

DRAFT

**Our Ref: BOD/27/MRHOA #205
MILLRIDGE TOWNHOUSES
BOARD OF DIRECTORS MEETING
October 23, 2014
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**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
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.

IV. Agenda

AGREED: Charlene Bray moved to accept the agenda. The motion was seconded by Glen Beckley and carried without objection.

V. Accept/Modify minutes of meeting on 9/25/14. Sue Seaver moved to

accept the minutes. The motion was seconded by Charlene Bray and carried without objection.

VI. Committee Reports

- a. Treasurer's Report-** Charlene Bray reported key financial figures from the financial statements. We are under our YTD budget by 14.7%.

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- b. Landscape Report-** Dana Murphy Reported reviewing homeowner requests for 1684 removal of 2 pine trees (to be replaced with Alaskan Yellow Cedars), trellis, potted plant, and sun ornament, and 1756 planting in front of unit (hydrangia 3-5' standing water resistant). The committee plans to continue arborvitae planting along the south fence. Approx. 70 are needed and Carol Parker will look into the costs of the arborvitae plantings. Berta will report on fertilizing practices. Chris Morris and Carol Parker agreed to act as liaison for their building areas and will be available for neighbors questions regarding landscaping.
- c. Architectural Control Committee Report-** Patty Jackson reported approval of all requests which are described in the New Business section below.
- d. Maintenance Committee-** Tim Jackson reported dry rot at 1600 that needs to be replaced with cedar. Some exterior lamps run 24/7 because the light sensors are dirty or defective. He is asking for feedback if anyone sees them on during the day so the sensors can be cleaned or replaced. Fluorescent lights are being used to replace the light bulbs that burn out to save electricity. Tim Jackson will check to see if electricity for individual exterior lights is billed to the homeowner or the HOA.
- e. Club House-** Sue Seaver reported that CMI is looking into the accounting of revenue for club house use.
- f. Neighborhood Watch-** Shirley Carlson reported that someone stole a package in the package mailbox and one individual mailbox was broken. Tim Jackson said that a locksmith will be fixing them and he will put lubricant in all the individual mailbox locks to make them open easier.
- g. Pool Maintenance-** Curt Gallaher reported that the brick contractor is late and has not returned calls. Tim Jackson will follow up with him.
- h. Budget Committee -** No volunteers to work on the 2015 budget so Tim Jackson proposed to increase the budget line items on our financials based on the Consumer Price Index unless volunteers come forward.

Unfinished Business

- a.** Tree removal from side of building 6 - two pines. Glen Beckley moved to accept the bid from Barstad Development for \$700 vs. General Tree of \$1,475. The motion was seconded by Sue Seaver and was carried without objection. Tim Jackson stated that the money will be taken out of the reserve account vs. current operating account.
- b.** Implementing the irrigation system assessment recommendations. Glen Beckley made a motion to eliminate irrigation system maintenance from our contract with Absolute Perfection Landscaping and contract with a company that has the proper irrigation certifications, The motion was seconded by Charlene Bray and was carried without objection.

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- c. Remove roots in front of 1756. Sue Seaver moved to have a company remove azalea roots after locating the underground utilities. The motion was seconded by Charlene Bray and was carried without objection.

VII. New Business

- a. Renewal of insurance policy. Tim Jackson reported that our latest proposal from American Benefits would increase to \$45,000 from \$27,000. And American Family Insurance has earthquake insurance as well as similar coverage for \$18,000. He stated that CMI has seen its HOA customers shift from American Benefits to American Family. Glen Beckley moved to obtain a formal proposal from American Family. Sue Seaver seconded the motion.
- b. Treat trees in "park area" by General Tree for \$495. Sue Seaver made a motion to accept a bid from General Tree to treat trees in the park area for \$495. The motion was seconded by Charlene Bray and was carried without objection.
- c. Request for handrail at 1710. Glen Beckley recused himself because 1710 is his unit. Charlene Bray made a motion to accept the application to install a handrail at the homeowner's expense, according to the guidelines in the Homeowners' Manual. The motion was seconded by Sue Seaver and was carried without objection.
- d. Fence extension at 1684 - owner paid. Setback requirement from the end of the garage was discussed and Dana Murphy (unit 1684) agreed to 12 inches set back from the end of the garage. Charlene Bray moved to approve the project and Sue Seaver seconded it. The motion was carried without objection.
- e. Replace vent covers at 1684. Sue Seaver made a motion to approve replacement of vent covers at homeowner's expense. The motion was seconded by Glen Beckley and was carried without objection.
- f. Landscape requests for trellises at 1684. Sue Seaver moved to approve the request to erect the trellises (free standing). Charlene Bray seconded the motion and it carried without objection.
- g. New windows and sliding glass door at 1684. Glen Beckley moved to approve the window and door replacement. Sue Seaver seconded the motion and it carried without objection.
- h. Reimbursement for printing costs of new Homeowners' Manual of \$141.75. Glen Beckley recused himself. Sue Seaver made a motion to authorize CMI to pay Glen Beckley \$141.75 for the cost of printing the Homeowners' Manual. The motion was seconded by Charlene Bray and it carried without objection.

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VIII. Open floor to members – two minutes please –topics discussed

- a. Van in back with expired license plates from Idaho.
- b. We need to be mindful of our water usage and water conservation.

IX. Scheduled next meeting date - 12/4/14

Next meeting is scheduled for 11/27/14 Thanksgiving Day, so the board will meet the next Thursday on 12/4/14 and skip the December board meeting, unless a special meeting is required

X. Adjourn

The meeting was adjourned at 7:45 p.m.