

DRAFT

**Millridge Homeowners Association
Meeting Minutes
Board of Directors Meeting
October 27, 2016**

I. Call to order.

A regular monthly meeting of the Board of Directors of the Millridge Homeowners Association was held at 1610 ½ NW 143rd Avenue, Portland, OR 97229 on October 27, 2016. The meeting was called to order by Christine Prince at 6:35 pm..

II. Introductions.

Introductions proceeded throughout the room.

III. Board Member Attendance:

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

IV. Approve / Modify Agenda.

After discussion, Sue Seaver moved to approve the agenda with one addition to New Business. The motion was seconded and carried without objection.

V. Accept / Modify Minutes of September 22, 2016 Board of Directors Meeting.

Sue Seaver moved to approve and accept the Minutes of the September 22nd, 2016 Board of Directors Meeting. Motion was seconded and carried without objection.

VI. Accept / Modify Minutes of July 28, 2016 Board of Directors Meeting.

After review, Laura Holgate moved that the revised draft minutes, which included several corrections to the initial draft minutes prepared by CMI, be approved and accepted. The motion was seconded and carried without objection.

VII. Accept / Modify Minutes of October 20, 2016 Emergency Board of Directors Meeting.

Sue Seaver read the minutes of the emergency meeting aloud and moved that the minutes be accepted with the only modification being that the amount of the invoice for repairs to Unit 1620 be added upon receipt of the invoice. The motion was seconded and carried without objection.

AGREED: The minutes be submitted to CMI to be put on the website and distributed to owners.

VIII. Committee Reports.

- a) **Treasurer's Report:** Sue Seaver, Treasurer, explained that certain categories are over budget year to date (YTD) because they are calculated on an accrual accounting method spread over 12 months and have higher seasonal expenses. Landscape misc. budget is over budget YTD, but not for the entire year. Garbage, gas, and plumbing repairs are over budget. Other utilities are under budget, but Tualatin Valley Water District has announced a 14.5% rate increase that goes into effect on 11/1/16; this is in addition to the 13% increase last year. These water rate increases have exceeded the fee increase approved two years ago so HOA will need a fee increase just to keep up with the rising utility costs, but also for major deferred maintenance needs that must be addressed - including serious roof issues - that resulted from the need over the last two to three years to prioritize the funding of reserves ahead of large maintenance projects. A call for volunteers for the budget committee was made.

- b) **Landscape Committee:** Chris Morris explained that there have been errors in charging landscape expenses to the wrong line item categories, resulting in the landscape misc. category being incorrectly shown as over budget. Pacific Landscape identified a problem with the irrigation backflow and the potable water may mix if there is a heavy surge, causing bacteria to be added to potable water. A broken lever in an irrigation box, which would require a plumber to repair, has also been identified by Pacific Landscaping. Pacific Landscaping can recommend a plumber. Waiting for bid on drain clean out in horseshow and elsewhere. A plan for dealing with large trees is being considered. The committee recommends adding irrigation line to planters at entrance, allowing owner of 1598 to remove stumps at their expense, and to move a small Nine Bark currently in front of 1742 to a more suitable location. A copy of the written report is attached as **Exhibit A**.
- c) **Architectural Control Committee:** Betty Lukins announced that no new ACC requests were submitted
- d) **Maintenance Committee:** Christine Prince read the maintenance committee report, which included six pending requests. A copy of the written report is attached as **Exhibit B**.
- e) **Budget Committee:** Sue Seaver reported that volunteers are needed and requests that Dave Edwards be appointed to committee; Christine Prince appointed Dave Edwards to Budget Committee.
- f) **Clubhouse:** Sue Seaver reported that CMI continues to credit clubhouse fees paid by owners to those owners' account instead of crediting the fees to clubhouse income, and she is currently dealing with that by instructing them to move it from the owner's account to the clubhouse each time a clubhouse rental fee is paid. There are no new reservations for October or November.
- g) **Events Committee:** Christine Prince announced that the committee is hosting a Halloween Party on 10/30/16 and looking for ideas for a November event as well as planning to host a holiday party and possibly a toy drive in December. Volunteers are needed for committee. A copy of the written report is attached as **Exhibit C**.
- h) **Neighborhood Watch:** Shirley Carlson has copies of a Washington County Sheriff's Dept newsletter available if anybody wants a copy. She also reminded owners to report any outages of the Millridge lantern lights to Al Kremlich so he knows which bulbs to replace.
- i) **Pool Committee:** Nina reported that they are hoping to have a pool committee meeting sometime in November to be open to residents to comment on problems they've noticed with pools and give input on potential rule changes.

IX. Owners' Forum.

- a) An owner reported that she had rats under her deck and hired a pest control company to deal with them.
- b) An owner reported that he had submitted two Homeowner Requests and didn't see them on the agenda. He gave copies to the board so they can be reviewed and put on next month's agenda.
- c) An owner reported that the door to the back room (the control room) of the pump house at the back pool was left open and should be kept locked at all times. After discussion, it was agreed that keys to the pool control rooms, along with keys to other utility access doors around property, be kept in the clubhouse office so board members can have access when necessary.
- d) An owner expressed concern about tree branches and limbs that fell during recent storm and suggested that something should be done to determine if there are others that may fall and cause damage and/or injury. Chris Morris stated that a report on this has already been reported.
- e) An owner pointed out that there was a \$1200 expense that was authorized by a single board member without a vote and wanted an explanation. Board members responded that the

expense was for the rat bait stations (an agenda item), and that his questions would be covered when we reached that point on the agenda.

X. **Unfinished Business.**

a) **Approve / Modify Parking Survey created in the 10/19/16 Parking Workshop.**

Laura Holgate moved to accept the survey without changes. ***Motion to accept survey and distribute it to owners was seconded and carried without objection.***

b) **Define "Truck" as used in governing documents.**

Laura Holgate moved to postpone this item until after completed surveys have been received from owners. ***Motion to postpone was seconded and carried without objection.***

c) **Unit 1690 (Reiben) - Request for gutter repair or modification.**

Owners having some information about issues with this particular gutter and the gutter design of the units with this floorplan provided input and Board discussed. Laura Holgate moved to postpone this item until problem and solution have been clarified. ***Motion to postpone was seconded and carried without objection.***

ACTION ITEM: Spencer Morris will contact owner and look at the area while obtaining description of problem from owner and report information to board.

d) **Unit 1718 (Jackson) - Clow Roofing repair to gutter.**

Sue Seaver moved to ratify repair made by Clow Roofing at cost of \$300 to HOA. Background provided in discussion: CMI dispatched Clow Roofing to complete what was expected to be a warranty-covered roof repair. Clow visited site and reported there was no problem. Unit owner, at request of CMI, called Clow to return to the site. On return to the site, Clow repaired flashing and re-secured gutter to Unit 1718. Upon information provided by Unit 1718 owner, Clow made the same repairs to Unit 1690. Ms. Seaver's ***motion to ratify repairs made to Units 1718 and 1690 by Clow Roofing and to ratify the payment of the invoiced amount of \$300 was seconded and carried without objection.***

e) **Building 9 - Approve/deny additional recycling bin for a cost of \$22.96 per month.**

Laura Holgate moved to deny request for additional recycling bin, but to investigate whether relocating a bin from another area of the property would be advisable. The ***motion to deny approval of a new recycling bin and to investigate the possibility and advisability of relocating a recycling bin from elsewhere on the property was seconded and carried without objection.***

f) **Unit 1684 (Murphy) - Approve/deny request for repairs to trim around door leading from garage to patio door and eave closest to that door.**

(1) **Trim around door.** Sue Seaver moved that Spencer Morris will contact one of the two licensed and bonded handymen she's identified to inspect the area for dry rot and provide bid for repair. The motion was not seconded, but discussion ensued (*recorder's note: discussion of a motion without a second is allowable per the "small assembly" rules of Robert's Rules of Order*). A former Maintenance Committee member and two other owners provided input. Spencer Morris moved to obtain legal opinion and the motion was refined as follows: ***obtain legal opinion as to whether exterior trim around doors or windows added in locations where doors or windows were not part of the original construction of unit is the responsibility of the HOA or the owner; and whether exterior trim around doors or windows installed by someone other than a licensed contractor is the responsibility of the HOA or unit owner. The motion was seconded and carried without objection.***

(2) **Eave closest to door.** Spencer Morris moved to postpone this item until bid from Apex Roofing is received (it's already been requested). ***Motion to postpone, pending receipt of previously requested bid from Apex Roofing, was seconded and carried without objection.*** Recorder's note: action taken on item X(g), below, modifies board decision on this item.

g) **Unit 1684 (Murphy) - Approve/deny request to repair hole in eave at front, southwest corner of unit.**

Sue Seaver moved to approve the repair to the front, southwest corner. Spencer Morris moved to modify the motion as follows: that ***repairs of the eave area at the front, southwest corner of the unit AND the eave area described in item X(f)(2), above, be approved for repairs by Apex Roofing (bid has already been requested) in an amount not to exceed \$2500.00. The motion was seconded and carried without objection.***

h) **Unit 1680 (Noss) - Approve/deny request to repair fascia boards along roof eaves. DELETED.** The Board was informed by former member of Maintenance Committee (Bob Hetzer) that this work has been completed.

XI. New Business

a) **Unit 1598 (Redd) - Approve/deny owner's request to remove two bushes that were cut back during landscape rejuvenation and replace them with Hydrangea and Blue Blossom**

Spencer Morris moved that Unit 1598 owners be allowed to dig out the two bushes, including the stumps, but to postpone approval of planting new bushes. Sue Seaver modified the motion to specify that the removed bushes will be replaced with plantings done in accordance with Betty Lukins' landscape design for that area, which is being worked on within landscape committee. ***The motion to allow Unit 1598 owners to remove two bushes that were cut back during landscape rejuvenation and replace them in accordance with Betty Lukins' landscape design (when design completed) was seconded and carried without objection.***

b) **Unit 1600 (Locke) - Approve/deny request for gutter cap to prevent squirrels from nesting in open area near gutter.** Spencer Morris moved to approve request. The motion was not seconded, but discussion followed due to differing interpretation of the problem and proposed solution. Laura Holgate ***moved to postpone this item pending additional information, and the motion was seconded and carried without objection.***

ACTION ITEM: Laura Holgate will meet with Bob Hetzer at site to form a better understanding of what is needed and report information to Maintenance Committee and Board.

c) **Unit 1648 (Holgate) - Approve/deny request for repair of garage roof leak.**

Sue Seaver moved to approve repair of the garage roof to stop the leak. Laura Holgate (Unit 1648 owner) provided background information. After discussion, Sue Seaver modified her motion as follows: ***that approval be given for repairs to be made under warranty by Clow Roofing if possible; otherwise, approval be given for Apex Roofing to make repairs in an amount not to exceed \$2500. The motion was seconded and carried without objection.*** Laura Holgate abstained from voting due to conflict of interest.

d) **Unit 1688 (Hzurd) - Approve/deny request for gutter cleaning above back door.**

Spencer Morris moved to deny request for HOA to pay for gutter cleaning (beyond the cleaning done by the HOA twice per year). The motion to deny the request to clean this gutter was seconded and carried without objection.

ACTION ITEM: *Spencer Morris volunteered to go talk to owner and look at gutter. If a full or clogged gutter appears to be the source of water pooling up against her back door, Spencer will scoop out debris.*

e) **Unit 1744 (Elting-McGuire) - Approve/deny Unit Leasing Application.**

Sue Seaver moved to approve the request. After discussion, the motion was modified as follows: ***approve the Unit Leasing Application, with approval being valid for 120 days and subject to all required tenant information being supplied when tenant is selected by owners. Motion was seconded and carried without objection.***

f) **Unit 1588 (Jacqua) - Approve/deny request for repair of roof leak.**

Laura Holgate moved to ratify repairs done by Apex Roofing in the amount invoiced. After discussion, the motion was seconded and carried without objection.

g) **Rats.**

(1) **Additional bait stations placed around property on 9/30/16.**

Sue Seaver moved to ratify the placement of the additional rat bait stations. The motion was seconded and discussed. Discussion included disclosure of the circumstances which resulted in the bait stations being placed. After discussion, Laura Holgate moved to refine the motion as follows: that ***the placement on 9/30/16 of 50 additional bait stations and costs incurred for doing so, which was \$1000 for placement of the 50 additional traps and an increase of the total monthly charge for all stations to \$280, be ratified and approved. The motion was seconded and carried without objection.***

Sue Seaver further moved that ***the HOA shall continue to use the rat bait stations through the next 30 day billing cycle. The motion was seconded and carried without objection.***

(2) **Prevention and Control Measures.**

Sue Seaver moved to authorize to keep the bait stations for an additional 30 days. The motion was seconded and discussed. Additional prevention methods were suggested. After discussion, ***the motion to keep the bait stations through the next billing cycle of 30 days was carried without objection.*** The discussion preceding the vote gave rise to related motions and action items, as listed below.

- i. Laura Holgate moved that a resolution be made prohibiting the feeding of all animals on common property or in a location on any lot that is open to and accessible from common property. The motion was seconded and carried without objection; and it was

RESOLVED: *The feeding of all animals, including wildlife, stray domesticated animals, and pets shall be prohibited on common property or on lots in locations visible from common property, including front porches, steps, or attached to exterior surface on front of unit.*

ACTION ITEMS: 1) The above resolution shall be put in final form by the HOA attorney; 2) written notice of this resolution shall be given to all owners, and include notice that birdfeeders, other wildlife feeders, and pet food dishes must be removed from common property or within areas of lots that are visible to common property within 72 hours and failure to do so may result in fines and/or

other enforcement measures; and 3) this prohibition will be noted in newsletter and incorporated into the next update of the Homeowner's Manual.

- ii. **AGREED:** Board members will independently research alternatives to the bait stations that may be more effective and/or less costly for discussion at the next monthly board meeting.
- iii. **ACTION ITEM:** The Landscape Committee shall identify areas of ground cover or shrubbery that is likely habitat for rodents and make recommendation to Board for method and cost of removing it or trimming it in a way that would discourage rodents from using it as habitat.
- iv. **ACTION ITEM:** Christine Prince will ask Steve at CMI to contact church adjacent to Millridge and ask that they move the compost pile that is near the fence between Millridge and their property.
- v. **ACTION ITEM:** Christine Prince will check under dumpsters for indications of leaks; request replacement of leaking dumpsters from Walker Garbage Services.

h) Approve/deny installation of irrigation to brick planter at community entrance and to three additional planters at entrance.

Sue Seaver made the following motion, which was seconded and carried without objection: that ***installation of irrigation to brick planter at the community entrance and to three additional planters, at a cost of \$330, be approved and paid from the Landscape Miscellaneous account, INSTEAD OF doing the deep root fertilization of rejuvenated plants that was approved in a previous board meeting.***

Sue Seaver made the following secondary motion, which was seconded and carried without objection: ***the previous approval of deep root fertilization of rejuvenated plants is rescinded.***

i) Approve/deny transplant of smallest Nine Bark tree from area in front of Unit 1642 to another location.

Christine Morris, Landscape Committee Chair, provided information. Laura Holgate made the following motion, which was seconded and carried without objection: that ***the HOA shall pay Pacific Landscaping to move the smallest of three Nine Bark trees from in front of Unit 1642 to a more suitable location, the most likely location being in the area beside Unit 1668.***

j) Approve/deny installation of backflow boxes and repair lever in irrigation box for area around building 7.

Sue Seaver moved to postpone this item until bids can be obtained from plumbers. ***The motion to postpone was seconded and carried without objection.***

ACTION ITEM: Christine Morris will obtain bids from three plumbers to submit to the Board.

k) Approve/deny use of clubhouse for Halloween Party by Events Committee.

Sue Seaver made the following motion, which was seconded and carried without objection: ***the Board authorizes the Events Committee to use the clubhouse at no charge on 10/30 for the community Halloween party.***

l) Signs posted for community events hosted by Events Committee.

Spencer Morris made the following motion, which was seconded and carried without objection: ***the Board authorizes the Events Committee to place signage on common property for promotion of events open to the whole community.***

ACTION ITEM: Christine Prince will obtain confirmation of whether posting signs or notices on community mailboxes is legal.

m) **CPA engagement and representation letter.**

AGREED: Christine Prince and Sue Seaver will sign annual audit and letter approving terms of CPA engagement.

n) **Approve/deny proposal for insurance renewal.**

Laura Holgate moved to postpone decision in order to allow Directors opportunity to ask questions of the insurance agent. The motion was seconded and carried without objection.

ACTION ITEM #1: Directors should submit questions about coverage to Spencer via text, and Spencer will contact agent for answers.

ACTION ITEM #2: Special Board Meeting for insurance renewal will be held on November 9, 2016 at 6:30 pm.

o) **Approve/deny sump pump inspections.**

Spencer Morris stated that he thinks the sump pumps were just inspected a few months ago, and owners gave input. Laura Holgate made the following motion, which was seconded and carried without objection: ***Board authorizes sump pump inspections if they haven't been inspected in the last 12 months.***

ACTION ITEM: Christine Morris will ask Steve Meyer at CMI for date of last sump pump inspections.

p) **Procedure for email correspondence.**

Christine Prince explained that the volume of emails is a time-management problem. An owner responded and the matter was discussed.

AGREED: Owners will receive confirmation that their questions and comments have been received and an answer will be given only if the question calls only for a short, simple answer. Additional questions and comments, and any questions that require board discussion or are expected to elicit discussion will be addressed during open meetings where all owners in attendance can hear the answers and board members may discuss the matter if necessary.

X. **Upcoming Meetings.**

- a) Next regular Board of Directors Meeting: Thursday, 11/17/16 at 6:30 pm;
- b) Reserve Study Workshop: Saturday, 11/5/16 at 10 am;
- c) Special Board Meeting regarding Insurance Renewal: 11/10/16 at 6:30 pm.
- d) Budget Committee Meeting: TBD

XI. The meeting was adjourned at 9:24 pm.

EXHIBIT A

Millridge Landscape Committee Report
for 10/27/16 HOA Meeting

The landscape committee met on 10/13/16. The following action items should be on the HOA agenda (Landscape Committee recommends approval on all):

1. 1598 homeowner request to remove plants/roots and put in new plants, according to plan. Homeowner expense. No charges to HOA.
2. pay \$330 to Pacific Landscape to install irrigation to brick planter at front entrance and add additional irrigation to three planters in same location.
3. pay \$75 to Pacific Landscape to dig up (smallest) Nine Bark outside Blomquist courtyard fence and plant in side yard of unit 1668.
4. plumber to install two backflow boxes and fix broken lever in another irrigation box

There is money in landscape miscellaneous budget to pay for irrigation to front planter. The plumber repairs need to happen before we start watering again in the spring.

Maintenance Report: October 2016

Date on Request	Unit #	Resident Last Name	Request	Notes	Recommendation (Y/N)
6/18/16	1690	Reiben	Hole in gutter	New downspouts didn't take care of the rain water runoff over front entry way. Thinks from past repairs there is a hole in the gutters.	Y - Hole in gutters needs review and bid.
8/24/16	1684	Murphy	Repair to hole in eaves	The front SW corner of the eaves has a hole thru to the shingles that is in need of repair.	Y - Re-roofed by Superior Roofing in 2002. Clow out to inspect on 10/11/16 and they advised it would not cause damage and did not need to be repaired. Apex to come for 2 nd bid.
10/7/16	1600	Locke	Gutter	Gutter on front of 1600 needs to be capped at the North end of 1600 - squirrels continue nesting and there is potential for damage to the attic. Gutter needs to be capped off to avoid squirrels to nest & continually raise babies. The gutter does not drain into a downspout, therefore, can easily be capped. Squirrels can chew into wood and get into attics.	No recommendation yet.
10/18/16	1648	Holgate	Roof Leak	Need repair to leaking garage roof.	Y - CMI to contact Clow as this should be under warranty. Bid also requested from Apex.
10/20/16	1688	Hruzd	Overflowing Gutters	Gutters need to be cleaned out.	N – Once leaves have fallen HOA will pay to have all of the gutters cleaned as is done every year.
10/24/16	1588	Jaqua	Roof Leak	Roof leak into the garage.	Y - CMI to add to list of bids from Apex.

EXHIBIT C

Events Committee Report: October 2016

The events committee will be hosting a Halloween party on Sunday, October 30th from 2-4pm. All residents and their guests are invited.

We are currently working on an event for November – possible a dessert social with games – TBD.

In December we will be hosting a Holiday party with ornament exchange or white elephant. More information to come on November and December events.

The events committee is in need of volunteers for the above mentioned and future events. We have also talked about doing a Millridge toy drive this holiday season, but will see how many volunteers we get.