that they could not beat Safe Sidewalks' bid. Motion to accept Safe Sidewalks bid to repair trip hazards was seconded and passed by unanimous vote. Bids to be obtained from Pavement Management for replacement of complete sidewalks indicated on Safe Sidewalks' report—they do not do this type of work.**

ACTION ITEM: Sidewalk trip hazards to be repaired by Safe Sidewalks with work commencing as soon as possible.

- d. Reserve study implementation– Budget Committee to manage or new committee to make recommendations for a new assessment. The study suggests an increase of \$148 per unit, per month. Committee to be formed to study and make recommendations to the Board. Committee should have members from ARC, Landscape and Maintenance. Chris will chair.**
- e. Sump Pump resolution – Kathy read the proposed resolution aloud. Motion to approve with correction “Townhomes to Townhouses” was seconded and approved by unanimous vote.**
- f. CMI to no longer decide payment responsibility between HOA or unit owner.**

IX. Open floor to members – 2 minutes please

- a. Members participated in the open forum**

X. Schedule next meeting dates –

- a. Set executive session time and date for discussion about collections – date of Nov. 15 after Budget Meeting was decided upon.**
- b. Chris and Budget Committee ask for workshop or BOD meeting on Thursday Nov. 15. See a. above**

- c. Next fourth Thursday is Thanksgiving- meeting was set for Nov. 29 at 6:30pm
- d. Shall we meet in December? Undecided.

XI. Adjourn -

Motion to adjourn was made, seconded and carried. Meeting adjourned at 8:20 pm.