

MINUTES OF THE BOARD OF DIRECTORS MEETING FOR THE MILLRIDGE TOWNHOMES HELD ON SEPTEMBER 26, 2013 AT THE MILLRIDGE TOWNHOMES CLUBHOUSE, LOCATED AT 1610 1/2 NW 143RD AVE, PORTLAND, OR 97229.

PRESENT: Tim Jackson – President
Sue Seaver – Vice President
Charlene Bray - Treasurer
Chris Scheiff - Secretary
Rich Leflar - Member At Large

BY INVITATION: Lisa Campbell, CAMP, CMCA, AMS, PCAM
Community Manager
COMMUNITY MANAGEMENT, INC., AAMC

I. Call to Order

Tim Jackson called the meeting to order at 7:28 p.m.

II. Introductions

There were no introductions as they were done during the previous special homeowners meeting.

III. Board member attendance

All Board members were in attendance, including Tim Jackson, Sue Seaver, Charlene Bray, Chris Scheiff and Rich Leflar.

IV. Agenda

AGREED: It was agreed without objection to accept the agenda as submitted.

V. Accept/change minutes of meeting on 8/22/13

AGREED: Upon motion made by Sue Seaver, seconded by Chris Schieff, and unanimously agreed, the 8/22/2013 Board meeting was approved.

VI. Committee Reports

- a. **Treasurer's Report-** Charlene Bray reported on the current financial status of the HOA.
- b. **Landscape Report-**Sue Seaver reported that Dana Murphy was added to the Landscape Committee. The committee will get together soon to make plans going forward.
- c. **Architectural Report-** Robyn Dunbar reported that there are no outstanding requests.

- d. Maintenance Committee-** No report. Tim mentioned that Al Kramlich would be reimbursed for replacing some photocells.
- e. Neighborhood Watch-** Shirley Carlson reported that Oak Hills HOA has been having issues with UPS deliveries being stolen. She asked owners to keep an eye out for any suspicious behavior.
- f. Clubhouse-** No report.
- g. Pool Maintenance-** Curt Gallaher reported that he and found a test kit for approximately \$45. The pool will be covered and checked during the winter.
- h. Budget Committee-** This committee has just been formed and will be starting the work for the 2014 budget.
- i. Litigation Committee-** Tim Jackson announced that this committee would exist for work with potential lawsuits.

VII. Unfinished Business

- a.** Set up incentives for clubhouse renters – Jeri Olds announced that idea that owners who rent the clubhouse 3 times would get the 4th rental free-of-charge.

AGREED: Upon motion made by Sue Seaver, seconded by Charlene Bray, and unanimously agreed, the clubhouse incentive plan was approved.

- b.** Accept/reject bid to replace bark dust per request from 1580 – there was no motion for discussion.
- c.** Establish rental status of 1590 as among the 14 allowed – 1590 was approved as 1 of the 14 rentals that are allowed in MRHOA. The owner announced that it was no longer necessary and asked that if denied in the future that an explanation for denial be included in response letter.
- d.** Accept/reject hardship request from 1742.

AGREED: It was unanimously agreed to accept the hardship request from 1742.

VIII. New Business

- a.** Approve payment for pool supplies (signs and lockbox) to Jackson

AGREED: Upon motion made by Sue Seaver, seconded by Rich Lefler, and unanimously agreed, the reimbursement to Tim Jackson was approved.

- b.** Authorize new Reserve Study for \$750.00.

AGREED: Upon motion made by Rich Lefler, seconded by Charlene Bray, and unanimously agreed, the 2014 Reserve Study update was approved.

- c.** Approve financial audit.

AGREED: Upon motion made by Rich Lefler, seconded by Chris Schieff, and unanimously agreed, the 2012 Financial Audit was approved.

- d.** Fence repair around the handle of the front pool.

AGREED: Upon motion made by Sue Seaver, seconded by Chris Schieff, and unanimously agreed, the fence repair by handle of pool entry was approved.

- e. Should Lisa Campbell of CMI be asked to attend October 3rd meeting at \$125 per hour, or Jason Grosz at \$350 per hour, or can proxies be authenticated by a committee.

AGREED: Upon motion made by Rich Leflar, seconded by Chris Schieff, and unanimously agreed, both the attorney and CMI were approved to facilitate the October 3rd meetings.

- f. Authorize sump pump inspections.

AGREED: Upon motion made by Sue Seaver, seconded by Charlene Bray, and unanimously agreed, the sump pump was inspection to be performed by CMI were approved.

- g. Drainage issues in front of Buildings 2, 9, 13, and 15.

AGREED: It was unanimously agreed to allow Jacqueline White to submit another proposal for drain repairs.

- h. Change check signing procedure to allow by mail.
CMI will confirm expenses associated with mailing checks.

- i. Set mediation date.

AGREED: It was unanimously agreed Chris Schieff will coordinate for Board mediation.

IX. Open floor to members - two minutes please.

Owners participated in the owner's forum:

- Shirley Carlson – thanked Tim for his hard work on getting the increased assessment passed.
- Berta – thanked the board for moving the agenda quickly and adjourning.

X. Schedule next meeting dates

- a. **Fourth Thursday in October is 10/24/13**

XI. Adjourn

AGREED: Upon motion made by Rich Leflar, seconded by Sue Seaver, and unanimously agreed, this meeting was adjourned at 8:30 p.m.