

MINUTES OF THE BOARD OF DIRECTORS MEETING OF MILLRIDGE HOMEOWNERS ASSOCIATION HELD APRIL 28, 2016 AT 6:30 P.M. AT THE MILLRIDGE TOWNHOMES CLUBHOUSE LOCATED AT 1610 ½ NW 143rd PORTLAND OR 97229.

PRESENT: Tim Jackson, Vice President
Sue Seaver, Treasurer
Dana Murphy, Director
Bob Osborn, Director

ABSENT: Christine Prince, Secretary

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

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. Select New President

Tim Jackson asked if there was a Board member that wanted to be President. There were no responses.

IV. Approve/modify Agenda

AGREED: Bob Osborn moved to approve the modified agenda as presented. The motion was seconded and carried without objection.

V. Accept/modify minutes of meeting on 3/24/2016

AGREED: Tim Jackson moved to approve the modified 3/24/2016 Board of Directors meeting minutes as amended and presented. The motion was seconded and carried without objection.

VI. Committee Reports

a. Treasurers Report

The Treasurer presented the Treasurer's report. CMI is working on moving the reserve fund balance. Sue reviewed the over budget items and these will level out over the year. Tim Jackson reviewed one item that needed to be reclassified and CMI is working on this.

b. Landscape Report

The landscape committee reported. We met on the 14th. 6 plants have been donated. The idea is not to fill in areas due to rejuvenation, but find blank areas. The bid to plant the potted plants is \$45 per hour. We will locate the plants to the proper areas to minimize time spent. We recommend approval of the Portuguese

Laurel for \$398 to build up the berm, plant the plants, and setup irrigation. We are collecting the funds from homeowners. There are 20' of the hedge lacking. It is 14' off the road and doesn't obstruct traffic. 6 of 7 voted yes to have this work completed. The committee approved to plant annuals in front of a home. Patty Jackson will provide info on how to improve plants in pots. Dave Edwards asked to trim some tree branches. There was a dead tree at TLC that was removed and a dead tree in front of 1736.

c. Architectural Committee

The architectural committee reported. The ACC processed requests from 3 owners. 1628 was recommended approval for install of a double screen door. This will be an Armstrong model that is burgundy in color. 1740 was recommended approval for new storm door in front and will match all others. 1640 was recommended approval of a flag holder and to fly the flag in the new holder with stipulations on flag flying after dark. The committee did not approve to fly a POW flag. The committee recommended to approve the key lockbox stipulating the cleanup of the old lockbox area before the new lockbox can be installed. The committee asked about how the Board wanted to handle planters/pots at units. Tim suggested he would like to see the ACC committee look at the pots and make the decision and come up with a standard allowable size and work with the Landscape committee.

d. Maintenance

The maintenance committee reported. The landscapers were changing out some sprinkler heads in the last week. We do not know who roofed the original roofs on buildings 1/2/3.

e. Neighborhood Watch

The neighborhood watch committee reported. We attended a meeting and would like to have one here soon.

f. Clubhouse

The clubhouse committee reported. There are no reservations.

g. Pool Maintenance

The pool committee reported. The heater will be replaced May 2nd. The pool will open memorial day. We have 6 slots to fill, 4 have volunteered and there are 2 slots left 2pm on Sunday front/back pool. One owner volunteered for the back pool.

h. Ad-Hoc Solar Panels

The Ad-Hoc Solar Panels committee reported. The committee has created guidelines. These have been sent to the Board and need to be approved. We found some law firm websites that recommended the work at Forest Heights HOA. Oak Hills and Murray Hill have copied these standards. The panel restriction were iterated from the standards. The Millridge restrictions added to the standard were iterated. This is on the agenda to be approved.

VII. Unfinished Business

a. 1640 request for solution to puddle in front

This was dealt with at a previous Board meeting. The previous president was to communicate with the owner. Tim asked for a motion. No motion was made.

- b. Approve renewal of contract with Pro Tow

AGREED: Sue Seaver moved to approve the contract with Pro Tow. The motion was seconded and carried without objection.

There is a password and the Board will send CMI a copy of the contract.

- c. ACC Standards for plants in the alleys

Patty Jackson provided information to the Board with the standards and restrictions. The standards will be sent to all owners.

AGREED: Sue Seaver moved to approve the ACC standards for plants and pots in the alleys. The motion was seconded and carried without objection.

- d. Downspout replacements

Tim Jackson reviewed 3 proposals with the Board. The downspouts fill up and the gutters overflow.

AGREED: Dana Murphy moved to approve the proposal from S&K for \$14,852 to be paid for from the reserve account. The motion was seconded and carried without objection.

- e. Complete the Laurel Hedge

Tim Jackson asked to hear from other Board members on this topic prior to making a decision. Other Board members support this action.

AGREED: Dana Murphy moved to approve to allow the owners that paid for this to remove the laurel hedge and to be no higher than 4' tall. The motion was seconded and carried without objection.

- f. Authorize Had-Hoc Committee For New Parking Regulations

We still have parking issues in front of the pool area and bldg 14. There is a parking resolution. One was in 2001 and 2011. A committee should be formed. Dana Murphy will chair an AdHoc committee to establish a new parking resolution.

VIII. New Business

- a. Establish a Nominating Committee For the June Annual Meeting

The bylaws require a Board member to chair the nominating committee. Tim Jackson will serve.

The 2016 annual meeting was set to June 29, 2016.

- b. Set Swimming Pool Opening Date (May 27th – Memorial Day weekend)

AGREED: Sue Seaver moved to open the pool on May 28th. The motion was seconded and carried without objection.

- c. 1740 Storm door request

AGREED: Sue Seaver moved to approve the 1740 storm door as recommended by the ACC. The motion was seconded and carried without objection.

d. 1628 Storm door request

AGREED: Sue Seaver moved to approve the 1628 storm door as recommended by the ACC. The motion was seconded and carried without objection.

e. Nina's Planter Box Request

The Board discussed this and Nina is willing to accept one of the two available locations but would like to install a new one.

AGREED: Sue Seaver moved that unit 1762 place a planter box in the approved identified area at the East side of the lamp post. The motion was seconded and carried without objection.

f. Remove Pine Tree – 1668

This was not part of the February list to remove. There is one at 1698 in the same condition. 1698 was approved.

AGREED: Sue Seaver moved to ask NW Tree to remove the pine tree at 1668. The motion was seconded and carried without objection.

g. Authorize/Decline POW Flag at 1640

The ACC committee recommended only one flag per unit.

AGREED: Sue Seaver moved to allow 1640 to fly the POW flag. The motion was seconded and did not carry with 4 objections.

h. Remove sprinkler head at 1620

The Board discussed this item. No motion was made.

i. Key safe (lockbox) at 1640

The Board discussed this item.

AGREED: Sue Seaver moved to allow 1640 to be added to the brick area pursuant to the stipulations of the old one be removed and the area repaired first. The motion was seconded and carried without objection.

j. Dave Edwards to remove dead limbs on two trees.

The Board discussed this item.

AGREED: Sue Seaver moved to allow Dave Edwards remove the limbs from the 2 trees. The motion was seconded and carried without objection.

k. Approve payment for printer ink to Jackson. \$ 112.99.

AGREED: Sue Seaver moved to reimburse Tim Jackson for the printer ink for \$112.99. The motion was seconded and carried without objection.

- I. Pacific proposal to barkdust property
 - i. Barkdust & Sprinkler heads

Tim Jackson walked the property with the landscapers and reviewed a number of conditions. PGE will be digging in some locations and these will be barked after the PGE work. The Board discussed the bark color and type as well as blown vs. raked installations.

AGREED: Tim Jackson moved to approve the \$8,400 proposal for fresh hemlock bark dust on the entire property. The motion was seconded and carried with one objection.

The Board discussed the sprinkler head issue for \$450.

AGREED: Dana Murphy moved to approve to replace the sprinkler heads for \$450 to be funded out of the reserve fund. The motion was seconded and carried without objection.

Unit 1590 has an area with a sprinkler line, power line for lamp posts, and a drain line in the same area. This is a reserve project and we have had 2 vendors attempt this.

AGREED: Tim Jackson moved to approve Pacific Landscape to repair the area at 1590, NTE \$3,000. The motion was seconded and carried without objection.

- m. Establish Ad-Hoc Committee for ACC Guidelines for Displaying Flags

No action taken.

- n. Power Wash Side Unit fences \$50 per hour (includes equipment)

AGREED: Sue Seaver moved to provide the power washing side fences at \$50 per hour. The motion was seconded and carried without objection.

- o. Approve Ad-Hoc Committee, ACC Solar Panel Guidelines

AGREED: Sue Seaver moved to create an Ad-Hoc committee for ACC solar panel guidelines. The motion was seconded and carried without objection.

IX. Open floor to members - two minutes please.

Owners participated in the owner's forum.

X. Schedule next meeting dates

- a. Fourth Thursday in May is 5/26/16 (Just before holiday weekend)

XI. Adjourn

The meeting was adjourned at 8:15 p.m.