

DRAFT

Our Ref: BOD/27/MRHOA #205
MILLRIDGE TOWNHOUSES
BOARD OF DIRECTORS MEETING
December 4, 2014
Page 1

**MINUTES OF THE BOARD OF DIRECTORS MEETING FOR THE
MILLRIDGE TOWNHOUSES HELD AT 6:30 PM AT THE MILLRIDGE
HOME OWNERS CLUBHOUSE, LOCATED AT 1610 NW 143RD AVE,
PORTLAND, OR 97229.**

PRESENT: Tim Jackson – President
Sue Seaver – Vice President
Glen Beckley – 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**
 - a. All Board members were in attendance.
 - b. Approve new Board member Dana Murphy to replace Dave Clarke as Treasurer. Term ends June 2016. Sue Seaver moved to accept the appointment of Dana Murphy. The motion was seconded by Glen Beckley and carried without objection.
 - c. Open Floor to request and approve fifth Board member to replace Charlene Bray. Term ends June, 2016. No volunteers came forward.
- IV. **Agenda** Sue Seaver moved to accept the agenda. The motion was seconded by Dana Murphy and carried without objection
- V. **Accept/Modify minutes of meeting on 10/23/2014**
Sue Seaver moved to accept the minutes. The motion was seconded by Dana Murphy and carried without objection
- VI. **Committee Reports**

MILLRIDGE TOWNHOUSES
BOARD OF DIRECTORS MEETING
December 4, 2014
Page 2

- a. **Treasurer's Report**-Tim Jackson reported. We are 13.2% under budget YTD. Several large expenses (like the water bill) came in recently that will be reflected in the next financial report but we should still be within budget.
- b. **Landscape Report**- Dana Murphy stated that the committee discussed South fence planting of Arbor Vitae, but the project was tabled till Spring. The committee also discussed replanting dogwood in entryway islands and also replacement/cleanup by building 6 where the 2 pine trees were removed. The bid for the replacement/cleanup project are covered in New Business below. The committee also decided to change the schedule for fertilizing rhododendrons to the spring instead of fall.
- c. **Architectural Report**- Tim Jackson reported that a bird feeder was approved at 1710.
- d. **Maintenance Committee**- Tim Jackson reported a downspout at 1600 that needs to be repaired so it doesn't overflow. This will be dealt with when the gutter project is done.
- e. **Club House**- Sue Seaver reported that only one person has reserved the clubhouse over the Christmas holiday. She will put up the Christmas tree.
- f. **Neighborhood Watch**- Shirley Carlson reported that a garage door was left open at night. This invites theft, so please keep your garage doors closed. And, a gunshot was heard in the southwest corner of Millridge property around 1 AM, but the source was not determined. And the gate for the first driveway was left open and will be closed this Friday.
- g. **Pool Maintenance**- Tim Jackson reported that we'll have to change the sand for the filter at \$700 and the loose brick is planned to be repaired.
- h. **Budget Committee** - Sue Seaver reported that Katy Walker and Curt Gallaher helped prepare the budget. A 1.7% increase in dues will be assessed starting January 1. Given increases from suppliers/contractors that are anticipated they decided to keep the same level of expenses as last year. The committee recommended to minimize CMI expenses by performing some of their duties ourselves. They also recommended that annual expenses (like insurance) should be gathered earlier, like September, so they can be properly considered vs. being rushed with last minute bids. Our insurance expense went down as we have changed carriers. Aging gutter and downspouts call for increases in this category, as well as sprinkler system repair. CMI will be charging \$10 for each payment that is charged by credit card, so homeowners should investigate their CMI payment options.

VII. Unfinished Business

MILLRIDGE TOWNHOUSES
BOARD OF DIRECTORS MEETING
December 4, 2014
Page 3

- a. Tree removal at 1684 - two pines at owner's expense. Sue Seaver moved to approve the removal of the two trees at owner's expense. The motion was seconded by Glen Beckley and carried without objection.
- b. Do we add the Workman's comp insurance for \$522? This question died for lack of a motion.

VIII. New Business

- a. Increase 2015 Annual Fees by 1.7%. Dana Murphy moved to approve the increase of 2015 Annual Fees by 1.7%. The motion was seconded by Sue Seaver and carried without objection.
- b. Approve 2015 Budget. Dana Murphy moved to approve the 2015 Budget prepared by the Budget Committee. The motion was seconded by Glen Beckley and carried without objection.
- c. Approve 2015 Reserve Study. Glen Beckley moved to approve the 2015 Reserve Study prepared by Schwindt & Company. The motion was seconded by Dana Murphy and carried without objection.
- d. Gutter cleaning. Glen Beckley moved to approve HOA Maintenance bid to install hooks on all Millridge buildings (\$3,200) and clean all gutters using the hooks (\$2,400) (note: prices need to be verified). The motion was accepted by Dana Murphy and carried without objection.
- e. Time and materials to power-wash sidewalks. Glen Beckley moved to approve 7 Dees bid to power-wash sidewalks at 45.00 per hour. The motion was seconded by Dana Murphy and carried without objection.
- f. Approve Landscape project for side of building 6, 1640 for \$700. Sue Seaver moved to approve the landscape project. The motion was seconded by Dana Murphy and carried without objection. Irrigation for the new trees will be investigated before planting. \$590 was mistakenly charged to Landscape Miscellaneous, so there should be enough money in that acct to pay for this project after the correction. Long term maintenance of these trees should come from the reserve account.
- g. Approve bid of new Landscape contractor. Glen Beckley moved to narrow the bidders to Pacific Landscape and 7 Dees, and meet with their representatives to learn more about their services. The motion was seconded by Dana Murphy and carried without objection.
- h. Set date for new contractor to begin. This item will be considered after the landscape contractors are interviewed.

MILLRIDGE TOWNHOUSES
BOARD OF DIRECTORS MEETING
December 4, 2014
Page 4

- IX. Open floor to members – two minutes please –topics discussed**
- a. A Piece of roofing shingle was found in the alley between 15 and 16.
No one knows where it came from.
 - b. Comcast will be doing cabling work around Building 6.
- X. Schedule next meeting date**
Next meeting is scheduled for 01/22/15
- XI. Adjourn**
The meeting was adjourned at 8:00 p.m.