

DRAFT

Our Ref: BOD/27/MRHOA #205  
MILLRIDGE TOWNHOMES  
BOARD OF DIRECTORS MEETING  
JANUARY 24, 2013  
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**MINUTES OF THE BOARD OF DIRECTORS MEETING FOR THE MILLRIDGE TOWNHOMES HELD ON JANUARY 24, 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

**BY INVITATION:** Steve Meyer, Community Manager  
Community Management Inc.

**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, Sue Seaver, Chris Scheiff, and Rich Leflar.

**IV. Agenda**

**AGREED: Chris Scheiff moved to accept the agenda as presented. The motion was seconded and carried without objection.**

**V. Vote on new board members**

Charlene Bray accepted the nomination to the vacant position on the Board of Directors.

**AGREED: Sue Seaver moved that Charlene Bray be nominated to fill the vacant position on the Board of Directors. The motion was seconded and carried without objection.**

**VI. Reassignment of Officers per request from Chris Scheiff**

The Board discussed the reassignment of Officers.

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

**ACTION ITEM: CMI to update the PM sheet.**

**VII. Accept/change minutes of meetings on 11/15/2012**

**AGREED: Rich Leflar moved to approve the meeting minutes of the 11/15/12 Board of Directors meeting. The motion was seconded and carried without objection.**

**VIII. Committee Reports**

**a. Treasurers Report**

Steve Meyer presented the treasurer's report. Steve answered questions pertaining to the financial statement.

**AGREED: Rich Leflar approved the ratification of the decision to approve Apex Roofing emergency repair for \$581. There was an emergency leak repair on Paul Blomquist's roof that was completed by Apex Roofing. The motion was seconded and carried without objection.**

**b. Landscape Report**

Tim Jackson reported for the landscape committee. We are looking for members on this committee. Tim works with Tim Long on any issues.

Paul Blomquist will work with Tim Jackson on a couple of projects that need completed. Tim will obtain a bid from the landscaper on removing the walking blocks.

**c. Architectural Committee**

The committee will meet soon and go over some new items for the next meeting. Robyn agreed to assist with budgeting if needed.

**d. Maintenance**

Tim Jackson presented the maintenance committee. We have not met. Tim reviewed the members of the committee. We have resolved issues as they arise.

**e. Club House**

Jeri Old presented the clubhouse report. Jeri reviewed the income for the clubhouse in the financial statement.

**f. Neighborhood Watch**

Shirley Carlson presented the neighborhood watch. Some people are taking packages from units. We would like to have a representative attend a meeting to talk about emergency preparedness.

**g. Pool Maintenance**

No report given.

**h. Budget Committee**

No report given.

**IX. Unfinished Business**

**a. Finalize committee appointments for reviewing dues and assessments.**

Tim Jackson stated that FHA approval does not apply to PUDs. This requires that we put 10% of our dues into reserves, which MRHOA is not. We are asking for volunteers for a committee to assist on this process. Shirley Carlson will organize a meeting for owners to discuss this. Tim Jackson will send out a newsletter asking for involvement and volunteers on this committee.

**b. Next step for accounts #20558 and 20537.**

20558 - No investigator. Tim Jackson will bring the LBB documents to the next meeting. Rich will call the Sheriff's office to determine if an auction will occur.

**AGREED: Rich Leflar moved to use Vial Fotheringham for new collections. The motion was seconded and carried without objection.**

**ACTION ITEM: 20537 - Use VF for this acct.**

**c. Affirm rules defining HOA vs. homeowners maintenance responsibilities**

The Board discussed this item and explained a recent event where water was heard running out of a pipe in a unit. The cause of the problem was plastic piping in the patio of the unit and the flow of water was accumulating under the unit. Tim Jackson presented a document from 2001 where the Board split out the obligations of the HOA vs. Unit Owner.

The Board will review the list and will bring any inconsistencies to the next meeting.

**X. New Business**

**a. Pool maintenance - evaluate costs of maintaining vs. shock treatment in the spring. We are spending \$320 per month to have it skimmed by Clear Water Services in the winter, plus power to the pumps.**

The Board will investigate this further and report back at a future meeting.

**b. Evaluate bids for fence post on 1722**

We have 2 bids. The 4x4 post in the ground is wobbly. The fence is fine. Tim Jackson reviewed the bids.

**AGREED: Sue Seaver moved to approve \$173 for custom deck and fence to repair the 1722 fence. The motion was seconded. Tim Jackson will check if this vendor will supply cement to set the post.**

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

Owners participated in the owner's forum.

**XII. Schedule next meeting dates**

**a. Fourth Thursday in February is 2/28/13**

**XIII. Adjourn**

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