

**Millridge Homeowners Association
Meeting Minutes
Board of Directors Meeting
July 17, 2016**

I. Call to order

A Special Meeting of the Board of Directors of the Millridge Homeowners Association was held at 1610 ½ NW 143rd Avenue, Portland, OR 97229 on July 17, 2016. The meeting was called to order by Christine Prince at 10:03 am.

II. Introductions

Introductions proceeded throughout the room.

III. Attendance

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

DIRECTORS ABSENT: **Bob Osborn** (Director at Large)

COMMITTEE CHAIRS (by Invitation)

PRESENT: **Chris Morris**, Landscape Committee
 Robert Richardson, Maintenance Committee

NOT PRESENT: **Patty Jackson**, Architecture Control Committee
 (*Betty Lukins, ACC member, participated*)
 Laurie Siefert and **Penny Moody**, Pool Committee

IV. Approval / Modification of Agenda

Sue Seaver moved to approve the agenda without modifications. The motion was seconded and carried without objection.

V. Accept / Modify Minutes of Meeting on May 26, 2015

After discussion, the Board agreed to defer the review/approval of the minutes, including the attachments, of the May 26th Board of Directors meeting to the next regular board meeting.

VI. Unfinished Business

a) Organization / Alignment of Board and Committees

i) Division of duties among board members

Laura Holgate moved that the duties and responsibilities of Officers, as described in the Bylaws, be recognized and reaffirmed and that Officers shall carry out those duties and responsibilities accordingly. The motion was seconded and after discussion, the motion was amended and adopted as follows:

Officers shall cause to be done, either by handling directly or by obtaining assistance from other members of the Board of Directors ("Directors") or volunteers, all of the duties of their office as specified in the Bylaws.

Sue Seaver moved that CMI handle many of the tasks previously carried out by former President, Tim Jackson. The motion was seconded, and after discussion, the motion was amended and adopted as follows:

Christine Prince shall contact CMI to arrange a meeting between Steve Meyer, Laura Holgate, and herself to establish procedures for CMI to perform and manage all services available under the contract; and the process for maximizing the usefulness of the website provided by CMI.

ii) Alignment of Board and Committees

Sue Seaver moved that questions and comments from Unit Owners ("Owners") or others (ex: vendors) on matters for which a committee exists be directed or referred to Committee Chairs. The motion was seconded and discussion ensued. After thorough discussion and amendment, the motion was adopted as follows:

Owners shall be instructed to direct questions and comments about matters which fall under the category of landscaping, architectural control, or maintenance to the appropriate Committee Chairperson; and Committee Chairpersons shall submit a copy of the question or comment, together with their response, to all Directors via email.

Note: The method(s) by which the Owners shall be notified of this change (above) was not determined.

Laura Holgate moved that Committee Chairpersons submit a list of requests that they would like to be authorized to approve without a vote of the Directors. The motion was amended and seconded, and it was:

AGREED, Christine Prince shall solicit from each Committee Chairperson a list of matters (in general terms) they would like the committee to be authorized to approve without a vote of the Directors; together with a list of committee meeting preferences (eg: whether open to Unit Owners, whether to maintain a specific schedule, etc); and

FURTHER AGREED, upon receipt of the above-described lists, which shall be distributed to all Directors, the matter will be addressed at a regular or special meeting of the Board of Directors.

VII. New Business

- a) Approve/Deny reimbursement to Tim Jackson for pool thermometer expenditure**

Sue Seaver moved to approve reimbursement; the motion was seconded and it was

AGREED: Reimbursement to Tim Jackson for the expenditure of \$8.95 is approved.

- b) Approve Process for Sending Documents to Owners**

After discussion and consideration of input from Owners in attendance, it was:

AGREED: Laura Holgate will prepare a spreadsheet to combine all the Owner information currently found on individual lists maintained separately; and

FURTHER AGREED: A decision regarding the process for distribution of meeting notices, meeting agenda, financial reports, meeting minutes, and important announcements to owners will be postponed to the next regular meeting to allow time for discussion with CMI and review of contact information for Owners.

VIII. Owners participated in the Owner's forum.

IX. Next meeting of the Board of Directors is July 28, 2016 at 6:30 pm.

X. Christine Prince adjourned the meeting at 11:39.