

**Millridge Homeowners Association
Meeting Minutes
Board of Directors Meeting
August 25th, 2016**

I. Call to order.

A regular monthly meeting of the Board of Directors of the Millridge Homeowners Association was held at 1610 ½ NW 143rd Avenue, Portland, OR 97229 on August 25th, 2016. The meeting was called to order by Christine Prince at 6:30 pm.

II. Introductions.

Introductions proceeded throughout the room.

III. Attendance:

DIRECTORS PRESENT: **Christine Prince** (President)
 Spencer Morris (Vice-President)
 Sue Seaver (Treasurer)
 Laura Holgate (Secretary)
 Bob Osborn

IV. Approval / Modification of Agenda.

After discussion, Sue Seaver moved to approve the agenda with removal of item VIII(b), and with the addition of a reimbursement request added to Section IX. The motion was seconded and carried without objection.

V. Accept / Modify Minutes of Meeting on July 25, 2016.

After discussion, it was agreed that the draft minutes prepared by CMI needed multiple edits which required additional time to review. The board agreed to defer the review/approval of the minutes of the July 25th, 2016 Board of Directors meeting to the next regular board meeting.

VI. Committee Reports.

- a) **Treasurer's Report:** Sue Seaver, Treasurer, explained that she was unable to give a report because requested information had not yet been provided by CMI.
- b) **Landscape Committee:** Christine Morris read the written report of the Landscape Committee, a copy of which is attached to these minutes for the record. **(Exhibit A)**
- c) **Architectural Control Committee:** No new architectural requests were made. A copy of the written report is attached to these minutes for the record. **(Exhibit B)**
- d) **Maintenance Committee:** Bob Hetzer gave a report covering several points, including: 1) Safe Sidewalks conducted a site-wide assessment and identified 32 trip hazards from elevation changes in sidewalks and a bid was provided for repair of the areas identified; and 2) the hole in front of unit 1684 was not included in the assessment or bid because the Safe Sidewalks repair method isn't recommended for repairing holes. A contractor that patches concrete needs to examine and provide a bid for patching any holes in sidewalks or walkways. Bob explained that some requests haven't been addressed yet because the committee is still in the process of obtaining bids. Other items addressed by the Maintenance Committee are summarized in the written report, a copy of which is attached to these minutes for the record. **(Exhibit C)**
[The Board requested that the Maintenance Committee seek out bids from contractors beyond those contacted by CMI.]
- e) **Neighborhood Watch:** Shirley Carlson reported that a few times recently, residents have left their keys in their mailbox locks. She suggested that if a resident finds someone's keys at the mailboxes,

that they remove them and leave a note that keys have been found and how you can be contacted so the keys can be identified and returned.

- f) **Clubhouse:** Sue Seaver reported that there was one booking in August, and no reservations yet for September.
- g) **Events Committee:** Christine Morris announced that the next event would be a game night, to be held Saturday, September 24th. Additional information will be provided to all owners via newsletter and/or a flyer.
- h) **Pool Committee:**
 - (1) Penny Moody reported that the Oregon Health Department inspection completed its inspection. Things were generally satisfactory, with the exception of a few items noted on the inspector's reports and summarized by Penny following the inspection. Copies of the reports are attached for the record as **Exhibit D**.
 - (2) Penny also reported that she had received complaints of people smoking at the back pool and recommended that a "No Smoking" sign be posted. **[Board agreed a "No Smoking" sign shall be posted at back pool.]**
 - (3) An owner commented that during a recent swim in the back pool there was no chlorine in the water. Spencer Morris explained that the supply line for the chlorine was clogged so the chlorine tablets were backed up; he was able to clear the line and the chlorine levels returned to normal. It was suggested that Clearwater Pool Services be contacted about operation of exhaust fan, which was needed when Spencer unexpectedly inhaled chlorine while clearing line.
 - (4) The weekly pool service schedule was discussed, and seems to be inconsistent and sometimes missed entirely. **[Christine agreed to contact Clearwater Pool Services to review service schedule and get information about exhaust fan.]**
 - (5) Umbrella at back pool is broken; Betty Lukins volunteered to donate her unused umbrella.
- i) **Rental Ad-Hoc Committee:** Laura Holgate described the mission of the rental committee and announced the next meeting would be held September 7th, 2016.

VII. Owner's Forum.

Approximately 20 owners/tenants were in attendance. Topics included but weren't limited to the following:

- a) Proper use of dumpsters and recycling bins and need to promptly contact board member if there is a problem that may cause (or has caused) Walker Garbage to refuse to collect garbage or recycling from any dumpster or collection bin and to NOT continue to put garbage in an overflowing dumpster. **[It was agreed that garbage dumping needs to be monitored to determine cause(s) of continuing problems.]**
- b) Dumpsters are damaging the chain link fence in some areas and garage siding on some units in the process of being emptied and returned to the ground. **[On behalf of the Board, Christine Prince agreed to submit a request to the Maintenance Committee for inspection of common property behind dumpsters to assess damage and make recommendation regarding need for repair and/or preventive measures.]**
- c) Owner of Unit 1642 reported carpenter ants and possibly termites on outside surfaces of his building. He also reported a mouse or a rat in front of his unit. Other owners have also seen rats on the property. **[On behalf of the Board, Christine Prince agreed to submit a request for pest control services to be dispatched on an urgent basis, for treatment of outside areas only.]**
- d) In response to an owner question, it was explained that committee reports that are received by the Board prior to distributing the agenda will be sent to owners with the agenda, and all committee reports submitted in writing will be made part of the meeting minutes.
- e) In answer to an owner's question, it was explained that the Owner's Forum was moved up from the end of the agenda to earlier in the meeting to allow owners a chance to ask questions or bring up concerns after hearing committee reports but before Directors voted on any agenda matters.
- f) An owner expressed concern about the suggestion that owners call the Sheriff to report problems instead of reporting all problems to the Board. Clarification was made: owners are asked to use their judgment on when to call law enforcement. The Board does not advise when an owner should or should not call police - that is up to each individual owner. It was on the advice of CMI that owners be reminded that calling the Sheriff is an option that is always available to an owner that feels threatened or uncomfortable in a situation that involves more than just a Millridge rule violation. The Board also

reminded the owners present that Directors are volunteers who are not just board members, but also neighbors within the community. Directors are not in a position to enforce laws and should never be considered a substitute for law enforcement.

VIII. Unfinished Business.

a) Parking

- (1) Parking Workshop is scheduled for September 23, 2015 at 6:00 pm.
- (2) Parking Surveys will be distributed to owners prior to workshop.
- (3) Sue Seaver moved to approve the use of Reserved Parking signs for East alley only. After discussion, the motion was amended as shown below and the motion, as modified, was seconded and passed without objection.

"The phrase, 'Spaces Assigned by HOA Board' (or similar wording as space allows) will be added to the Reserved Parking signs, and the signs will be used in the East alley parking spaces."

- (a) Laura Holgate volunteered to produce the additional wording on the signs at no charge to HOA; and
- (b) Sue Seaver stated that the Board needs the list of East alley parking space assignments from Elaine Clawson so the information can be transferred to an accessible and easily updated spreadsheet, and the Board agreed unanimously.

b) Deleted (pending bids).

- ##### c) Unit 1684 (Murphy).
- Sue Seaver moved to conditionally approve the repair of the sidewalk in front of unit #1684. After discussion, the motion to complete the repair subject to the conditions set forth below, was seconded and passed without objection:

"The board approves the repair of the sidewalk in front of unit #1684, subject to the following conditions: 1) repairs shall be completed by a qualified, licensed, and bonded contractor; 2) written bid does not exceed the cost of \$300; 3) work shall not commence until the insurance adjuster(s) for the outstanding injury claim have inspected the sidewalk."

- ##### d) Unit 1690 (Reiben).
- Bob Osborn moved to approve the request and it was unanimously ***agreed that Maintenance Committee members would complete the necessary repair to replace metal pieces that have been dislodged from around chimney.***

- ##### e) Buildings 9 and 10 - Painting.
- Laura Holgate moved that bids be obtained for repair and painting of specific areas where paint is peeling or otherwise in need of repair, as opposed to entire re-painting of both buildings, and further moved that the same be obtained for buildings 11 and 12, which appear in the reserve study schedule prior to buildings 9 and 10. After discussion, ***it was agreed that Verhaalen Painting be brought out to re-evaluate the condition of paint on all buildings and provide bids for any paint repairs or repainting that is recommended.*** The issue will be revisited after the recommendations and bids are received.

IX. New Business.

- ##### a) Establish Budget Committee.
- Sue Seaver nominated Ann Spencer and Katie Walker for the Budget Committee; the nominations were seconded and approved.

- ##### b) Proposals for Insurance.
- Sue Seaver requested that Christine Prince instruct Steven at CMI to start gathering proposals now, to avoid the last minute decision making that has been forced on the board in previous years as a result of receiving proposals too close to the policy renewal date. ***Christine Prince agreed to instruct Steve to start the process right away.***

- ##### c) Pool Rules

- (1) **Rule regarding guests.** Laura Holgate moved to modify the rule regarding guests. The current rule, on page 12 of the Homeowners' Manual, reads "Guests must be accompanied by the resident unit owner/tenant." The motion is to change that rule to: "Guests must be accompanied by a Millridge resident who is 18 years of age or older." After discussion, the following motion was seconded and passed with one objection.

*The rule on page 12 of the Homeowners' Manual, which states "[Pool] Guests must be accompanied by a resident unit owner/tenant" is **MODIFIED to read:***
"Pool guests must be accompanied by a Millridge resident who is 18 years of age or older."

- (2) **Penalties for violations of pool rules.** Laura Holgate stated she submitted a proposal to the board for modified enforcement procedures specific to pool rules, and provided a brief explanation of the reason for the proposed change. Sue Seaver moved that the matter be postponed. After discussion, it was seconded and **agreed that consideration of specific enforcement procedures for pool rules is postponed** so it can be part of a larger discussion of pool related issues, with input from Pool Committee, prior to the 2017 pool season.

- d) **Game Night.** Sue Seaver moved to **approve the use of the clubhouse by the Events Committee at no charge for Game Night**, the event planned for September 24, 2016. The motion was seconded and unanimously passed.
- e) **Reimbursement to Bob Hetzer.** Sue Seaver moved to **approve reimbursement in the amount of \$19.94 to Bob Hetzer for the purchase of light bulbs and sensors** for light fixtures on common property. The motion was seconded and unanimously passed.
- f) **Larger Dumpsters behind Buildings 9 and 10.** Sue Seaver stated that there are no budgeted funds for additional trash collection expense and that the dumpsters that serve those units are the same size as dumpsters that serve the same number of units in other parts of the community. **No motion was made and no action was taken.**
- g) **Pool Closure.** Both pools will close for the season at 10:00 pm on Sunday, September 18, 2016.
- h) **Unit 1724 (Cook).** Sue Seaver moved to deny the request for sprinkler repairs and installation of a new vapor barrier because there isn't a problem with the sprinkler or irrigation line in that area and the space underneath each unit is the unit owner's responsibility. **The motion to deny was seconded and passed unanimously.**
- i) **Reimbursement to Sue Seaver.** Spencer Morris moved to **approve reimbursement in the amount of \$7.92 to Sue Seaver for the purchase of hooks for pool tools at back pool.**

X. Next meeting of the Board of Directors is scheduled for Thursday, September 22, 2016 at 6:30 pm.

XI. Christine Prince adjourned the meeting at approximately 8:20 pm.