

**MINUTES OF THE BOARD OF DIRECTORS MEETING OF MILLRIDGE HOMEOWNERS ASSOCIATION HELD JULY 28, 2016 AT 6:30 PM AT THE MILLRIDGE TOWNHOMES CLUBHOUSE LOCATED AT 1610 ½ NW 143<sup>rd</sup> PORTLAND OR 97229.**

PRESENT: Christine Prince – President  
Sue Seaver - Treasurer  
Bob Osborn - Director  
Spencer Morris – Vice President  
Laura Holgate – Secretary

ABSENT:

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

**I. Call to Order**

Steve Meyer called the meeting to order at 6:42 p.m.

**II. Introductions**

Introductions commenced throughout the room.

**III. Board member attendance**

All Board members were in attendance.

**IV. Approve/modify Agenda**

**AGREED: Spencer Morris moved to approve the agenda as modified. The motion was seconded and carried without objection.**

**V. Accept/modify minutes of meeting on 6/29/2016**

**AGREED: Sue Seaver moved to accept the 6/29/2016 Board of Directors meeting minutes as presented. The motion was seconded and carried without objection.**

**Accept/modify minutes of meeting on 7/17/2016**

**Agreed: Sue Seaver moved to approve the 7/17/2016 amended meeting minutes and call the meeting a Board meeting instead of a special meeting. The motion was seconded and carried without objection.**

**VI. Committee Reports**

a. Treasurers Report

Sue Seaver presented the treasurer's report. We are in good shape but a few items running over budget for seasonality. Landscape miscellaneous.

**ACTION ITEM: There are a few items that need to be re-classed – Steve Meyer will work with Sue Seaver on these items – irrigation and bark dust.**

b. Landscape Report

The landscape committee reported. There were 2 resignations and some appointments to the committee. We have rhododendrons, boxwoods, azaleas, and other plants that were pruned and treated. The lace bug treatment service was provided. The lawn was fertilized. The landscape committee can plant the smaller items, but we need stronger/younger people to help. The committee would like to replace two flowering plants with an evergreen. We want flowers for the brick planters. 1610 has requested to allow to remove a diseased and dying pine tree. We ran out of bark dust and Pacific absorbed the costs. We have ran out of bark dust again. We would like to buy one unit for \$465 to fill in the empty areas to come out of reserves. We recommend treating the deep root plants for rejuvenation. This will happen in the fall. The systematic tree maintenance should be continued as suggested by the arborist and complete every year.

c. Architectural Committee

The architectural committee reported. The ACC received 3 requests, 1586 to replace all windows and slider unit. 1610 to replace all windows. Unit 1754 to change the color of the front door. The ACC recommends approval of all requests.

d. Maintenance

The maintenance committee reported. There have been 2 requests, one for 1680 for a chimney and a problem on the back deck with a broken gutter. There was a recommendation to have the gutter repaired and the paint repaired. The committee recommends having this looked at. Another request was for 1684 to do repairs around the front side sidewalk. The committee recommends having the concrete patch. We should look at some of the surrounding areas as well. We have used Safe Sidewalks in the past for trip hazards.

e. Neighborhood Watch

The neighborhood watch committee reported. There was a coyote on the property. A garage door was open and we ask that owners watch out for this.

f. Clubhouse

The clubhouse committee reported. There have been a few rentals. We are having reports about a clubhouse rental today. The clubhouse looks fine and the pools look good. We want to see owners using the pool areas. The usage of pools, clubhouse and canopy were being discussed. The usage of pools and non-private parties will be added to the newsletter. There were concerns about kids running into the clubhouse and dripping water on the floor. We have a deposit in place and a rental agreement.

g. Events Committee

The events committee reported. There will be a community garage sale soon. Contact Sue for questions. The sale is on Aug 20<sup>th</sup> and 21<sup>st</sup>. An owner asked to have the garage sale advertise.

h. Pool Maintenance

The pool committee reported. The pools are going well on the 911 phone. We will have new batteries in the phone. We ask that owners don't play with the phone and report to the committee. Some of the pool rules were iterated.

i. Ad-Hoc Rentals

The committee reported. The history of the rentals was that there was only one meeting and in the turnover process. There were concerns about many rentals in building 9. There was a domestic disturbance police called. The committee was formed. The 2010 rental amendment was discussed. Background and qualified rentals and were discussed. The number of occupants were discussed. The committee would like to continue. Ursula does collect the rental information.

**ACTION ITEM: CMI to check the list of rentals that CMI shows and the list that Ursula has and to see if all of the rental contracts are in the possession of CMI.**

VII. Open floor to members - two minutes please.

- One owner has signs for the garage sale.
- One owner likes poor boys janitorial service and recommends them for cleaning 503.579.5849
- One cedar tree on the church property is brown and dying as well as blackberries – Price of Peace Church

**ACTION ITEM: CMI to contact the church and have the in the owner's forum.**

VIII. Unfinished Business

a. Revisit Parking

**AGREED: Laura Holgate moved to postpone this discussion pending the BOD meet, discuss and create a survey. The motion was seconded and carried without objection.**

b. Document Distribution to Owners without Email

No action taken. Laura Holgate will work on this topic and the email list with CMI. This will include emails and rentals.

c. Committee Reports – Emailed ahead of time or given at meeting

The Board discussed the topic.

**AGREED: Sue Seaver moved to have owners be provided to have the documents emailed and delivered the committee reports. The motion was seconded and carried without objection.**

d. Clarification on what should be sent to CMI and Committees

**AGREED: Sue Seaver moved to accept the 2 exhibits to the 5/26/2016 as amended for a numbering issue. The motion was seconded and carried without objection.**

- e. Approve/Deny stump removal at unit #1598

**AGREED: Spencer Morris move to deny this request. The motion was seconded and carried without objection.**

#### **IX. New Business**

- a. Approve/Deny reimbursement to Bob Hetzer for common ground light bulbs

**AGREED: Sue Seaver move to approve this request. The motion was seconded and carried without objection.**

- b. Approve/Deny pool repairs (tiles/cracks)

**AGREED: Sue Seaver move to approve this request. The motion was seconded and carried without objection.**

- c. Approve/Deny purchase of pool skimmer/hooks for back pool

**AGREED: Sue Seaver move to suspend this request for more information from the pool committee. The motion was seconded and carried without objection.**

- d. Approve/Deny the purchase of a pool skimmer/hooks for back pool

**AGREED: Sue Seaver move to approve this request for 2 rubber covered S hooks for \$10. The motion was seconded and carried without objection.**

- e. Approve/Deny letters to owners with pet rentals

**AGREED: Laura Holgate to have CMI send letters to the owners when there are pet issues with the rules/regulations, CC&Rs, and state/county ordinances. The motion was seconded and carried without objection.**

- f. Approve/Deny continued role of Assistant Secretary and Assistant Treasurer

**AGREED: Sue Seaver moved to approve the continued roles of Assistant Secretary and Assistant Treasurer with the people who were previously appointed. After discussion, the motion was amended as follows: 'that it be approved that the role of Assistant Treasurer be continued and the position will be filled at a later date.' The motion, as amended, was seconded and carried without objection.**

- g. Approve/Deny repair of directional signs by Weinert's

**AGREED: Sue Seaver move to approve this request. The motion was seconded and carried without objection.**

- h. Approve/Deny repair of roof flashing at Unit #1680 (Noss)

This item will be tabled pending the maintenance committee acquiring bids.

- i. Approve/Deny sidewalk repair at Unit #1684 (Murphy)

This item will be tabled pending experts review of the entire property to assess the site wide needs.

- j. Approve/Deny use of pool rope in front pool

No action taken.

- k. Approve/Deny Betty Lukins to Landscape Committee

**AGREED: Spencer Morris move to approve this request. The motion was seconded and carried without objection.**

- l. Approve/Deny Nina Sparr to Pool Committee

**AGREED: Sue Seaver move to approve this request. The motion was seconded and carried without objection.**

- m. Approve/Deny replacement of windows at Unit #1586 (Rotter)

**AGREED: Sue Seaver move to approve this request as recommended by the ACC. The motion was seconded and carried without objection.**

- n. Approve/Deny replacement of windows at Unit #1610 (Messecar)

**AGREED: Spencer Morris move to approve this request. The motion was seconded and carried without objection.**

- o. Approve/Deny paint color for front door of Unit #1754 (Mabe)

**AGREED: Laura Holgate move to approve this request. The motion was seconded and carried without objection.**

- p. Approve/Deny use of clubhouse at no fee for Community Garage Sale (8/20 & 8/21)

**AGREED: Sue Seaver move to approve this request. The motion was seconded and carried without objection.**

- q. Approve/Deny the plantings of evergreens in pots in front with volunteers at no cost

**AGREED: Bob Osborne move to approve this request. The motion was seconded and carried without objection.**

- r. Approve/Deny \$400 for deep root fertilizer

**AGREED: Laura Holgate move to approve this request to be funded out the landscape miscellaneous expense. The motion was seconded and carried without objection.**

- s. Approve/Deny \$465 for bark dust for NE corner of the property

**AGREED: Spencer Morris move to approve this request pending confirmation of the type of the bark dust by the association's landscaper to be funded from reserves. The motion was seconded and carried with one opposition.**

- t. Approve/Deny funds for the Maintenance Committee to repair slider glass door of clubhouse

This item will be dismissed to see if the maintenance committee can repair by using WD40 and if not to be revised at the next meeting.

u. Approve/Deny pine tree/stump removal at Unit 1610 at the owner's expense

**AGREED: Sue Seaver move to approve this request. The motion was seconded and carried without objection.**

v. Approve/Deny addition of soil around edges of sidewalk at Unit 1682.

**AGREED: Sue Seaver move to approve this request for the soil to be taken from the nursery bed on the East alley to be completed by volunteers. The motion was seconded and carried without objection.**

w. Building 10 Painting

**AGREED: Sue Seaver move to approve this request pending the maintenance committee acquiring bids. The motion was seconded and carried without objection.**

x. Board Member Terms

**AGREED: Laura Holgate move to approve to have Laura Holgate take the 2-year term and Spencer Morris to take the 1-year term. The motion was seconded and carried without objection.**

y. 1690 Roof Flashing Request

**AGREED: Sue Seaver move to approve this request pending acquiring of bids by the maintenance committee. The motion was seconded and carried without objection.**

#### **X. Schedule next meeting dates**

a. The next Board meeting is scheduled for August 25<sup>th</sup>, 2016 at 6:30 p.m.

#### **XI. Adjournment**

**AGREED: Sue Seaver moved to adjourn the meeting at 8:15 p.m. The motion was seconded and carried without objection.**