

**DRAFT**

**MILLRIDGE Townhouses Homeowners Association**  
**BOARD OF DIRECTORS MEETING**  
**May 26, 2016 at 6:30 PM**  
**1610 ½ NW 143<sup>RD</sup> AVE, PORTLAND, OR 97229**  
**Page 1 of 8**

PRESENT: Tim Jackson, Vice President  
Christine Prince, Secretary  
Dana Murphy  
Bob Osborn

ABSENT: Sue Seaver, Treasurer

**I Call to Order**

Tim Jackson called the meeting to order at 6:30 p.m.

**II Introductions**

Introductions commenced throughout the room.

**III Board member attendance**

a. Select New President

Tim Jackson asked if there was a Board member present that would like to be President. No board member volunteered to fill the open position of President.

**IV Approve/modify Agenda**

AGREED: Christine Prince moved to accept the agenda as presented. The motion was seconded and carried without objection.

**V Accept/modify minutes of meeting on 04/28/16.**

AGREED: Tim Jackson moved to approve the modified 04/28/2016 Board of Directors meeting minutes as amended and presented. The motion was seconded and carried without objection.

**VI Committee Reports**

a. Treasurers Report

Tim Jackson provided a summary Treasurers report in the absence of the Board Treasurer. Millridge continues to operate \$11,000 under budget. It was noted the budget had been received by the Board four days prior, which did not permit an in depth review prior to the board meeting.

b. Landscape Report

The landscape committee chair reported. The committee met on the 12th. The Portuguese laurel hedge was completed, with funds donated by individual homeowners. The donated red flax was planted in the planter inside the pool area and the Alberta Spruce has been planted in front of Building #14. The donated Rose of Sharon plant has not yet been planted, as decisions on placement are still being made. Sue Seaver & Patty Jackson have volunteered to take on the project of the best placement for that plant. A fir in front of the property had been cited regarding it blocking the view of the road. Pacific cut the top off the fir, but Micah reported he did not believe the fir would grow back from that type of pruning and would most likely need removal in the future. A Nine Bark Tree and a variety of ferns have been donated as well, but will not be moved, replanted until the Fall.

Questions regarding general guidelines for the height of the arborvitae surrounding the front pool had been asked at the committee meeting. The recommendation was

**MILLRIDGE TOWNHOUSES  
BOARD OF DIRECTORS MEETING  
May 26, 2016  
Page 2 of 8**

to prune to approximately the height of the fence, as a general guideline. The Board agreed verbally that this sounded like an appropriate guideline to use.

The committee is working on gathering information regarding the Juniper Hedge located along the North fence. Per Pacific Landscape, the cost of replacement of the [entire] hedge would be \$8,000-\$9,000. Additionally, the hedge has been assessed by other companies in the past. The landscape committee is looking into determining what the past assessments have been in regards to the area, and whether or not those assessments have any information regarding the appropriateness of the area and soil for the hedge that is there. There is some question as to whether past assessments indicated the soil was "bad", etc.

*Two homeowner requests were submitted and both are on the agenda:*

Lukins, #1736, submitted a request for permission for her daughter to dig up and remove a Camellia tree in her front yard that is crowding a plant directly next to it. The Landscape committee recommended approval of this request.

Redd, #1598, submitted a request for the HOA to have 4 stumps & a boxwood removed from the front of their home, they will be using their own plants to fill in the area at their cost. This request was submitted after the landscape committee had met, therefore, the committee was unable to discuss and vote on it, therefore, no recommendations by the landscape committee are provided at this time.

c. Architectural Committee

The architectural committee chair reported. The ACC processed requests from three homeowners, two of which are on the agenda below.

1614 was recommended approval for the request to place two pots, matching in size and color, in front of their unit.

1620 was recommended approval for the request to replace uneven stones on pathway into side yard with new, evenly placed, bricks, at the residents' expense.

1596 submitted a request for the addition of potted plants to their property, this request was given direct approval by the ACC, as it falls within established approved guidelines regarding potted plants on the common property.

d. Maintenance

The maintenance committee reported.

Downspouts for all buildings have been replaced. The majority of the removed downspouts have been taken off the property, although residents reported two spots on the property where they are still present. Tim Jackson said he will follow up with those areas.

Side unit fences are scheduled to be power washed very soon. Repainting of the areas will also occur, on an as needed basis. They will also be power-washing the chimneys on Building #7.

Unit 1590's blocked drain has finally (fingers crossed) been fixed. Micah's team from Pacific Landscape came in and literally completely tore apart the decking the

**MILLRIDGE TOWNHOUSES  
BOARD OF DIRECTORS MEETING  
May 26, 2016  
Page 3 of 8**

patio area. However, they found multiple spans of pipe underneath that were completely grow through by roots. These roots were removed and piping replaced. This *should*, finally, resolve the problem.

The lamp post in front of unit 1590 has not yet been fixed, but it is being worked on. Pacific did not find any evidence of the electrical wiring being damaged or ripped up from what was causing the drainage problems. It will be evaluated soon.

PGE came in for Stage #1 of its work on the general community wiring. They will be back, however, with more equipment, for Stage #2 of the process. They did not provide an exact date for when they will be returning, other than that they "should" be back soon.

e. Neighborhood Watch

The neighborhood watch committee reported. The committee did not have any issues directly to report. Tim Jackson reported that a homeowner had reported to him, via email, seeing coyotes on the property early in the morning that same day, 05/26/16. Residents were advised to be cautious, including keeping an eye on small pets.

f. Clubhouse

Sue Seaver was not present to provide a report on the clubhouse. However, board members reported that they were under the impression that there are a decently large number of rentals scheduled for June. Dates for June that are still available would be provided in the June Newsletter.

g. Pool Maintenance

The Pool Maintenance committee reported. The pools are getting prepped and ready for the grand opening on Saturday, May 28th. The pools will get a final and thorough cleaning on Friday the 27th. The temperature of the pools is being gradually raised and should be at 80 degrees by the weekend.

Tim Jackson added to report, as he had recently received a notice in the mail from Washington County, informing Millridge that there are two large cracks in the bottom of the front pool. While these will not affect the use of the pool this summer, they will need to be fixed prior to use next summer. This will most likely be done this coming Fall. The cost is not yet known, but will most likely be quite a large expenditure. Tim will be contacting Steve Meyer, our CMI representative, for guidance regarding this repair, as he has previous experience with this type of repair work at the HOA property next door.

Tim also noted a huge thank you to Curt Gallaher for the massive amount of work he has done (and does each year) to prepare the pools for the community each year. And a special thank you to both Curt Gallaher and Bob Hetzer for working together to prep all the pool deck furniture for the communities use this summer.

h. Nominating Committee

The nominating committee for the Annual Meeting this June will be headed up by Tim Jackson & Shirley Carlson. This year there is only one position that will be up for election, which is the position Christine Prince currently holds.

Christine Prince expressed her interest in continuing on in her position on the board, she did not complete a full term length and is ready to commit to serving a full term. She also recently was given the opportunity to have more flexibility with her job and hours, and feels this will be particularly beneficial in her ability to serve on the board even more effectively.

Laura Holgate (#1648) has also expressed interest in serving on the board, and will be placed on the ballot.

Additionally, there was a note made that the new occupants of #1610, the son-in-law of the former owner of the unit, Aline Hahn, has communicated interest in serving on the board. Shirley or Tim will follow up with him on whether he is still interested and would like to be on the nominating ballot this June.

i. Ad-Hoc Parking Committee

An overview of the ad-hoc parking committee recommendations were given via the Ad-Hoc committee chair. The recommendations will be discussed in more detail when it comes up on the agenda. Four meetings of the ad-hoc committee were held in all.

Two resolutions in particular were looked at. The recommendations that will be provided by the ad-hoc parking committee are modifications to the current resolutions already in place. These will not be a change to the Millridge by-laws.

Overview of the committee recommendations are as follows:

- Eliminate the 24-hour parking behind garages allowance for loading and unloading of vehicles.
- Want to add parking spots to the general community behind Building #16, which will be designated with parking spot lines, etc.
- Identify parking spots as either “visitor” parking spots, or resident parking spots. Resident parking spots will be reserved and will be paid for by each resident as spots are requested.
- Costs for paid parking spots would begin within 30-60 days of the passage of the recommendation.
- Costs will begin at \$50 per month and increase \$5 per (year?) to max out at a limit of \$100 per month.
- Each homeowner will be limited to two additional paid parking spaces outside of their garage.
- Temporary needs for extra parking spaces, for reasons such as a visitor staying with a resident for more than a day, etc. would be accommodated for with parking passes which will be requested in advance.

**VII Unfinished Business**

a. **Adjust bid price from Gutter Pros**

Gutter Pros contacted Millridge requesting an additional \$4,000.00 for work performed. They claimed they were unable to make a “fair market” evaluation because of the costs of the project due to lack of access to courtyards when putting together the bid. Also, the loss of additional compensation from selling the discarded gutters for scrap. Tim Jackson pointed out that Gutter Pros bid was

**MILLRIDGE TOWNHOUSES  
BOARD OF DIRECTORS MEETING  
May 26, 2016  
Page 5 of 8**

*significantly* lower than any other bids received, in the ballpark of \$10,000 less than other companies.

AGREED: Tim Jackson moved to approve the requested bid alteration and additional payment for the work done on the gutters by Gutter Pros. The motion was seconded and carried without objection.

**VIII New Business**

**a. Reimburse Tim Jackson for Clubhouse Paper Products**

AGREED: Christine Prince moved to approve the reimbursement to Tim Jackson of money spent on paper products for the clubhouse. The motion was seconded and carried without objection.

**b. Reimburse Tim Jackson for Swimming Pool Keys**

AGREED: Dana Murphy moved to approve the reimbursement to Tim Jackson for money spent on additional sets of keys for the swimming pools. The motion was seconded and carried without objection.

**c. Approve/Decline parking space signs for East fence.**

AGREED: Dana Murphy moved to approve the motion to purchase "Reserved" parking space signs for the parking spaces along the East fence. The motion was seconded and carried without objection.

**d. Approve/Decline HO Request from 1620 to resurface the section of the gate.**

The request from #1620 was given a recommendation of approval by the ACC to replace uneven stones on the outer pathway to the gate entering the side yard with new, evenly placed, bricks. This was to be done at the expense of the homeowner.

AGREED: Dana Murphy moved to approve the homeowner request to redo the outer pathway at Unit #1620. The motion was seconded and carried without objection.

**e. Approve/Decline Unit 1614 for placement of 2 green ceramic pots.**

The request from #1614 was given a recommendation of approval by the ACC for placement of two green, ceramic pots, in front of their unit.

AGREED: Bob Osborne moved to approve the homeowner request for placement of two ceramic pots in the front of the unit. The motion was seconded and carried without objection.

**f. Approve/Decline Unit 1736 for camellia removal.**

The request from #1614 was given a recommendation of approval by the Landscape Committee for removal of a camellia in front of the unit by the homeowners daughter, who will dig up the plant and remove it from the property. Dana Murphy added the approval would be given with the stipulation that this was not an approval that was meant to set a precedent, as this was a case-by-case situation.

AGREED: Christine Prince moved to approve the removal of the camellia in the front of Unit #1736. The motion was seconded and carried with stipulations, but no objections.

**g. Approve/Decline Unit 1598 request to remove roots.**

The Landscape Committee provided the board with this written request, but was not able to review it, and therefore did not have a recommendation regarding approval

**MILLRIDGE TOWNHOUSES  
BOARD OF DIRECTORS MEETING  
May 26, 2016  
Page 6 of 8**

or denial of the request. While the committee has no recommendations to provide the board, Christine Morris, landscape committee chair, did contact Micah at Pacific regarding the area. He requested that homeowners give rejuvenated plants at least another 3-4 weeks for regrowth to be seen before giving up on the plants ever coming back. Chris also inquired a ballpark for a bid of what the cost would be to have these plants removed, which Micah quoted as their hourly rate. Each stump will take about 2 hours to remove with the total job taking 6-8 hours.

Homeowners in Unit #1598 requested the HOA have 4 stumps & a boxwood removed in the front of their home. They would then replant the area at their own expense. Dana Murphy made motion to decline the request to give time to see how the plants grow back. If they do not look like they will grow back after the period of time recommended by Pacific, owners can put in another request for consideration.

**h. Approve/Decline repair of protection boards at three dumpster sites.**

Boards that line the fence behind the dumpsters behind Buildings 3 & 4; 6 & 7; and 13 & 14 are old and in disrepair. The request is to have these boards replaced with new boards. The question of whether replacing or not replacing the boards held any long-term consequences for the areas was asked. It was determined that while the old boards "look ugly", no long-term adverse consequences would be incurred from leaving them as is. The cost of replacing the boards would be \$600 per 'section'.

A homeowner made a note to the board that both buildings 3 and 5 have issues with the dumpsters provided being placed in spots where the downspouts appear to be getting repeatedly hit and dented when the trash is collected. There is concern that this will eventually cause damage to the downspouts as to require replacement. The Board said that this would be noted and taken into consideration. It was also noted by Tim Jackson that if there was another location in the area that made more sense they could be moved.

Christine Prince moved to decline the request to replace the broken down/old boards that line fences behind the dumpsters. The motion was seconded and voted on with two ayes, and two nays. The motion does not pass due to a tied board.

**i. Establish an Ad-Hoc Committee to Adjust Fines Resolution.**

The problem at issue is that the current resolution regarding fines has a timeframe that is too long to be reasonably enforced. However, it was observed that an ad-hoc committee was not necessary in this circumstance, as the only thing required to fix the issue would be a change to the current resolution in how long the board must wait to notify a homeowner of infringement on rules that could incur a fine if not rectified. This change is allowable to be made by the sitting board. Therefore the motion is altered to change the notification timeframe addressed in the fines resolution from 10 days to 24 hours. The fines resolution refers to rule infractions such as: misuse of the garbage dumpsters such as using them for discarding

mattresses, etc. Not picking up dog waste while walking your dog on the property. Hanging objects from the units improperly, such as hanging items on the gutters. AGREED: Tim Jackson moved to approve the change to the fines resolution to read that notification to homeowners of infractions are to be made with 24 hours instead of 10 days. The motion was seconded and carried without objection.

**j. Appoint Ad-Hoc Committee to obtain accurate records regarding the number of rentals.**

Currently the Millridge HOA and CMI do not have accurate records of the number of units being rented, and information regarding the renters of units. When issues come up regarding general Millridge guidelines, renters and/or homeowners have claimed ignorance of the rules in regards to parking, etc, etc. Per rules already in place, rental agreements must be submitted to CMI for documentation purposes for each rental property. Establishment of an Ad-Hoc Committee will be for the purposes of reviewing current records regarding rentals and obtaining updated information if needed. And to establish any clarification, if necessary, to make current rules and regulations regarding rentals clear to all homeowners and possible revisions to resolutions currently in place, again, if need be, to streamline the documentation process to insure continuation of accurate record keeping moving forward.

APPOINTED: Dana Murphy will chair the Ad-Hoc committee to obtain accurate records of current rentals in the Millridge Community.

**k. Approve Recommendations from Ad-Hoc Committee for charges to Parking Resolution.**

- i. Christine Prince moved to have a special meeting, workshop or “executive meeting” involving the parking regulations so that homeowners could participate in the discussion of the proposals and/or allow the board to discuss the proposal in more depth that would be allowed in the confines of the timeframe of the meeting. This request was not recognized – as it was indicated that other board members felt a workshop or special meeting regarding this topic was not appropriate.

**IX Open floor to members – two minutes please.**

Owners participated in the owner's forum.

Ron Burn – Unit 1640 – Wanted to discuss a previous request that had already been approved by the Board. Tim Jackson said he would follow up with him after the meeting.

Ursula Locke – Unit 1600 – Made the comment that she does not agree with all of the new parking committee recommendations, specifically the monthly fee for owner parking. The reason is that in the near future HOA dues may need to be raised or a special assessment added to complete projects around the property. If fees keep being assessed for other things, like parking, she does not believe owners will vote for an additional HOA dues increase.

**MILLRIDGE TOWNHOUSES**  
**BOARD OF DIRECTORS MEETING**  
**May 26, 2016**  
**Page 8 of 8**

Chris Morris – Unit 1604 – Commented on the new parking recommendations and fees. She does not think that it is a good idea to impose rules/fees that make it harder for owners to live here.

Penny Moody – Unit 1768 – Commented on the fact that parking spaces will be added for large vehicles behind her building which will make it hard to back out of her garage and that these spaces were not there when she purchased her home.

Dana Murphy – Unit 1684 – Made the comment to the above that her unit also backs out to parking and this is something that others on the property have to deal with as well.

- X    **Schedule next meeting date** – The next Board meeting will be held Wednesday, June 29th at 6:30pm, to follow the Annual Homeowners Meeting, to be held that evening at 5:30pm. The change in day of the week is due to the allowance for CMI to attend the meeting, as the presence of a CMI representative is a requirement for running the Annual meeting.
- XI    **Adjourn** – The meeting was adjourned at 9:15 PM

**\*Minutes for item VIII-i below in red.**

Parking Committee Recommendations 2016:

Continue with By-laws and Decs dictating parking policy

1. Each occupant is to park in their garage. **Recommendation approved by the board.**
2. Each occupant vehicle is to have an official MR parking sticker displayed in the back top left window. **Recommendation not approved by the board. Stickers have been used in the past and proved ineffective.**
3. All vehicles must be parked front first. Lined parallel parking behind building 16 will be parked front to the west with passenger side of vehicle within 12 inches or 1 foot of fence. Creating 5 additional spots. **Recommendation approved by the board. Funds to create additional parking spots to come from parking fees collected.**
  - a) Parking behind building 16 is primarily for oversized trucks that occupant garages will not accommodate.
4. All lined spaces to be numbered. **Recommendation approved by the board. Funds for numbering parking spaces to come from parking fees collected.**
5. All numbered spaces will be designated as visitor or paid parking. Towing will take place after 1<sup>st</sup> warning. Only Board members can authorize towing. **Recommendation approved by the board.**
  - a) Occupants that need temporary parking should contact Parking Committee. For example, home repairs that are utilizing garage space.
  - b) Visitor parking year around by front pool where handicapped parking is located. No temporary parking. **Recommendation approved by the board.**
6. Parking outside of garage is allowed for loading and unloading only and the garage door must be completely open while this takes place.

No overnight loading and unloading permitted. The previous 24-hour time limit is revoked. **Recommendation approved by the board.**

7. The East fence is to be used primarily for passenger cars in operating condition, RV's, utility trailers, motorcycles, campers, boats, snowmobiles, jet skis and like recreational equipment. Commercial vehicles including, but not limited to, delivery trucks, vans, special use trailers, or vehicles adapted to a business use, like a pickup truck that has been fitted with special racks or storage bins. Trucks with towing equipment and or winches, double cab and ride along half cabs.

**Recommendation approved by the board, but more clarification on what will be considered a "truck" will be sought from the HOA lawyer.**

8. All parked vehicles must be operational, licensed in Oregon unless a visitor, maintained in a clean and tidy condition. All occupants must submit license number (s) to CMI. No vehicle repairs allowed on common grounds. Car Washing is permitted. Only Millridge residents/visitors may park on Millridge property. **Recommendation approved by the board.**

9. Parking spots where lights from cars interfere with windows, will be labeled visitor, until landscaping or fencing have been installed as in other areas on property. **Recommendation approved by the board.**

10. No owner, renter or occupant shall be allowed more than 2 additional paid spaces at one time **(the following was added during the meeting)** and must be up to date on HOA dues. **Recommendation approved by the board.**

11. Paid parking will consist of a monthly charge ~~in advance of commenced time frame not at the end of monthly period~~ (the following was added during the meeting) to be paid with HOA dues. Rentals shall take place for 30 day periods. Not all lined parking will be available for use as paid parking. Parking renter will be assigned a numbered spot based on availability of opened spots not desired location. There is no guarantee of a spot to any owner/occupant. When there are more renters of parking spots than available parking spots, a lottery of rented available spots shall take place. Parking fees shall be held in a separate

line item on the budget and designated for road repair and replacement. ~~The fee for 2016 starting September 1, 2016 will be \$35.00 per month and increase \$5.00 dollars a year thereafter until \$100.00 per month threshold has been reached. On January 1, 2017 the fee will increase to \$50.00 per month. Each year after, the fee will be based on the COLA increase or \$5.00, whichever is greater.~~

**Recommendation approved by the board.**

12. A map will be provided marking visitor and paid parking.

**Recommendation approved by the board.**