

**DRAFT**

**Millridge Homeowners Association  
Meeting Minutes  
Board of Directors Meeting  
December 3, 2016**

**I. Call to order.**

A meeting of the Board of Directors of the Millridge Homeowners Association was held at 1610 ½ NW 143<sup>rd</sup> Avenue, Portland, OR 97229 on December 3, 2016. The meeting was called to order by Spencer Morris at 5:40 pm..

**II. Introductions:**

Introductions proceeded throughout the room.

**III. Attendance:**

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

BY INVITATION: **Dave Edwards**, Budget Committee Volunteer

**IV. Approve / Modify Agenda.**

After discussion, Sue Seaver moved to approve the agenda as drafted. The motion was seconded and carried without objection. NOTE: It was later modified by striking an item that was listed twice.

**V. Unfinished Business.**

**a. 2017 Budget**

Dave Edwards presented two versions of a draft budget and explained the differences between them and compared the figures to the previous budget, the CMI draft budget for 2017, and the actual operating expenses for 2016. Dave provided further explanation in response to questions posed by board members and owners in attendance.

Laura Holgate moved to postpone the vote to allow time for each Director to review the options independently, provided a quorum of Directors can be present for a vote in time for the 12/31/16 deadline for submission to CMI. **The motion to postpone was seconded and passed unanimously.**

**b. Reserve Study (2017 & 2018)**

**1. 2017 Budget Year.**

Sue Seaver moved that no professional reserve study be done for 2017, in accordance with information provided by CMI. The motion was seconded and discussion followed. After discussion and review of the information provided by Cheryl Brendle, CMI, the motion passed unanimously and **there shall be no professional reserve study done for the 2017 budget year.**

**2. Due Diligence.**

Laura Holgate moved that, as part of the board's due diligence with respect to potential reserve spending needs, the bid from Apex Roofing, in the amount of \$75 per building for inspection and preparation of a condition/life expectancy report be approved with respect to only those buildings for which incomplete or inaccurate information is available. The motion was seconded, and after discussion, passed with no objections.

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**3. 2018 Budget Year.**

Sue Seaver moved that the Schwindt Proposal for a Reserve Study with Visual Site Visit and Maintenance Plan Update for Budget Year 2018 be approved, at a cost of \$1750, with work not to commence until after January 1st, 2017 and after receipt of the Apex Roofing reports approved above. The motion was seconded and passed unanimously.

**VI. New Business**

**a. Winter Moss and Crane-fly Treatment**

Sue Seaver moved to approve Pacific Landscaping's bid for this treatment at a cost of \$560. The motion was seconded and passed unanimously; the treatment is to be done in December.

**b. Gutter Cleaning**

Laura Holgate moved to approve cleaning of gutters throughout the community at a cost not to exceed the amount paid for last gutter cleaning plus 10%.

**c. Moss Treatment for Sidewalks**

Sue Seaver moved to approve treatment of moss on sidewalks with a mild bleach solution, to be applied (and dead moss removed following the treatment) by a volunteer group of owners, including Spencer Morris, Dave Edwards, Michael Holgate, and any additional volunteers that can be recruited.

**d. Replacement of dry-rotted fascia board on building 3 (near unit 1600).**

Sue Seaver moved to ratify the replacement of a section of dry-rotted fascia board on building 3, rotted fascia board was discovered while doing other repairs and completed prior to authorization from the board at a cost of \$500. The motion was seconded and passed unanimously.

**e. Replacement of dry-rotted trim on vent hole at Unit 1610.**

Sue Seaver moved to ratify the replacement of a section of dry-rotted trim around vent hole at unit 1610. The rotted trim was discovered while doing other repairs and completed prior to authorization from board at a cost of \$100. The motion was seconded and passed unanimously.

**VII. Next Meeting Dates:**

**a.** The next regular monthly board meeting is scheduled for January 26th, 2017.

**b.** A Special Board Meeting, for the sole purpose of adopting a 2017 budget, will be held prior to 12/31/16, at a date to be determined.

The meeting was adjourned at 6:45 pm.