

DRAFT

Our Ref: BOD/27/MRHOA #205  
MILLRIDGE TOWNHOMES  
BOARD OF DIRECTORS MEETING  
December 5, 2013  
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**MINUTES OF THE BOARD OF DIRECTORS MEETING FOR THE MILLRIDGE TOWNHOMES HELD ON DECEMBER 5, 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  
Sue Seaver – Vice President  
Charlene Bray - Treasurer  
Chris Scheiff - Secretary

**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, Charlene Bray and Chris Scheiff.

**IV. Agenda**

**AGREED: Sue Seaver moved to accept the agenda. The motion was seconded and carried without objection.**

**V. Vote on new Board member. AGREED: Laurie Seifert elected unanimously.**

**VI. Accept/change minutes of meeting on 10/24/13 AGREED: Charlene Bray moved to accept minutes. The motion was seconded and carried without objection.**

**VII. Committee Reports**

- a. **Treasurer's Report**-Charlene reported.
- b. **Landscape Report**-Sue noted that a few trees/shrubs need pruning-namely junipers.
- c. **Architectural Report**-nothing to report as no meeting was held.
- d. **Maintenance Committee**-nothing to report. Cautioned increased possibility of PVC pipe breaking in cold weather.
- e. **Club House**-noted three rentals booked for December.
- f. **Neighborhood Watch**-nothing to report.
- g. **Pool Maintenance-Curt**: nothing to report.

- h. **Budget Committee**-Katie Walker discussed the process by which the committee determined its findings.

**VIII. Unfinished Business**-none discussed at this time.

**IX. New Business**

- a. **Absolute Perfection Landscape bid to clean gutters and downspouts** –This measure was tabled in favor of acquiring more detail from Tim Long and getting more bids
- b. **Absolute Perfection bid to clear the moss in the streets and alleys.** Chris moved to approve removal of moss where needed. **AGREED:** The motion was seconded and carried without objection.
- c. **2014 Contract with Absolute Perfection.** Sue moved to accept the contract but change billing date to end of month. **AGREED:** The motion was seconded and carried without objection.
- d. **Roof moss removal bids.** Chris moved to approve removal of moss where needed. **AGREED:** The motion was seconded and carried without objection.
- e. **Schwindt Reserve Study.** Sue moved to accept the study. **AGREED:** The motion was seconded and carried without objection.
- f. **Cost of living increase in 2014.** Sue moved to accept the maximum allowed COLA fee increase of 1.5% based on 2013 figures (pursuant to Article 7.1 of the CC&R's). **AGREED:** The motion was seconded and carried without objection.
- g. **Drains in front of buildings 13 and 15.** Tree roots are obstructing passage of water. Sue moved to accept the \$ 6500 bid. **AGREED:** The motion was seconded and carried without objection.
- h. **Building 4-roof replacement.** Chris moved to accept the Clow bid. **AGREED:** The motion was seconded and carried without objection.
- i. **Approval of 2014 budget.** Charlene moved to accept the bid proposed by the budget committee. **AGREED:** The motion was seconded and carried without objection.
- j. **CMI contract up for renewal.** Sue moved to accept the contract. **AGREED:** The motion was seconded and carried without objection.
- k. **Funds paid to Tim Jackson for out of pocket expenses.** **AGREED:** Sue and entire board acknowledged reimbursement to Tim for purchase of office supplies.
- l. **Water removal from 1642 (Blomquist).** Board discussed whether Millridge HOA is responsible for expenses. No motion was proposed.

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

Owners participated in the owner's forum.

**XI. Schedule next meeting dates**

Next meeting is scheduled for **1/23/14.**

**XII. Adjourn**

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