

**MINUTES OF THE BOARD OF DIRECTORS MEETING OF MILLRIDGE HOMEOWNERS ASSOCIATION HELD DECEMBER 8, 2015 AT 6:30 P.M. AT THE MILLRIDGE TOWNHOMES CLUBHOUSE LOCATED AT 1610 ½ NW 143<sup>rd</sup> PORTLAND OR 97229.**

PRESENT: Isaac McGuire, President  
Ursula Locke, Vice President  
Sue Seaver, Treasurer  
Christine Prince, Secretary  
Tim Jackson, Director At Large

ABSENT:

BY INVITATION: Steve Meyer, CAMP, CMCA, AMS  
Vice President / Community Manager  
COMMUNITY MANAGEMENT INC., AAMC

**I. Call to Order**

Isaac McGuire called the meeting to order at 6:40 p.m.

**II. Introductions**

Introductions commenced throughout the room.

**III. Board member attendance**

- a. Open floor to request a Volunteer and approve fifth Board member to replace Robert Melum. Term ends June 2017.

Tim Jackson and Kathy Schaffer Tamblin volunteered to serve on the Board.

**AGREED: Sue Seaver moved to nominate Tim Jackson to serve on the Board of Directors. The motion was seconded and carried with one objection and the President did not vote per the bylaws.**

**IV. Approve/modify Agenda**

**The Board modified the agenda.**

**AGREED: Sue Seaver moved to approve the modified agenda as presented. The motion was seconded and carried without objection.**

**V. Accept/modify minutes of meeting on 10/27/2015**

CMI provided a technical explanation of the word "Tabled" per Robert's Rules of Order and the Board agreed to use the word "Tabled" for permanent removals of an item off the agenda that a Board may add to a future meeting if need be.

**AGREED: Tim Jackson moved to approve the modified 10/27/2015 Board of Directors meeting minutes as presented. The motion was seconded and carried without objection.**

**VI. Accept/modify minutes of meeting on 11/7/2015**

**AGREED: Sue Seaver moved to approve the 11/7/2015 Board of Directors meeting minutes as presented. The motion was seconded and carried without objection.**

**VII. Committee Reports**

a. Treasurers Report

The Treasurer presented the Treasurer's report. The treasurer reported on the assets, liabilities, expenses vs. budget and reserves.

b. Landscape Report

The landscape committee reported. There were several items the committee recommended be voted on and be approved. The committee is willing to assist on explaining these items as they come up on the agenda. We thank those that have donated plants and work. We would like to continue to receive emails.

c. Architectural Committee

The architectural committee reported. We had two requests this month. A replacement window in white vinyl. The committee approves this request. The second request was two windows in front with white vinyl windows that open up/down. The committee approves this request. The committee did not approve the garden window. There were a couple other requests that the committee will review and make recommendations at a future meeting. There were 2 requests that were turned over to the maintenance committee.

d. Maintenance

The maintenance committee reported. Isaac would like to have Tim Jackson stay on a Co-Chair to assist. For November, 1610 had a gas roof vent. McGuire in 1744 had a roofing issue and this will go back to the roofer. There are bids for fence and siding as well as several other items in this agenda. There will be sump pump inspections scheduled soon during the week of the 15th-16th of December. Call or email Kate Flannigan at CMI.

e. Budget Committee

The budget committee reported. The 2016 increase will be 0%, however the expenses are increasing. The 2016 operating contingency fund was recommended to be moved to reserves. Sewer costs will increase. The committee reviewed the other points in their report. The CMI website was discussed and recommendations about the website were offered to the Board.

f. Neighborhood Watch

The neighborhood watch committee reported. No solicitation was discussed per the sign posted. There was a PGE rep onsite after dark. Tim Jackson assisted with this visitor. One owner stated there was an attempted break in.

g. Clubhouse

The clubhouse committee reported. We had a birthday rental. We have other rentals in December. The cleaning will take place soon. The vacuum is not working well. We encourage donations.

h. Pool Maintenance

The pool committee reported. We thank volunteers. We need to let water out of the pools during the heavy rains.

i. CMI Announcements

CMI reported that we are glad to be here and Happy Holidays.

j. Large Tree Committee

The large tree committee reported. There are a couple of dangerous trees. Bids were acquired and presented. \$1,140 was the bid from NW Tree Specialists for 9 trees. This is the recommended bid.

**VIII. Unfinished Business**

a. Dana Murphy (1684) - owner wants to pay to paint herself

The Board discussed this item. Isaac read the provisions from the legal documents pertaining to exterior painting maintenance. Isaac also read the resolutions of the HOA pertaining to exterior maintenance and door painting.

**AGREED: Christine Prince moved to postpone this item pending further investigation, obtain a legal opinion on maintenance legal provisions, liability and research a resolution. The motion was seconded and carried with one objection.**

**ACTION ITEM: Isaac McGuire will inform the owner of the outcome of this topic.**

b. Decision on which trees to remove and which trees to top/trim

**AGREED: Ursula Locke moved to approve the NW Tree specialists to take care of the 9 trees for \$1,140. The motion was seconded and did not carry.**

**AGREED: Sue Seaver moved to postpone the motion pending more information. The motion was seconded and carried without objection.**

The Board discussed these items and asked for additional information.

c. CMI 2-Year Renewal Contract – Board Signature

The Board signed the offer letter with option 2 (no change of meeting time) per the November 7th meeting.

**ACTION ITEM: CMI to follow up with the 2 year contract for BOD signature.**

d. Carol DuBosch (1738) – Plant removal

The Board discussed this item.

**AGREED:** Ursula Locke moved to approve the 1738 request under the stipulation that this is a one-time request that the Board has reviewed on a individual basis and will not set a precedent for future requests. The motion was not seconded.

**AGREED:** Christine Prince moved to approve the a 5x20 space as long as it is not on the asphalt under the stipulation that this is a one-time request that the Board has reviewed on a individual basis and will not set a precedent for future requests. The motion was seconded and carried unanimously.

e. Dave Clarke (1630) – Plant Removal

The Board discussed this item. The owner explained their request. The owner would like to see some guidelines for this situation.

**AGREED:** Sue Seaver moved that the ARC committee will provide recommendations for acceptable use/standards behind garages. The motion was seconded and carried without objection.

**AGREED:** Tim Jackson moved to approve Betty Lukins to join the ARC Committee. The motion was seconded and carried without objection.

f. Winter damage expenses (see Landscape Report, Item 3)

The Board discussed this item.

**AGREED:** Sue Seaver moved that the winter damage expenses are not coded to landscape miscellaneous and will be coded to the 6690 operations building maintenance. The motion was seconded and carried without objection.

g. Schedule of Gutter Cleaning

**AGREED:** Sue Seaver moved to approve the gutter cleaning proposal for HOA maint services for \$2,400. The motion was seconded and carried without objection.

**IX. New Business**

a. Pacific Landscape – Enhanced Services – Alley Leaf Blowing

The Board discussed this item.

**AGREED:** Tim Jackson moved to amend the contract with Pacific Landscape be amended to include the \$1,260 leaf removal to be paid out of operating contingency. The motion was seconded and carried without objection.

b. 2016 Operating Budget

The Board discussed this item.

**AGREED:** Tim Jackson moved to approve the 2016 operating budget as presented. The motion was seconded and carried without objection.

- c. Go over bids for sidewalk, rail cap, siding replacement

The Board discussed this item. Estimate 4 was discussed.

**AGREED: Sue Seaver moved to approve Gerrard Brooks for \$850 for rail caps and posts pending proof of proper licensing and insurance requirements. The motion was seconded and carried without objection.**

The siding on the back of Chris's unit was discussed. 2 sheets of rotted T-111 siding for \$550 to be removed and entire back removed were discussed.

**AGREED: Sue Seaver moved to approve the proposal for \$550 to replace the 2 sections of rotted T-111 siding. The motion was seconded and carried without objection.**

**AGREED: Tim Jackson moved to approve the 3 sidewalk repair proposals for \$8,850 to be paid for out of reserves. The motion was seconded and carried without objection.**

- d. Tim Jackson (1718) - Dangerous dog complaint

The Board discussed this item. The item has been resolved. Further discussion will commence at a later time for other items.

- e. Sump pump inspections

The email has been sent and is in progress.

**ACTION ITEM: CMI to provide a current list of sump pumps and who has responded. We need to make sure that everyone that has a sump pump has been notified. In early Summer, we need to contact every homeowner to see if they need a sump pump and have CMI inspect per request of the homeowner.**

- f. CMI website – Continue using or no?

This item will be postponed to the next meeting agenda.

- g. Jerry Weinert (1614) - Landscape and handrail requests

The Board discussed this item. The roots are around the lamp post and ground cover was requested at the owner's expense.

**AGREED: Sue Seaver moved to approve the Weinert ground cover request at the owner's expense. The motion was seconded and carried without objection.**

**AGREED: Sue Seaver moved to approve the ACC handrail at the owner's expense. The motion was seconded and carried without objection.**

- h. Aline Hahn (1610) – Garage roof penetration for venting gas furnace installation. Emergency approval given to owners by Isaac McGuire after phone vote by Board. Added to agenda to document.

The minutes will reflect the emergency approval for the roof penetration.

- i. Orson Haynie (1742) – Window modification request

The Board discussed this item.

**AGREED: Ursula Locke moved to approve the metal window replacement with vinyl windows at the same size as approved by the ARC committee. The motion was seconded and carried without objection.**

- j. Chris Scheiff (1646) – Siding repair

This was discussed and approved earlier in the meeting.

- k. Sue Seaver (1720) - Window replacement

The Board discussed this item.

**AGREED: Tim Jackson moved to approve the window request less the rear window per the ARC committee request. The motion was seconded and carried without objection.**

- l. 2015 Landscape Budget – What to do with remaining amounts (see Landscape Report, item 4)

1. Replace 4 dogwoods that have died in the islands with hornbeam trees (digging out roots, removing debris, building up ground level, planting trees) - \$1050

**AGREED: Sue Seaver moved to approve the following request: Replace 4 dogwoods that have died in the islands with hornbeam trees (digging out roots, removing debris, building up ground level, planting trees) - \$1050. The motion was seconded and carried without objection.**

2. Cut off at ground level 4 dead/dying junipers at the east end of the hedge along the north fence (removing debris) - \$350

**AGREED: Sue Seaver moved to approve the following request: Cut off at ground level 4 dead/dying junipers at the east end of the hedge along the north fence (removing debris) - \$350. The motion was seconded and carried without objection.**

3. Remove dead tree in front of unit 1734 - \$45

**AGREED: Sue Seaver moved to approve the following request: Remove dead tree in front of unit 1734 - \$45. The motion was seconded and carried without objection.**

4. Purchase small plants (and potting soil) to put in front of units that are bare - \$185

**AGREED: Tim Jackson moved to acknowledge the leftover \$185 unspent funds will be moved into contingency at the fiscal year end and the Board will allow the landscape committee to expense the \$185 from the contingency account in 2016.**

- m. Pacific Landscape bid to complete Portuguese laurel hedge along west side of Millridge - \$275 (see Landscape Report, item 5)

This item will be discussed in the Spring 2016.

- n. Pacific Landscape to do another lace bug treatment on Azaleas & Rhodies – Spring 2016 - \$660 (see Landscape Report, item 6)

This item will be discussed in the Spring 2016.

- o. Millridge potluck

The Board asked for volunteers to serve on a potluck committee. Christine Prince was appointed to the MRHOA potluck committee and the committee will pick a date.

- p. Committee Report Process – What, how and when

The Board agreed the committee reports need to be presented 5 business days prior to the meeting and CMI will be copied and the reports be typed.

- q. Approve Swags & Bows that were placed

**AGREE: Sue Seaver moved to approve the swags and bows and thank all that have assisted. The motion was seconded and carried without objection.**

**ACTION ITEM: Isasc McGuire will send a thank you card for the greenery.**

**AGREED: Tim Jackson moved to spend \$350 for a plastic A Frame sign for the entrance. The motion was seconded and carried without objection.**

**ACTION ITEM: Tim Jackson will take on the A frame sign.**

**X. Open floor to members - two minutes please**

Owners participated in the owner's forum.

**XI. Schedule next meeting dates**

- a. No meeting December 2015. January 22, 2015 Next board meeting

**XII. Adjourn**

**AGREED: Tim Jackson moved to adjourn the meeting at 8:56 p.m.**