

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: Isaac McGuire – President
Christine Prince – Secretary
Sue Seaver – Treasurer
Robert Melum – Director-at-Large
*Ursula Locke – Vice-President

**(added as member of board in VP position as of this meeting)*

I. Call to Order

Isaac McGuire called meeting to order at 6:30pm

II. Introductions

Introductions were made

III. Board Member attendance

- a. All Board members are present.
- b. Open floor to request a volunteer and approve fifth board member to fill Vice President position. Term ends June, 2018.
Ursula Locke [1600] volunteers to fill vacant.

IV. Approve/Modify Agenda

Motion is made to approve agenda as written. Motion is passed.

V. Appointment of Officers

Ursula Locke is approved as fifth board member and appointed to the position of vice president.

VI. Accept/Modify minutes of meeting on September 24, 2015

Motion is made to accept minutes of 09/24/15 meeting as written. Motion is passed.

VII. Committee Reports

- a. **Treasurer's Report-** Sue Seaver reports that we are 17% over budget for the month. This is due mainly to seasonal expenditures including pool maintenance, sewer/water and gas line items. We also continue to be over budget on our insurance budget due to difference in budgeted amount and actual cost. And the expenditure made on the sprinkler system repairs.

We still remain 7% under budget for YTD expenditures.

- b. Landscape Report-** Chris Morris provides landscape committee report. Dana Murphy, former landscape committee chair, has resigned formally resigned from the landscape committee. Christine Morris [1604] has stepped into role as committee chair at the Board Presidents approval. Isaac McGuire approves Chris Morris as chair of landscape committee. Additionally, a number of residents have volunteered to serve as landscape committee members including: Barbara Getty [1760], Carol DuBosch [1738], Nina Sparr [1762] & Judy Hetzer [1596]. A contact system has been put in place for liaisons to assist in helping communicate upkeep, concerns and issues with the grounds maintenance. Judy Hetzer [1596] will be the liaison contact for grounds near buildings 1-3, 15, 16 & the Clubhouse. Carol Parker [1730] will be the liaison contact for grounds near buildings 4-6, 13 & 14. Sue Seaver [1720] will be the liaison contact for grounds near buildings 7-12. Additional details and information will be provided in the November Millridge Newsletter.
- c. Architectural Control Committee (ACC) Report-** Patty Jackson provides the architectural control committee report. One request was submitted this month. The committee recommended approval for the request submitted by unit 1684 [Murphy] to clean, scrape, prime and paint the exterior of the unit to cover up multiple areas of peeling paint and bare wood. Existing colors would be used. All work would be done at the homeowners expense.
- d. Maintenance Committee-** Robert Melum provides maintenance report. Light post in front of unit 1626 needs replacement light bulb – Isaac to talk to Al Kramlich [1722] regarding light bulb replacement.
- e. Budget Committee-** Waiting on proposals from CMI, Insurance, and Landscape. Insurance.
- f. Neighborhood Watch-** Shirley Carlson reports that residents should be advised to watch out for raccoons and skunks.
- g. Clubhouse-** Sue Seaver provides clubhouse report, with no issues or concerns to report. All is good.

- h. Pool Maintenance-** Tim Jackson provides pool maintenance report on behalf of Curt Gallaher [1758].
Curt is currently in the process of working on bids for replacing the pool heater for the front pool. However, contractors have suggested we wait until April/May to get a new pool heater installed, due to timeline of a warranty. The warranty would start from the date the heater is installed, not from the date we begin using it, which wouldn't be until next summer.
- i. CMI Announcements-** No CMI Announcements to report.
- j. Ad Hoc Large Tree Committee-** Betty Lukins [1736] provides large tree committee report. Betty has tree priority list in her possession. Needs direction for obtaining bids (as in, what amount of money we have to work with for this project, can we do removal of all dying trees at once, or do we need company to come back repeatedly over time to break up cost over a period of time). Sue Seaver to look into budget, check and see if money can come out of reserve fund, etc.
Unit 1600 [Locke] & 1736 [Lukins] are top priority trees to be taken care of, as general consensus agreement is that these two trees appear to be the most hazardous in appearance, and most likely to come down during any serious winds or storms this winter.
Tree in front of Unit 1724 [Lim] will also need to be taken out, it is dying.

VIII. Unfinished Business

- a. Carol DuBosch [1738] request** for garden area – Tabled until next meeting.
- b. Address Sidewalk Trip Hazards:** Multiple requests submitted including areas outside of Clubhouse, Unit 1732 [Chase] & 1604 [Morris]. Postponed until next meeting so board can look at areas that have had requests submitted and obtain bids for repair cost.
- c. Frequency and Policy of Gutter Cleaning** (currently over budget for YTD line item). August financials say we are 26% over budget this year for gutter. – Tabled, more information needed.
- i. Gutter repair request from Unit 1596 [Hetzer]
 - ii. Contact CMI re: can they send contractors out for bids and follow up on work after it's completed? Would this cost us extra?

- iii. Robert Melum to identify buildings that need 3rd round of cleaning, come up with downspout plan and go from there.
 - iv. Cleaned last spring, 1 cleaning left – to be done after majority of the leaves have fallen. HOA Maintenance \$3900 for all gutters, safety hooks, put in last year, so any contractor can come clean them. Roofing that is coming off will also clog gutters. Tabled until next meeting when additional information is available.
- d. Movement of pavers** from garage of Unit 1756 [Nels Olson] to location of walkway in horseshoe. Sue Seaver to send bid (from Pacific Landscaping) to print for Isaac to sign. Robert Melum to contact Nels Olson to coordinate time for pavers to be moved from garage. Final decision tabled until next meeting with ACC to bring recommendations.
- e. Removal of plants from the back of Unit 1630 [Clarke]** – Tabled until next meeting.
- f. Large tree care:** tree removal and tree trimming/topping. Postponed until next meeting.

IX. New Business

- a. Gutter request – 1596 [Hetzler]** – Gutter is currently draining.
- b. Painting request – 1684 [Murphy]** – Request to paint outside of unit (without making any changes to color, etc.) – Tabled.
- c. Sidewalk Repair – 1604 [Morris]** – Tabled. Robert Melum to look at weekend of 10/31/15.
- d. Sidewalk Repair – 1732 [Chase]** – Tabled. Robert Melum to look at weekend of 10/31/15.
- e. CMI Contract** – Need to sign new contract, contract up in Jan. – postponed until special meeting for when insurance proposal has been submitted. Contract will auto-renew itself in January if not updated.
- f. Pacific Landscape Invoices** – 2 approved jobs, 1 not. Isaac to sign checks. Board to figure out which reserve line to come out of.

X. Open Floor to Home Owners in Attendance

- a. Patty Jackson [1718]- ACC needs direction on what the board plans to do as far as painting the exterior of units is concerned. Also wanted to point out current phone list available has the incorrect phone number for Isaac McGuire, which needs to be corrected so whoever has the number listed stops getting wrong phone number calls.
- b. Chris Morris [1604]- To follow-up on landscape committee report, Chris wanted to point out that the landscape committee felt strongly that the current Pacific Landscaping contract was insufficient for the Millridge communities needs. The contract is up for renewal at the end of the year.
Also – will be providing “drop box” for landscaping committee requests at clubhouse.
- c. Bob Hetzer [1596]- Building #1 dumpster is corroded to the point of leaking (possibly same problem with dumpster behind Building #5). Isaac to follow-up with Walker Garbage Company.
- d. Paul Blomquist [1642]- Raised concern over the bark dust approved by the board to use throughout the garden beds as this type of bark dust will be blown away every time the landscapers blow through the garden beds with leaf blowers.
- e. Chris Scheiff [1646]- Provided board with copy of maintenance request (submitted to CMI same day) regarding dry rot on inner wall of his garage.
- f. Shirley Carlson [1644]- Berta Kramlich [Unit #1722] has just returned home from the hospital after surgery and if anyone is able to provide her and her husband with home-cooked meals, it would really help them out.
- g. Barbara Getty [1760]- Recommended board to consider a one year contract with CMI as opposed to two.
- h. Tim Jackson [1718]- Advised the board that when considering the CMI contract, to remember that we have the ability to cancel the contract at anytime (with notification 30 days prior to cancellation date) if we are unhappy with the service CMI is providing.
- i. Spencer Morris [1762]- Would like ability to pay HOA fees to CMI online. Tim Jackson advised that while it isn't the same thing, this is possible to setup through your personal bank, if it is not something CMI can provide directly.
- j. Betty Lukins [1736] - Getting ready for holiday decorating – anybody that would like to join is welcome to attend and help prepare the swag & bows used to decorate the lamp posts in throughout Millridge. They do not yet have a date scheduled but... can join if they want... Location is also TBD – possibly will be

gathering at the Clubhouse. Betty Lukins also offered her garage as a place to setup.

- k. Tim Jackson [1718]- Communicated to the board that while there appears to be concern/frustration with the current level of care the landscaping is receiving, the contract that we currently have with Pacific Landscaping was the result of a large amount of time and work from the previous board members. Because of this, Tim cautioned that while re-negotiating certain pieces of the contract (or the contract as a whole) was up to the members of the board, he wanted the board to understand the work that had gone into getting the contract they currently have.

XI. Schedule Next Board of Directors Meeting

- a. **Next Board Meeting** will be held on 12/01/15 (Tuesday) at 6:30pm (date pushed back due to approaching holiday season).
- b. **Special Meeting/Workshop Meeting:** date TBD [most likely a Saturday morning] – to discuss: sidewalks, gutters, CMI/Pacific Landscaping/Insurance Contracts, Pacific Landscaping Invoices
- c. **Board member roles and responsibilities** – as a board, as individual board members, and what CMI can/will help with. - Tabled until next meeting due to lack of time.

XII. Adjourn

Meeting adjourned by Isaac McGuire at 8:30 pm.