

DRAFT

Our Ref: BOD/27/MRHOA #205
MILLRIDGE TOWNHOUSES
BOARD OF DIRECTORS MEETING
March 26, 2015
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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
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, and Lisa Campbell from CMI was also in attendance.
- b. Open floor to request and approve fourth and fifth Board member to replace Dana Murphy (Term ends June, 2016), Dave Clarke (June, 2017). Tim Jackson announced that Christine Prince 1582 volunteered for the Board. Glen Beckley moved to invite Christine Prince join the board. Sue Seaver seconded the motion and it was carried without objection.

IV. Approve/Modify Agenda

Sue Seaver moved to accept the agenda. The motion was seconded by Glen Beckley and carried without objection.

V. Accept/Modify minutes of meeting on 2/26/15. Sue Seaver moved to accept the minutes. The motion was seconded by Glen Beckley and carried without objection.

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VI. Committee Reports

- a. Treasurer's Report-** Tim Jackson mentioned that we are close to being on budget YTD. We are 34% under budget for the month (the main reason is because the Pacific Landscape invoice had not been posted), and 3.5% over budget YTD (caused by budgeting the wrong amount for insurance).
- b. Landscape Report-** Tim Jackson reported on Landscape Committee activities. They discussed using bonded and insured contractors to ensure that the HOA is protected. Some homeowner requests were discussed and potential replacement of dead/dying junipers on the North fence were also discussed. Options for the laurel hedge along 143rd were also discussed. Pacific Landscape will be doing some shrub pruning to industry standards.
- c. Architectural Control Committee Report-** Unit 1720 requested a vegetable planting area, but it was not recommended by the committee. Unit 1660 requested a wrought iron handrail in conformity with other handrails at Millridge. This was recommended to be approved.
- d. Maintenance Committee-** Tim Jackson discussed HOA responsibilities for checking out vents to make sure that they are properly connected and vented (eg. through the roof, not in the attic, or outside, not under the unit). The homeowner is responsible for all maintenance below the roof, not the HOA.
- e. Club House-** Sue Seaver reported that there are no pending reservations for the club house.
- f. Neighborhood Watch-** Shirley Carlson reported people are not picking up after their dogs.
- g. Pool Maintenance-** Nothing to report

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IX. Unfinished Business

- a. **Collections on Bayley** Sue Seaver made a motion not to pay Landye Bennett (the law firm we use to collect on delinquent accounts) for any more collection services since a judgment has been filed and her place of employment cannot be located. Glen Beckley seconded the motion and it carried without objection..

- b. **Remove trees by 1654 as requested by owner Luana Comyn** The ACC request form was not included in the package for Board review so Tim Jackson will bring the request form for next month's agenda.

- b. **Clubhouse cleaning plan by Sue Seaver.** Sue Seaver will keep us posted. She is trying to find someone who is licensed and bonded.

VII. New Business

- a. **Hand rail at 1660 - Loftus.** This project was recommended for approval by the Architectural Control Committee. Sue Seaver made a motion to approve the hand rail. It was seconded by Glen Beckley and carried without objection.

- b. **Sidewalk trip hazards.** Tim Jackson reported that there is a trip hazard at 1732 that needs to be fixed. We need to get bids for the repair and all the bids are not in yet. However, 8 new trip hazards were also identified by Safe Sidewalks (who has worked on our sidewalks before) and they bid \$455.00 to even these trip hazards. Sue Seaver made a motion to accept the Safe Sidewalks bid. It was seconded by Glen Beckley and carried without objection.

- c. **Planter box approval for 1720 on North fence.** This project was not recommended for approval by the Architectural Control Committee. Sue Seaver made a motion to accept, Glen beckley seconded, after discussion it was decided to delay the decision until the next Board meeting when there is one more board member who can consider this request.

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

- a. Some residents have received" junk" mail selling an insurance policy to cover problems with the water line to your unit. This part of the line is the responsibility of the HOA. Residents are advised to call the company and give them the "RSVP #" and ask to be removed from their mailing list.

- b. Some residents are receiving "junk" mail about a service to find lead in the water. These requests should be ignored.

- c. Tim Long may work here, but he is not licensed by the Landscape Contractors Board, so the HOA cannot hire him. But homeowners can hire him for approved projects on their property.

- d. It was brought to the Board's attention that approval of a planting project in front of 1644 was left off the agenda even though it was approved by the Landscape Committee. Sue Seaver made a motion to approve the planting and Glen Beckley seconded the motion which carried without objection.

IX. Scheduled next meeting date
Fourth Thursday in March is 4/23/15

X. Adjourn
The meeting was adjourned at 7:20 p.m.