

DRAFT

Our Ref: BOD/27/MRHOA #205  
MILLRIDGE TOWNHOMES  
BOARD OF DIRECTORS MEETING  
FEBRUARY 28, 2013  
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**MINUTES OF THE BOARD OF DIRECTORS MEETING FOR THE MILLRIDGE TOWNHOMES HELD ON FEBRUARY 28, 2013 AT 6:30 PM AT THE MILLRIDGE TOWNHOMES CLUBHOUSE, LOCATED AT 1610 1/2 NW 143RD AVE, PORTLAND, OR 97229.**

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

**I. Call to Order**

Tim Jackson called the meeting to order at 6:30 p.m.

**II. Introductions**

Introductions commenced throughout the room.

**III. Board member attendance**

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

**IV. Agenda**

**AGREED: Rich Leflar moved to accept the agenda with one addition--delinquent collections process. The motion was seconded and carried without objection.**

**V. Accept/change minutes of meeting on 1/24/2013**

**AGREED: Rich Leflar moved to accept minutes from the 1/24/13 board meeting. The motion was seconded and carried without objection.**

**VI. Committee Report**

**a. Revenue Committee**

Peggy Aitchison, Chairperson of the Revenue Committee, read a statement summarizing the committee's goals and strategy for determining recommendations. Peggy asked that homeowners submit to her in writing any specific issues or requests they'd like addressed. Requests need to be received before the committee next meets on Tuesday, March 5.

## **b. Committees**

Architectural Committee and Landscape Committees did not meet this month. Other committees had essentially nothing to report at this time.

## **VII. Unfinished Business**

### **a. Affirm rules defining HOA vs. homeowner maintenance responsibilities**

Board members discussed possibly amending the existing document, which outlines Millridge Townhouses Owners Association Areas of Responsibility. The board discussed the document but, in the interest of time, decided to postpone voting on possible changes to the document until next month's meeting (allowing board members further opportunity to review the document).

### **b. Next step for account 20537**

Millridge BOD was advised that the homeowner associated with delinquent account 20537 may not be contacted.

### **c. Fence post at 1722**

Millridge BOD (at last month's meeting) agreed to have a fence post replaced at 1722. The work did not include anchoring the post in cement. Custom Deck bid an additional \$35 -\$40, which would include the cement work.

**AGREED: Rich Leflar moved to accept the bid. The motion was seconded and carried without objection.**

### **e. Reserve study**

Millridge BOD discussed possibly distributing a physical copy of the reserve study to each homeowner.

**ACTION ITEM: Rich Leflar agreed to investigate cost and present findings at the next meeting.**

### **d. Parking enforcement resolution**

Millridge BOD discussed the parking enforcement resolution. Tim Jackson proposed that the BOD place a copy of the document on those vehicles in violation of the resolution (to remind homeowners that they are out of compliance).

**AGREED: Rich Leflar moved to accept the proposal. The motion was seconded and carried without objection.**

## **VIII. New Business**

### **a. Backyard water system at 20584 and warning letter**

Millridge BOD previously discussed this item, in which water was heard running out of a pipe in a unit. The cause of the problem was determined to be ruptured plastic piping in the patio (which triggered neighboring sub pumps and resulted in flooding of neighboring patios). CMI sent the homeowner a request from Millridge BOD to install a shut off valve, which would serve to alleviate future incidents. The homeowner subsequently had the system serviced by

her plumber but did not install the valve, and has stated that she will not do so. She does not believe she should pay the plumbing bills and is requesting reimbursement. BOD discussed sending the homeowner a letter requesting proof of insurance coverage.

**AGREED: Sue Seaver moved to: 1 Deny reimbursing any funds for plumbing expenses and 2- send a letter requesting coverage (pending confirmation from CMI that action is permissible). If determined that the request is not permissible, the letter would remind the homeowner that coverage is not optional but required. The motion was seconded and carried without objection.**

**b. Approve expenses incurred by Tim Jackson (purchase of lamp, bulbs).**

**AGREED: Sue Seaver moved to approve all expenses. The motion was seconded and carried without objection.**

**IX. Open floor to members - two minutes please.**

Owners participated in the owner's forum.

**X. Schedule next meeting dates**

**a. Fourth Thursday in March is 3/28/13**

**XI. Adjourn**

The meeting was adjourned at 8:00 p.m.