

DRAFT

Our Ref: BOD/27/MRHOA #205
MILLRIDGE TOWNHOUSES
BOARD OF DIRECTORS MEETING
February 26, 2015
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 except for Dana Murphy.
- b. Transition of Glen Beckley from Secretary to Treasurer, to be discussed at the next meeting.
- c. Open Floor to request and approve Fifth Board member to replace Charlene Bray. Term ends June, 2016. No one volunteered for the position.

IV. Approve/Modify Agenda

Sue Seaver moved to accept the agenda. Tim Jackson stated that the tree planting by building 6 agenda item will be discussed at the next meeting. The motion was seconded by Glen Beckley and carried without objection.

V. Accept/Modify minutes of meeting on 1/22/15. Sue Seaver moved to accept the minutes. The motion was seconded by Glen Beckley and carried without objection.

MILLRIDGE TOWNHOUSES
BOARD OF DIRECTORS MEETING
February 26, 2015
Page 2

VI. Committee Reports

- a. Treasurer's Report-** Tim Jackson asked for homeowners to submit questions regarding the financial statements in writing prior to Board meetings to allow time for CMI accountants to answer questions. This month's financials show that we were 55% over budget for the first month of the year. CMI had made an error in submitting insurance bids for the 2014 year, not 2015. So, the budget should be updated to reflect the higher insurance payment. And, the sewer account was \$11,886, and was changed by CMI accountants to \$7,951.5 to reflect proper accrual. Glen Beckley moved to adjust the budget to reflect the actual insurance charges. Sue Seaver seconded the motion. After discussion it was decided not to change the budget and allow the financials reflect a loss each month due to this initial error, so the motion was not carried.
- b. Landscape Report-** Tim Jackson reported on Landscape Committee activities. They are working on getting estimates and prioritizing various projects and should be ready to submit a proposal to the Board for planting and irrigating new shrubs along the end of Building 6..
- c. Architectural Control Committee Report-** No requests were submitted.
- d. Maintenance Committee-** Al Kramlich submitted a bill for replacing light bulbs. The light sensor was changed on the roof of the small pool so that lights would be turned off and on at the proper times, the old sensor wasn't working properly..
- e. Club House-** Sue Seaver reported that there are no pending reservations for the club house.
- f. Neighborhood Watch-** Shirley Carlson nothing to report, but she has heard of various crimes in neighboring properties.
- g. Pool Maintenance-** Curt Gallaher reported small cracks at the bottom of the big pool and discussed it with a pool maintenance company and they recommended that we reevaluate it after this coming summer since the cracks were not large. The company that was to bid on fixing the loose bricks cannot be contacted so a different contractor will be asked to bid.

**MILLRIDGE TOWNHOUSES
BOARD OF DIRECTORS MEETING
February 26, 2015
Page 3**

IX. Unfinished Business

- a. **Plants on side of Building 6** Tim Jackson reported that the landscaping committee is still working on getting a formal bid for this project.

- b. **Clubhouse cleaning plan by Sue Seaver.** Sue Seaver recommended that each user would be given the option to clean the Clubhouse to replace the quarterly cleaning service and then receive a discount for one day's use. A motion was not made and this topic will be carried over to next month.

VII. New Business

- a. **Special meeting for insurance agent visit. Alternatively to allow a mailing to owners.** CMI has reminded us that homeowners are required by our CC&Rs to have \$10,000 to cover the deductible for the HOA building insurance. No motion was made for having a special meeting or another mailing.

- b. **Remove trees by 1624 as requested by owner Luana Comyn.** It was decided to refer the request to the Architectural Control Committee to make a recommendation to the Board.

- c. **Irrigation system upgrade.** Glen Beckley made a motion to authorize a plan for upgrading our irrigation system. The motion was seconded by Sue Seaver. The discussion followed: 1. Responsibility for developing the plan will be Glen Beckley's. 2. Participation in meetings with irrigation specialists will include a member of the Landscape Committee so communication back to the committee will be facilitated. 3. The bid for the upgrade will be segmented by controller with costs for each controller area. The motion was carried without objection.

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

- a. CMI should be called in the case of an emergency. Homeowners are encouraged to add family members in their emergency contact list maintained by CMI so that they can be called when necessary.

**MILLRIDGE TOWNHOUSES
BOARD OF DIRECTORS MEETING**

February 26, 2015

Page 4

- b. Is there a plan for completing the asphalt paving in the back area? Tim Jackson reported that the prior special assessment for asphaltting did not cover the costs for completing the entire job. Tim Jackson stated that a new assessment should be created if it is decided to finish the asphaltting project.
- c. Is there a plan to replace the juniper hedge on the north side? Tim Jackson asked for feedback from homeowners for dealing with this problem. There is no budget for replacement of the junipers.
- d. Police cars were on the property this month but no one knows what happened. Since the police visit is confidential the police have not been willing to disclose the reason for their visit.

IX. Scheduled next meeting date

Fourth Thursday in March is 3/26/15

X. Adjourn

The meeting was adjourned at 7:40 p.m.