

MINUTES OF THE BOARD OF DIRECTORS MEETING OF MILLRIDGE HOMEOWNERS ASSOCIATION HELD NOVEMBER 17, 2016 AT 6:30 PM AT THE MILLRIDGE TOWNHOMES CLUBHOUSE LOCATED AT 1610 ½ NW 143rd PORTLAND OR 97229.

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

BY INVITATION: Cheryl Brendle, CAMP, CMCA, PCAM
Community Manager
COMMUNITY MANAGEMENT INC., AAMC

OWNERS PRESENT As indicated on sign in sheet

I. CALL TO ORDER

Christine Prince called the meeting to order at 6:30PM.

II. INTRODUCTIONS

III. APPROVE/MODIFY AGENDA

AGREED: Laura Holgate moved approval of the agenda as circulated. The motion was seconded and carried without objection.

IV. APPROVAL OF MINUTES OF OCTOBER 27 AND NOVEMBER 10 MEETINGS

AGREED: Spencer Morris moved approval of the minutes of October 27 and November 10, 2016 as circulated. The motion was seconded and carried without objection.

V. COMMITTEE REPORTS

- a. **Treasurer's Report** – Treasurer Sue Seaver delivered a report for the period ending October 31, 2016. Year-to-date expenses are running 6.6% below budget and revenue exceeds expenses by \$13,872. CMI is instructed to email a copy of the financial statement to all owners.
- b. **Landscape** – Committee recommends:
 1. Pacific Landscape raised fee \$100 per month for next year- still a good value.
 2. Provide funds to pay Pacific Landscaping's plumber to examine irrigation boxes by 1642
 3. Jet/clean drains -\$397
 4. Clean the debris from the irrigation boxes at cost of \$150-\$180 each. Select 4 in worst condition (there are total of 12)
 5. NW Tree Specialist has developed a 3 year plan. Committee recommends that funding by approved for year 1 of 3 at cost of \$3,690.
- c. **Architectural** – There are 2 requests from the same owner
 1. Sand and paint wooden double doors the same color as building 4. Committee

recommends approval.

2. Replace the door with one like Sinclairs' door. Committee can't approve it yet as it does not have a completed application.

- d. **Maintenance**—Volunteer needed to chair this committee. Glenn Beckley volunteers (1710).
- e. **Budget** - Volunteers needed for this committee.
- f. **Clubhouse** – no report; no November activity.
- g. **Events**— October 30 Halloween party held. Thanks to Sue Seaver, Betty Lukins and Jetty Jo Winters for help with planning and set up. Community Holiday Potluck is scheduled for Sunday December 18 from 1:00PM-3:00PM. Donation bin for Sunshine Division is just outside Clubhouse.
- h. **Neighborhood Watch** – Several rats have died from poisoning. If owners are discarding them themselves, put them in a sealed bag.
- i. **Pool Committee** – no report

VI. OWNERS' FORUM

- Backflow Device – owner reports it isn't needed on her building and the water bureau will come out to check it.
- Sump Pumps –inspections need to get them done now as they are normally done in October.
- Dumpsters are overflowing - were they emptied last week? CMI is checking with Walker Sanitary. Somebody threw big boards and terra cotta tiles in the dumpster and trash was piled on top of the construction debris.
- Drainage – Gutter Pros are fixing this problem as a warranty repair and will be coming out to examine every building.
- The heat pump in clubhouse should be inspected annually and maintained.

VII. UNFINISHED BUSINESS

- a. **Unit 1600 (Locke) –Installation of Blocking Materials to Keep Squirrels Out**

AGREED: Sue Seaver moved approval of the repair at a cost not to exceed \$100. The motion was seconded and carried without objection.

- b. **Unit 1684 (Murphy) –Repair or Replace Trim Around Door Leading from Garage to Patio.**

AGREED: Sue Seaver moved approval of the repair at a cost not to exceed \$2,200. The motion was seconded and carried without objection. Gerard Brooks Construction or HOA Maintenance are suggested vendors for this work.

- c. **Unit 1680 (Noss) Repair/repaint top/front fascia board on chimney**

AGREED: This repair project requires some painting. It will be postponed until the buildings to be painted in the summer are identified. Request denied.

- d. **Unit 1680 (Noss) Repair/Replace Damaged Eave Overlooking Patio**

AGREED: Laura Holgate moved approval of repair of the roofing issue on this unit for a not to exceed price of \$2,500. The motion is seconded and carried without objection.

e. Continued Use Of Existing Rat Bait Stations

AGREED: Sue Seaver moved approval of continuing this service at cost of \$280 per month. The vendor will be asked to move the bait stations to undercover locations without an additional charge. The motion was seconded and carried.

f. Cut Back (Close To Ground) Ivy And Holly For Rat Prevention

AGREED: Pacific Landscape will be asked for a price to complete this work. Not approved pending a bid.

g. Plumber Inspection Irrigation Box Near 1642 to Determine Need for Dedicated Backflow Device and to repair lever in irrigation box for area around building 7.

AGREED: Sue Seaver suggested that Tualatin Valley Water; Pacific Landscape meet and discuss this. Repairs not approved until this meeting takes place.

VIII. NEW BUSINESS

a. Unit 1656 (Larson) –Cut Back (Close To Ground) Oregon Grape In Front Of Unit

Owners' pest control cannot get rid of rats until Oregon Grape is cut back.

AGREED: Laura Holgate moved approval of cutting back the Oregon Grape by Pacific Landscaping at a cost of \$45. The motion was seconded and carried.

b. Unit 1742 (Hayne) – Request to Repaint Front Door

AGREED: Spencer Morris moved to grant the owner permission to repaint the door with a color that has been HOA approved. Patty has the colors. The motion was seconded and carried.

c. Unit 1742 (Hayne) – Request to Replace The Front Door

AGREED: Sue Seaver moved that the request be denied pending the submission of complete information. The motion was seconded and carried. Request denied.

d. Unit 1742 (Hayne) – Request to Clear Drain On Front Walkway

AGREED: Spencer Morris moved that this project be tabled. Request denied.

e. Unit 1640 (Burn) – Request to Repair Hole In Fence Between Common Area And Courtyard

AGREED: Sue Seaver moved approval of having the Maintenance Committee repair the hole in the fence. The motion was seconded and carried.

f. Unit 1640 (Burn) –Request to Remove Moss from Fence and Fix Paint After Moss Removal; where old downspout bracket was removed, and where neighbor's plants were removed.

AGREED: Laura Holgate moved to deny the request and to reconsider it when the summer painting is scheduled. The motion is seconded and carried.

g. Bid For Tree Removal From NW Tree (1st Year Of Plan:\$3690).

AGREED: Sue Seaver moved that action on this matter be tabled as not all of the trees identified in the plan need to be removed. The plan will require further study. The motion to table is seconded and carried.

h. Jet-Clean of Drains

AGREED: Spencer Morris moved that \$397 be approved for the jet cleaning of the drains. The motion was seconded and carried.

i. Clear Debris from 2 to 4 of 12 Irrigation Boxes. Install Fabric and Rock for Better Drainage (\$150-\$180 Per Box).

AGREED: Sue Seaver moved approval of cleaning the debris from the irrigation boxes as outlined in the request. The motion was seconded and discussion ensued. It was decided to postpone this work for further study and to bring the topic up once we understand this better. Project denied.

j. Reserve Study Bid (\$2,699 With Site Inspection). Regensis

A discussion ensued about the reserve study bid provided by Schwindt. It was decided to get a second bid from Regensis, the firm that prepared the last reserve study (for 2015). CMI will obtain the proposal so the matter can be reconsidered.

k. Inspect Roofs @ \$75/Building Apex Roofing (\$1,200)

AGREED: Sue Seaver moved approval of the proposal from Apex Roofing at a cost of \$1,200 (\$75/building). The motion was seconded and carried with the provision that the contract add the garage roofs to the report without additional cost.

l. Use Of Clubhouse At No Cost On 12/18/16 For Community Holiday Potluck

AGREED: Spencer Morris moved; that the user fee for the Clubhouse be waived for the upcoming Holiday Potluck. The motion was seconded and carried.

m. 2017 HOA Fee Increase of 1.5%

AGREED: Sue Seaver moved approval of the HOA fee with an increase of 1.5%. CMI will get notices to the owners and order payment coupon books without rounding the fees. The motion was seconded and carried. The exact allocation of the revenue will be determined at the December 3rd Budget meeting.

IX. NEXT MEETING DATES

- a. Budget Meeting – Saturday December 3rd at 5:30 PM
- b. Next Monthly Board Meeting scheduled for January 26, 2017 at 6:30 pm (no meeting in December due to the holidays).

X. ADJOURNMENT – the meeting was adjourned at 8:40PM.