

**Draft**

**Our Ref: BOD/27/MRHOA #205  
MILLRIDGE TOWNHOUSES  
BOARD OF DIRECTORS MEETING  
September 25, 2014  
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**MINUTES OF THE BOARD OF DIRECTORS MEETING FOR THE  
MILLRIDGE TOWNHOUSES HELD SEPTEMBER 25, 2014 AT 6:30 PM  
AT THE MILLRIDGE TOWNHOUSES CLUBHOUSE, LOCATED AT 1610  
NW 143<sup>RD</sup> AVE, PORTLAND, OR 97229.**

**PRESENT:**

Tim Jackson – President  
Sue Seaver – Vice President  
Charlene Bray – At Large  
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. David Clarke, Treasurer, has resigned. Tim Jackson asked for a volunteer to join the board.

**IV. Agenda**

**AGREED:** Sue Seaver moved to accept the agenda, with last minute revisions. The motion was seconded by Charlene Bray and carried without objection.

**V. Accept/change minutes of meeting on 8/28/2014.**

**AGREED:** Sue Seaver moved to accept minutes. The motion was seconded by Charlene Bray and carried without objection.

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**VI. Committee Reports**

- a. **Treasurer's Report-** Tim Jackson reported the key figures from the August financial statement and we are 44.3% under budget for 1 month due to a water bill that is posted every other month. The YTD budget is 8.3% under budget.
- b. **Landscape Report-** No report, except for the request for river rock below, and no committee meeting.
- c. **Architectural Report-** Patty Jackson reported that the Committee has not met and there were 2 requests. Screen and painting front door that was automatically approved for unit 1708.
- d. **Maintenance Committee-** Tim Jackson said there was nothing to report.
- e. **Club House-** Sue Seaver checks for clubhouse usage were sent to CMI, no reservations for Oct and 1 for Nov.
- f. **Neighborhood Watch-** Shirley Carlson reported a police visit but did not know what they were here for.
- g. **Pool Maintenance-** Tim Jackson reported that both pools have been closed for the winter season.
- h. **Budget Committee** Volunteers are needed. 2.3% CPI will be used for the increase in homeowner fees. Please contact Tim Jackson or CMI if you are interested in being on the committee.

**VII. Unfinished Business**

- a. **Siding on Building 11 –** Tim Jackson reported that Gerard Brooks, who did the most recent siding installation project has bid \$7,460.00 for 8 other locations at 1700, 1718, 1720, two at 1708, three at 1706. Sue Seaver moved to accept the bid from Gerard Brooks. The motion was seconded by Charlene Bray and carried without objection. Tim Jackson stated that painting for building 11 and 12 would be moved to a later period because of the siding installation project.

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**VIII. New Business**

**a. Print new copies of the homeowners manual** – Glen Beckley reported that the Millridge Homeowners Manual revisions are almost complete and recommended that the HOA select Cedar House Media Printing and Graphics for printing 125 copies of the manual for \$141.75. Sue Seaver moved to accept the Cedar House bid. The motion was seconded by Charlene Bray and carried without objection.

**b. Reserve spending adjustments** – Tim Jackson reported that he and Lisa Campbell have revised the replacement schedule for many capital projects that had obsolete action dates. The new schedule is more realistic for the condition of proposed projects.

**c. Retroactive approval of new printer** – Tim Jackson purchased a color printer that prints on 2 sides from Office Depot for \$419.00 because the one we use to prepare agendas and minutes broke and repairs would have cost more than the new printer. Charlene Bray moved to approve the purchase of the new printer. The motion was seconded by Sue Seaver and carried without objection.

**d. Tree removal from side of Building 6, growing under the road** – Glen Beckley reported that there are 2 20' tall fir trees growing within 3 feet of the building foundation unit 1620 and that the roots are splitting the asphalt along the road. He had received a verbal bid of \$300 per tree, plus \$100 each for stump removal. He'll bring formal written bids for removal of the 2 trees to next month's board meeting.

**e. Pool tile repair** – Tim Jackson reported that Curt Gallaher had contacted some vendors to do brick replacement around the perimeter of the front pool. He recommended that we accept the bid of \$900.00 from S&A Concrete. Sue Seaver moved that we accept the bid from S&A Concrete. The motion was seconded by Charlene Bray and carried without objection.

**f. Authorize Landscape Committee request at 1736** Tim Jackson reported that the Landscape Committee approved this request to lay river rock along the sidewalk to facilitate drainage. Glen Beckley moved to approve the application. The motion was seconded by Charlene Bray and carried without objection.

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**g. Frequency of Clubhouse cleaning** Sue Seaver reported that the HOA pays \$60 per month (going to \$70 after the first of the year) and suggested that we change the service to quarterly cleanups instead. Sue Seaver made a motion to change the cleaning service to quarterly. The motion was seconded by Charlene Bray and carried without objection

**h. Reimburse Sue Seaver for Clubhouse supplies** Sue Seaver spent \$21.90 for clubhouse supplies and would like to be reimbursed. Charlene Bray moved that we reimburse Sue Seaver for these clubhouse expenses. The motion was seconded by Glen Beckley and carried without objection.

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

Owners participated in the owner's forum, and the full text of the written comments are attached as an addendum to these minutes.

- a. One homeowner reported American Landscape has been doing work and was wondering if the work was being paid for out of Millridge budget. Tim Jackson reported that actually, Dana Murphy had personally paid for this work to be performed. She called Steve Carper of TVWD about cutting the grass too short he had informed her that there was a misunderstanding of what he had said. (Mr. Carper will present his findings from his irrigation assessment this coming Tuesday at 6:30 at the Clubhouse and we can ask him to explain his recommendation then.) New trees and pots were noticed in front of unit 1684. There was a concern that funds for these plants came out of the Millridge HOA funds, but Tim Jackson reported that these plants were paid for by individual homeowners. There was also a concern that we are out of money in our landscaping budget and there wouldn't be any funds available in case a storm causes damage to the grounds over the winter. Tim Jackson reported that there are funds in the contingency account and reserve account that could be used for such an emergency. Tim Jackson also authorized additional outside parking for her son while she is away for most of the winter.
- b. Another homeowner expressed concerns about landscaping, and the lawn in front of 1596 looks the worst in years, and believes the shrubs and lawn are underwatered. The condition of the landscaping has deteriorated and he's concerned about our house values.
- c. Water under 1748 which has a sump pump, but not sure it is working. Tim Jackson said a sump pump installer has been informed and has been requested by CMI to put in a new sump pump if needed, or repair the existing one.

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- d. Homeowners should be reminded that they need to prepare Landscape Committee request forms when planning to plant shrubs or trees. We need to have strict compliance with these rules or the results will be undesirable, and inappropriate plantings that are not consistent with our landscaping plans.
  - e. Disposal of hazardous waste, like old paint cans, insecticide, motor oil, will be held at Sunset Presbyterian Church on Sat Sept 27, 9AM-2PM.
  - f. Paul Blomquist reported that irrigation system is leaking and water has been coming under his house. Urges \$10,000 of irrigation reserve to be used to fix the irrigation system. Tim Jackson stated that since attorneys are discussing this problem it cannot be discussed in a board meeting.
  - g. Asphalt was scheduled to be replaced behind unit 1760 but never completed. Tim Jackson reported that the contractor is now scheduled to complete the work in October.
- X. Schedule next meeting date**
- a. Fourth Thursday in October is 10/23/2014
- XI. Adjourn**
- The meeting was adjourned at 8:00 p.m.
- XII. Executive Session**
- a. Proposed payment plan for an homeowner that is behind with dues.

## **ADDENDUM TO 9/25/14 MINUTES FULL TEXT OF WRITTEN COMMENTS**

Betty Lukins

A few issues on landscape:

In the last month, I've noticed American Landscape Company working here at Millridge, they mowed and edged by bldg 9 & 10. Is this included in the \$4,000 contract to aerate our grounds and if so, why is it they work only by those two buildings?

I spoke with Steve at Tualatin Valley Water since he was here to evaluate the Millridge irrigation system and he explained in detail why the grass should not be cut as short as directed. He thought there might be a misunderstanding in what he told the committee people?? Was there a report that was printed from TVW that needs to be shared with homeowners? I have lawn mowing tips, handouts, if you are interested.

I see a few new plantings in the back area some potted trees and mostly flowering chrythemums where are the funds coming from?

Do we have a new policy now on planting on common grounds without a request?

And why as a different fertilizer purchased for our grounds, when that is already included in our contract with APL?

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### **Addendum to minutes**

### **Homeowner comments**

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The Landscape budget is very low (or nearly gone). I have concerns for winter damage and not enough money to take care of problems.

I'd like to Board to acknowledge that:

On October 20 my husband and I will fly out of Portland and while we spend 6 months away – our grandson and his german shepard dog will be living at our unit. I spoke with Elaine Clawson about space for his vehicle and now I'm wondering if he needs a permit, or some kind of pass. I don't want any problem for him and trying to take care of that now.

#### Bob Hetzer

I'd like to express our concerns about the summer condition of common grounds. The lawn in front of our unit 1596 and those surrounding the Club House, looked the worst they've been in the 10 years we've lived here. It appears that shrubs are being watered and lawns are being underwatered, landscaping shrubs are overgrown blocking our windows and affecting safety. When driving into Millridge it the once beautiful landscaping is now looking shabby. If this continues, it will negatively affect home owner unit values. It in effect would not uphold board member fiduciary responsibilities.

(and, added after the board meeting) I do not want this to reflect in any way on our landscaper Tim Long. However I am concerned about actions taken by the Landscape Committee.

#### Paul Blomquist

- Water has invaded by crawlspace 3 times in 3 years.
- The HOA has repaired the affected pipes the last 2 times, and it has the obligation to do so again.
- I followed the HOA rules to report the leak. My report was rejected or ignored, on the assertion that this was groundwater. The sump pump the Board approved for installation under my home, along with the French drain did not correct the source.
- I and a HOA board member had TVWD analyze the water. TVWD's conclusion was that the water was due to a break in the irrigation system.

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- The irrigation system is located in the common area.
- The HOA has the exclusive right and obligation to repair common area facilities under Section 7.1 of the Bylaws and Section 9.2 of the Amended and Restated Declaration.
- The 2014 Reserve study shows that \$10,000 has been reserved for repairs of the irrigation system for 2014. Please refer to your monthly handout, last page titled Millridge HOA Reserves Budget, Account 7630-Irrigation, Annual Budget \$10,000.
- The useful life of the irrigation system as a whole has reached the end of its useful life, per the Reserve Study, and should be investigated and repaired or replaced before other units are affected.
- Since there is a reserve set aside for this purpose, it should be used to repair or replace the system.
- The water intrusions have cost me money (in the form of insurance deductibles), adversely affected by health, and may adversely affect the value of my home. The irrigation system needs to be fixed as soon as possible.