

**MINUTES OF THE BOARD OF DIRECTORS MEETING FOR THE
MILLRIDGE TOWNHOUSES HELD FEBRUARY 25 AT 6:30 PM AT THE
MILLRIDGE TOWNHOUSES CLUBHOUSE, LOCATED AT 1610 NW
143RD AVE, PORTLAND, OR 97229.**

PRESENT:

Tim Jackson – Vice President
Sue Seaver – Treasurer
Dana Murphy – Member At-Large

I. Call to Order

Tim Jackson called the meeting to order at 6:31 p.m.

II. Introductions

Introductions commenced throughout the room.

III. Board member attendance.

- a. All Board members were in attendance, except Secretary Christine Prince.
- b. It was determined a quorum was established.
- c. Tim Jackson opened the floor to request volunteers to replace the board position vacated by Isaac McGuire. Term to end June 2018.
- d. Bob Osborn volunteered to take the position, Tim Jackson made a motion to accept Bob Osborn as the newest member of the board, the motion was seconded and carried.

IV. Approve/modify Meeting Agenda.

Sue Seaver moved to accept the agenda as written. The motion was seconded and carried without objection.

V. Accept/Modify minutes of meeting of 01/28/16.

Sue Seaver moved to accept the minutes of the 01/28/16 HOA meeting as written. The motion was seconded and carried without objection.

VI. Committee Reports

- a. **Treasurer's Report-** Sue Seaver provided the Treasurers report.
 - i. The funds, in the amount of \$50,000.00, that was approved in January to be moved from Operations to the Reserve Fund will not be reflected until the 02/29/16 budget, as the request was submitted after the January end-of-month financial statement had been prepared.

- ii. A homeowner asked whether the HOA fees payment book “rounding” issue had been dealt with. Sue reported that she had spoken with CMI numerous times about this issue, and that she had been assured that the “rounding issue” would be fixed, and that homeowners only need to be paying the amount they were paying originally (last year, prior to the \$ amounts being “rounded” without approval by the Millridge Board.) However, due to the costs of producing and mailing coupon books, these will not be replaced. Sue has spoken directly with Steve Meyer, our CMI rep, regarding this issue. She has been assured that no fees would be charged to homeowners that have been continuing to pay their original amount, and for homeowners that have been paying the amount in the coupon books, they will have accrued a credit on their account for the difference.

b. Landscape Report- Christine Morris provided the landscape committee report.

- i. Pacific Landscape applied winter turf moss/crane fly treatment on 02/02/16. We expect this to improve the quality of our turf.
- ii. The Rejuvenation process will be starting tomorrow, on the 26th. They will be returning on March 4th, and so on until the process is complete. Homeowners should expect equipment brought in to be larger and noisier than usual. Camellias and “piney” plants will not be rejuvenated, but most other varieties will be. The plants will be cut back drastically, however, this is a standard procedure used by landscapers to rejuvenate plants and return them to a healthier and more attractive state.
- iii. The irrigation system is currently being turned on and inspected by Pacific Landscape. Additional costs for irrigation system repairs will be forwarded to the HOA board of directors for approval.
- iv. Micah Wood confirmed with the committee that trees under 15 feet in height can be pruned by Pacific Landscape under our existing contract, and therefore won’t incur any additional costs. Taller trees will need to be cared for separately.
- v. We have had a number of plants donated to the Millridge Community by a various homeowners. The landscape committee will be working on identifying areas in need of foliage, and decide on locations for the donated plants.
- vi. The next Landscape Committee Meeting will be on 03/10/16 at 6:30pm and is open to anyone interested in attending, as always. Meetings are held on the second Thursday of each month at 6:30pm at the clubhouse.
- vii. As a reminder to all homeowners concerns, questions, comments for the landscape committee should be

communicated to the Landscape Committee via the Liaison for the Area of the property in question:

1. Judy Hetzer (503) 439-8285; Buildings 1-3, 15, 16, & the Clubhouse
2. Carol Parker (503) 709-1691; Buildings 4-6, 13, & 14
3. Sue Seaver sues@millridgehoa.com; Buildings 7-12

- c. Architectural Committee Report-** Patty Jackson provided the ACC report. One homeowner request was processed this month.
- i. Barbara Getty (#1760) requested approval for the installation of black wrought iron railing/railings, on the side/sides of her front steps. This request was approved directly by the ACC as it fits within established guidelines for front porch railings, in addition to the fact that this was a time-sensitive request.
 - ii. Concerns were brought up regarding how the current “chain” of homeowner requests is being handled. With the Getty request as an example – the ACC did not receive this request until many weeks after it had been submitted to CMI. This delay in receiving homeowner requests is frustrating and concerning.
 - iii. The ACC was also tasked with providing the board with Recommendations for Guidelines for use of Planters in Alleyways & Other Common Areas. These recommendations were presented, and discussed in more detail by the board under agenda item VII-d.
- d. Maintenance-** Tim Jackson provided the maintenance committee report. The maintenance committee had been very busy this past month with repairs made to fences, sidewalks, sump pumps, and roof repairs. In addition, the moss on the roofs has been treated, and we should see a major decrease in the amount of moss on the roofs in the next couple weeks as the treatment applied works into the moss.
- e. Neighborhood Watch-** Shirley Carlson provided the Neighborhood watch report. She reported that we apparently continue to have a problem with a vagrant possibly sleeping behind the dumpsters behind building #1. If anyone in the community sees this person, they should contact the sheriff’s department immediately.
- f. Clubhouse-** Sue Seaver provided the report on the Clubhouse. There is currently one rental scheduled for the first Saturday in March.
- g. Pool Maintenance-** Curt Gallaher provided the pool maintenance report. He had nothing new to report except waiting on bids for the pool heater replacement, which he will elaborate on when the agenda item comes up.
- h. Ad-hoc Solar Panel Committee-** Tim Jackson provided the report on the Ad-hoc Solar Panel Committee. Tim reported that the solar panel ad-hoc committee has not yet met, but so far he has heard from Glenn Beckley and Chris Scheiff, both of which have volunteered to take part

in the committee. They will be meeting within the next month with the purpose of “creating regulations for the Millridge community regarding the use of solar panels that would abide by current state laws regarding solar panels, laws regarding HOA’s, and regulations that would accommodate all Millridge homeowners in their desire to use their properties in the way they see fit, while respecting the shared spaces all of us as homeowners have a stake in.”

VII. Unfinished Business

- a. Committee Communications-** Sue made a motion to discuss committee communications. The motion was seconded and discussion commenced. Concerns were brought up regarding a large time delay that seems to be occurring between homeowner requests being submitted and the information getting to the HOA Board/Committees. Consensus among board members was this, indeed, was a concern. Patty Jackson, head of the ACC committee, pointed out that she personally felt this was a problem of CMI forwarding information to the committees in a timely manner, and is a problem that has become worse as of late. ALL homeowner requests MUST be submitted to CMI, however, the board suggested that a possible solution to getting around this delay in CMI forwarding on information is for homeowners to submit their request to both CMI, the Board and the Committee involved. Therefore, the suggestion was put forth that when homeowners submit a request to CMI, they cc the HOA Board of Directors, to include an additional layer of oversight/follow-up.
- b. Solar Panel Request From #1614-** The homeowner submitted an amended request with additional documents including a letter from Matt Hale, Energy Compliance Manager of the Oregon Department of Energy. However, the agenda item is postponed until the Solar Panel Ad-hoc Committee (formed per Isaac McGuire at January HOA Board Meeting *as discussed above*) has had a chance to meet and discuss/agree upon a set of rules and regulations regarding solar panel use and placement within the Millridge Community to present to the Board. Once general regulations are created for the community at large, individual homeowner requests will be able to be addressed.
- c. New Parking Resolution-** Tim Jackson began the discussion by giving the background regarding concerns that have been coming up lately. He reports that recently he has been receiving multiple complaints from homeowners regarding parking areas on the grounds. There have been major problems regarding lack of visitor parking spots available, particularly in the area in front of Building 14, and there have been concerns raised about the condition of vehicles, etc. located in the back of the property along the east fence.

However, Tim also reports that due to the way our by-laws are currently written, if homeowners want parking problems to be something that can

be actionable by the board, a Resolution would need to be drafted by the Millridge HOA attorney regarding rules regarding use of parking spaces. If this was done, it would be at a cost of somewhere around \$250-\$350, for Attorney fees. Therefore, homeowners, in general, and the board, specifically, need to decide if they are willing to spend money on attorney fees to have a resolution drafted regarding parking vehicles on the property for long periods of time.

Some homeowners felt we should be able to enforce parking restrictions now. The Millridge Handbook already states that each unit comes with a "two-car garage," and therefore all homeowners must use their garage for parking (as opposed to using parking spaces on the property that should be left open for "visitors".) However, while this is in the Millridge Handbook, the actual By-laws only indicate that "parking spaces are available for guests, visitors and homeowners."

Additional issues regarding the "motor home lots" were discussed, including concerns over whether the vehicles are functional, and if owners of each vehicle is accounted for. Elaine Clawson indicated that she does still keep an updated tracking sheet of which spaces have been provided to which homeowners and can account for each space. This will be of use moving forward, as the board has concerns about this area, which the by-laws do specifically address, that all vehicles parked there MUST be operational. There are questions as to whether that is currently the case. It is decided this issue will be discussed further with the assistance of Elaine Clawson to identify owners of the vehicles currently there, and verifying that the vehicles are, in fact, operational.

Tim Jackson made a motion to pay the HOA Attorney to draft a resolution regarding parking spaces to be written as something along the lines of "a vehicle can not be parked more than 4 consecutive days a week; and if a homeowner is found to be in violation of this rule, the homeowner will be fined \$25 per day until the vehicle is moved." The motion was not carried. The issue is postponed, until further information is able to be obtained, and the board is able to study the issue in more detail.

- d. Alleyway Plant Recommendations from the ACC-** The Board of Directors requested that the ACC come up with a set of recommendations for regulating the use of common areas in regards to plants, pots, planters, gardening plots, etc.

Per the ACC report: "the Board has asked us to set up some guidelines for the use of the common areas between the garages, as well as the 'grow-your-own' areas behind buildings 14 & 15. We asked for suggestions from homeowners, and the Landscape Committee. We came to realize that the task we were given would need to be a longer 'task/plan in progress,' than a one time, recommendations & guidelines creation." Please remember, these are just suggestions we are

presenting to the Board of Directors as a guide in creating regulations regarding these areas. We tried to hear from/listen to as many homeowners as possible, and incorporate all ideas into a coherent set of standards that keeps our community fair and beautiful. We all have an equal share in our Millridge Community!!

Here are some of our suggestions/recommendations for guidelines of use of our shared spaces:

Common Areas "Between Garages":

- A maximum of 1-2 pots between each garage.
- Potted plants *ONLY*, no other objects.
- All containers should be of material that won't wear down/disintegrate over time.
- Potted plants should be decorative in nature. Plants only, no fruits or vegetables.
- All pots should sit approximately 1 foot away from the wall between the garages.
- No part of any plant should be as tall as of the tops of the garage.
- No part of any plant should be attached to part of the wall (no plants growing up the sides of the building, etc.)
- Whether annuals or perennials, pots/containers must be maintained at ALL times (no weeds, no brown dying plants, and no plants in need of trimming/care.)
- If pots/containers are not in use (whether no longer used at all, or not being used for the current season), unused containers should be emptied and stored inside/in garages until next used.
- PLEASE, communicate with your neighbors and try to come to a mutual agreement if there are any 'problems' with your shared wall/environment.

'Grow Your Own' Areas (behind Buildings 14 & 15):

- Please decide *SOON* (end of winter) if you want to make use of a raised bed for the 'grow-your-own' areas.
- If you have a designated area that the ACC has already approved that you decide you are going to use for the season – your area *MUST* be kept clean and tidy at *ALL* times; no weeds, no 'stuff' laying around, hoses must be rolled up and neatly stored.
- If you have a planter that you will *not* be using, PLEASE offer it's use to one of your neighbors as soon as possible.
- Please let the ACC know if you plan to use one of the 'empty' plots that may open up.
- If an area you created in the past will not be used by you, and you have not found another homeowner to take over responsibility for the area, it *MUST* be dismantled and *EVERYTHING* removed.

- If you would like your own plot to use for the season, and there are no established beds available, please fill out a Request Form for the ACC to put in a brand new plot [1 plant 'does not a garden make']
This agenda item is postponed until the Board is able to spend more time reviewing the suggestions/recommendations presented by the Architectural Control Committee.

e. Pool Heater Replacement- Heading into March is the time it has been recommended by professionals to have someone out to replace the pool heater. Curt Gallaher has been in contact with three companies regarding bids for replacing the pool heater; Poolman, Clearwater However, at the time of this meeting, only Poolman had submitted a bid for the heater replacement. Therefore, this agenda item will be postponed until bids from all three companies have been received.

f. Tree Bids- A Big Tree Ad-hoc Committee was formed to obtain bids from a variety of tree specialists regarding care of the large trees on the Millridge property. This included determining which trees on the property were in most need of care, as the expense of pruning/removing ALL large trees at one time would certainly be prohibitive. The Ad-hoc committee provided bids and recommendations to the HOA Board regarding which trees were in the most need/causing the most harm to the surrounding buildings and property. After receiving the recommendations from the Ad-Hoc Committee, two of trees recommended for pruning were done. However, overall, the board had concerns that the ad-hoc committee recommendations were only focusing on certain buildings/areas of the property, and were not necessarily addressing the trees that were the most pressing problems.

Therefore, the board went back and re-evaluated the bids from the top three companies: NW Tree, General Tree and Davies Tree Co. NW Tree had significantly better prices and were felt to be the best choice. So, Tim Jackson requested NW Tree return to review the property and provide an updated bid regarding which trees were in the “most need” of care.

Sue Seaver made the motion to accept the contract from NW Tree to prune/remove trees, to be determined by the board (using the NW Trees Bid as a guideline) as “most in need,” but that still fall within the limit of funds available. The motion was seconded and carried.

The discussion among board members then commenced regarding which trees were most “in need,” to be taken care of by NW Tree. The trees chosen were based on the bid/comments provided by NW Tree Specialists, the “Large Tree Study” completed a couple years ago, and information provided by bids in the past from other tree experts:

- i. Clean, Thin, Raise, Building Clear (Trim/Prune) Birch, West of Unit #1710, Building #11 [\$250]

Clear Pine Tree of Building/Chimney*, North of Unit #1682, Building #9 [\$125].

- ii. Pine Tree & Stump, East of Unit #1698, Building #11 [\$-?-]
- iii. #1700, Building #11 [\$80]
- iv. Clean, Thin, Building Clear Two 'Large Silver' Maples, South of Unit #1742 / In the front, Building #14 [\$700 ~ \$350/ea]– 5 Maples in this area are identified in the bid as needing thinning/trimming, it had been discussed that it was felt “it was most important to allow vendor to determine which two Maples were the most in need of work, and move ahead accordingly.”

Clean, Thin, Building Clear Box Elder Maple, South of Unit #1724 (to the Right of the Front Door), Building #13 [\$225–

VIII. New Business

- a. **Office key for Landscape Committee Chair-** A request was made to provide the Landscape Committee Chair with a key to the Millridge Clubhouse and Office for Landscape Committee meetings and preparation. Tim made a motion to provide the committee chair Christine Morris, with a key to the office. The motion was seconded and carried without objection.
- b. **Orson Haynie Presentation-** Orson Haynie, submitted a request to the HOA Board of Directors for use of the clubhouse to provide a presentation (free of charge) for the enjoyment of the Millridge community entitled “Man’s Journey in Space,” showcasing the product of Mr. Haynie’s many years working at NASA as a photographer. He requested permission to do the presentation and use of the clubhouse to give the presentation in. Sue Seaver moved to accept Mr. Haynie’s proposal and authorize Orson Haynie to use the clubhouse free of charge for his presentation for the Millridge community. The motion was seconded and carried without objection.
- c. **Reimburse Jackson for 3 Lamps – \$128.52-** Three lamppost light fixtures have been found to be broken and needed to be replaced. Tim Jackson purchased three replacement lamps at a cost of \$128.52. He is requesting reimbursement for this purchase. Sue Seaver moved to reimburse Tim Jackson the \$128.52 for the replacement light fixtures purchased. The motion was seconded and carried without objection.
- d. **Roofing Repair at #1744-** The Maintenance Committee observed a patch above the door of Unit #1744 that has become “de-laminated.” There is concern that the de-lamination occurred from a roof leak. Roofers were brought in for bidding, with Clo Roofing submitting a bid for \$495 to repair the roof and damage caused. Dana Murphy moved to accept the \$495 bid to have the roof & siding repaired. The motion was seconded and carried without objection.
- e. **Sprinkler System Repairs-** Pacific Landscaping has been going through the process of turning on sections of the sprinkler system to

inspect sprinklers and assess areas in need of repair for the dry season coming up. After inspecting the property, Pacific has found \$1,480 worth of repairs to do on the sprinkler system. Of note; this repair bid does not include the broken lateral in the irrigation system at the end of Unit #1724. Sue Seaver noted that spending the money on these types of repairs is beneficial in the long run, and we have money in the budget specifically to make these types of repairs.

Tim Jackson recommended requesting Micah Wood provide a “longevity estimate” for the repairs, as this expense may be better suited to come out of our Reserve Account. Sue Seaver moved to approve the repairs of the sprinkler system, with the stipulation that the board would confirm with Micah the longevity of repairs proposed. The motion was seconded and carried without objection.

- f. Asphalt Repairs-** Three items needing approval were brought forward in regards to the condition of the asphalt on the Millridge property to include; 1) repairs to potholes in various locations on the property; 2) seal-coating the asphalt of the entire property; and 3) re-painting the parking spot stripes & speed bumps on the property.
- i. A bid was received from Vancouver Paving for \$6,800 to repair potholes in the pavement, locations to include: potholes in front of Building #14; potholes around the “bend” of Building #12; and “alligating” of asphalt and potholes in the alleyway behind Building #2. Tim Jackson moved to accept the bid from Vancouver Paving to have these repairs completed. The motion was seconded and carried without objection.
 - ii. Two companies provided bids for seal-coating the asphalt once repairs have been completed. Vancouver Paving provided a bid of \$6,500; Pavement Maintenance provided a bid of \$5,825. The board determined that while seal-coating the asphalt is something that needs to be done, and would provide added longevity to repairs completed, it is not currently a “necessity.” In addition, some board members felt they would benefit from additional information/time to review bids for this treatment. The agenda item dies for lack of a motion at this time.
 - iii. Additional bids were provided to restripe parking spot delineations and repaint the speed bumps. Vancouver Paving provided a bid for \$600. Pavement Maintenance provided a bid at \$550. Sue Seaver moved to accept the bid to restripe the parking lot and repaint speed bumps from Vancouver Paving [?]. The motion was seconded and carried without objection. –
- g. Asphalt Moss Clearing-** There is a significant amount of moss on the asphalt of the property. Pacific Landscaping has provided bids for three different types of moss removal processes. Power washing Moss Removal: Brush Removal: \$795; and Applying a powdered Moss Killer:

\$182. Tim Jackson moved to accept the bids for both brush removal and the application of the powdered moss killer – contingent on whether both will be needed, per the recommendation of Micah Wood. The motion was seconded and carried.

- h. Downspout Replacements-** With the constant problems with gutters on the property, bids for replacements of all downspouts (excluding downspouts originating from garage gutters) have been obtained. The costs of downspout replacement will be something that can be taken out of the Reserve fund, and, should reduce gutter cleaning costs in the future (better drainage = less clogs in the gutters). It is estimated that the project will “pay for itself” within 4-5 years.

If people have an interest in seeing what the new downspouts would look like/the difference between the current downspouts and proposed new downspouts, Unit #1740 has new downspouts installed on the unit.

Bids were provided by three companies:

S&K Gutters Pro Bid:	\$14,800
Apex Roofing Bid:	\$26,600
Bid:	\$38,000

A motion was made to accept a bid – contingent on additional discussion. Dana Murphy asked if installing “gutter guards/leaf guards” would be helpful in keeping the gutters clean and free of debris. Tim Jackson had obtained information about this when the gutter installers had been out for bids, and was told that, in general, the gutter guards are not worth the cost, and in our case, would not particularly help the overall issue.

Sue Seaver felt that replacing the entire downspouts on all buildings seemed excessive. She suggested requesting additional information/bids on what the difference in costs would be to replace just the “connectors” of the gutter downspouts (the point at which the gutter connects to the downspout, possibly to include replacing areas of the downspouts where angles are “too severe.”) Sue said she would be happy to look into this and report back any findings she obtained.

The agenda item was postponed until further information was obtained regarding differences in costs, etc.

IX. Open floor to members – two minutes please.

- a.** During discussion of asphalt repair, it was suggested by a homeowner that the location of the speed bumps be reviewed with the possibility of altering the location. As an example, the speed bump that is positioned in front of the pothole, in front of Building #14, appears to be having a direct and detrimental affect on the asphalt that is in front of the speed bump (as in creating/making the pothole worse.) The Board agreed that this was a possible concern, and would ask the professionals regarding the possibility.

- b. Paul Blomquist noted that Vancouver Paving might be willing to reduce the costs of repairs and asphalt sealant more due to the current low oil prices. He also added that sealant coating will save us a considerable amount of money in the long run, and should to be seriously considered. In addition, the sealant coating could potentially save Millridge money on it's insurance policy.
 - c. Curt Gallaher wanted to make that board aware that when doing repairs to the asphalt (patching potholes, etc) that there is a pretty major pothole in the asphalt behind Building #15 that had not been listed as areas to be addressed. Tim Jackson agreed, saying he was aware of the area and realized he had not requested the professionals to review that area during the bid making process. Tim said he would make sure they added that area to the bid before moving forward.
 - d. Kathleen Noss noted that in regard to gutter repair. Her unit (#1680) was continuing to have really bad issues with the gutters. The board agreed, noting they were aware of her gutter issues, and will work on getting those issues addressed very soon.
 - e. Ron Burn wanted to know why the homeowner comments from the open floor had been removed from the board meeting minutes. Tim Jackson explained "open floor comments" is something many different boards record differently. Not all boards and/or board members feel homeowner comments belong in meeting minutes. However, it was likely that the comments would be added back to the minutes as they have been in the past.
 - f. Dana Murphy made a comment that, in regards to the asphalt repairs that had been discussed, that we, as a community, need to have a discussion about the state of the asphalt! Beyond the repairs needed that were discussed today, there are many more issues that need to be dealt with. There are areas of the property that have sinkholes in the asphalt, and this is going to be a longer, ongoing issue/discussion for the community.
- X. Schedule next meeting dates** – Fourth Thursday in March is 3/24/16.
- XI. Adjourn** – The meeting was adjourned at 8:37 PM