

DRAFT

**Our Ref: BOD/27/MRHOA #205
MILLRIDGE TOWNHOUSES
BOARD OF DIRECTORS MEETING
January 23, 2014
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**MINUTES OF THE BOARD OF DIRECTORS MEETING FOR THE
MILLRIDGE TOWNHOMES HELD JANUARY 23, 2013 AT 6:30 PM AT
THE MILLRIDGE TOWNHOMES CLUBHOUSE, LOCATED AT 1610 nw
143RD AVE, PORTLAND, OR 97229.**

PRESENT: Tim Jackson – President
Sue Seaver – Vice President
Charlene Bray – Treasurer
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

All Board members were in attendance except Laurie Seifert.

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: Glen Beckley elected unanimously as Secretary.

VI. Accept/change minutes of meeting on December 5.

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**-committee to meet 6PM Monday night at the Clubhouse. Please fill out a request form and send it to Nels so your request will be considered by the Committee.
- c. **Architectural Report**- Nothing to report that requires action. Need another person for the Committee, so a volunteer is needed.

- d. **Maintenance Committee-** Al reported light bulbs were replaced. Tim stated that the roofing project has started and Jerry reported that the roofer had targeted to be done tomorrow.
- e. **Club House-** Tim stated that we need to replace Jeri Olds, so we need a volunteer to take over that responsibility.
- f. **Neighborhood Watch-** Shirley said police report that some people open doors without knowing who it is. Recommend installing a peep hole and people should ask who is there before opening the door.
- g. **Pool Maintenance-**Nothing to report. Tim said the pool costs were down from last year.

VIII. Unfinished Business

- a. Approve BCG bid to complete installation of the sump pump at 1642 for \$1,500. Sue moved that we accept the bid and it was approved unanimously.
- b. Approve/reject bid by Absolute Perfection to clean gutters and downspouts for all buildings in the HOA for \$1,605. Sue moved that we accept the bid and it was approved unanimously.

IX. New Business

- a. **Signatures for new Board members to sign checks.** New Board members need to sign these.
- b. **Discussion of Reserve Account spending – any deviations from the Reserve Study.** Sue offered to lead a homeowner group to update the current Reserve study so it more accurately reflects future capital project expenditures and prioritize them. Tim asked for volunteers.
- c. **Water conservation.** Glen noted that the HOA overspent it's water budget by \$3,000+ and stated that there are no incentives for water conservation by the homeowners. Glen proposed to offer a free night use of the Clubhouse for each water conservation toilet that is installed (as evidenced by a check stub for a \$75.00 conservation rebate from Tualatin Valley Water District (TVWD)). Sue offered a Motion to waive the Clubhouse fee for each toilet that is replaced within one year from the date of the TVWD conservation rebate check date), and the Motion carried unanimously.
- d. **Discuss new plans for clubhouse usage and fees.** Proposed to open the Clubhouse for 1 night a month for homeowners. No changes were proposed to the current Clubhouse fees after some discussion of how the fees are used now.
- e. **Discuss plans for distributing responsibilities for future projects.** Tim assumes project management duties for most projects at the HOA, which saves additional fees from CMI and results in better on site project management. He is calling for volunteers to take project management responsibility for various categories, like water lines, gutters and downspouts, etc. People with problems would contact Tim

and he would delegate the project to one of the volunteers to follow up on.

X. Open floor to members – two minutes please.

Owners participated in the owner's forum.

XI. Schedule next meeting date

Next meeting is scheduled for 2/28/14

XII. Adjourn

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