

MINUTES OF THE BOARD OF DIRECTORS MEETING OF MILLRIDGE HOMEOWNERS ASSOCIATION HELD APRIL 27, 2017 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  
Spencer Morris – Vice President  
Laura Holgate – Secretary  
Sue Seaver – Treasurer

**ABSENT:**

**BY INVITATION:** Steve Meyer, CAMP, CMCA, AMS,  
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**

Introductions commended throughout the room.

**III. NOMINATIONS FOR OPEN BOARD POSITIONS**

There were no nominations.

**IV. APPROVE/MODIFY AGENDA**

**AGREED:** Sue Seaver moved approval of the agenda as amended. The motion was seconded and carried without objection.

**V. APPROVAL OF MINUTES OF 3/30/17**

**AGREED:** Laura Holgate moved approval of the minutes of 3/30/17 as circulated. The motion was seconded and carried without objection.

**AGREED:** Sue Seaver moved approval of the minutes of 4/8/17 as circulated. The motion was seconded and carried without objection.

**VI. COMMITTEE REPORTS**

- a. **Treasurer's Report** – Treasurer Sue Seaver delivered a report for the period ending March 31, 2017. We are looking good. Electricity is over budget but will level out. Landscape miscellaneous was over budget, but the items will be reclassified to other items due to storm damage and other items. Most of these items will go to reserves as well as storm damages. Irrigation will go to irrigation. Pest control invoices have been adjusted.

**ACTION ITEM: CMI to send a gl code year to date for 6690 to the Board.**

- b. **Landscape** – The committee reported. We will adjust the irrigation and ask owners to watch and report plants that need more water. A copy of the Landscape Committee Report is attached as Exhibit A.
- c. **Architectural** – The committee reported. We have 2 requests from Ron Burns, one for holes repair for garage door and a request for weather stripping at the bottom of the garage door. Ron asked for permission; no approval needed, he may proceed.
- d. **Maintenance** – Laura Holgate reported for the committee. A copy of the Maintenance Committee Report is attached as Exhibit B.
- e. **Clubhouse** – Sue Seaver reported. We had one rental on Easter Sunday
- f. **Events** – Christine Prince reported. We had a successful plant sale event. Leftovers were taken to the Oregon food bank. Betty reported that we have 97 owners, but only 4 donated for the sale. The sale brought in \$139 to be used for clubhouse improvements. The funds will be kept in a safe until needed and we thank those that have donated. Paint seems to be the priority. We can purchase paint but have no painter and we need volunteers. We can add this to the list of volunteer projects and the newsletter.
- g. **Neighborhood Watch** – Sue Seaver reported. We had more than 30 people at Tuesday's meeting. The speaker was informative. The Sheriff reported a low crime rate. We do not have a homeless population. We thank Shirley for putting this together. Shirley will put together an emergency preparedness in a couple of months. The fridge magnet works well.
- h. **Pool Committee** – The committee reported. We have some new signs. There is a new garbage can in the back. We have 2 donated umbrellas, one on a base and one needs a table with a hole in it. We are asking for volunteers. We will distribute the pool rules. The tile repairs will be considered as part of the Reserve Budget Meeting. This is a large number and needs to be prioritized with other long term/high cost projects. The county department that inspects the pools is not requiring that we repair the crack. We can do a temporary patch of the crack and additional information is being obtained about that.

## VII. OWNERS' FORUM

- One owner asked about the roof repairs and inspections.
- One owner asked about the reserves meeting. We are waiting for the roof inspections to complete. We may ask Glen to confirm with Apex to see if we can get another roofer to inspect.
- One owner asked about the gutter repairs.
- One owner received a notice from a solicitor regarding pipe insurance. This is a scam. The HOA will be adding this to their newsletter.

**ACTION ITEM: CMI will ask Gutter Pro when they will be onsite to complete the repairs. Steve Slocum is the**

contact.

**VIII. Unfinished Business**

- a. **Unit 1624 - Garage Leak** - Ratify repairs authorized by CMI NTE \$500. Cost: \$492; Contractor: Apex Roofing.
- b. **Unit 1750 - Garage Leak** - Ratify repairs authorized by CMI NTE \$500. Cost: \$342; Contractor: Apex Roofing.
- c. **Unit 1748 - Roof Leak/Storm Damage** - Ratify actual cost of repairs (approved with NTE amount).

**AGREED: Sue Seaver moved to approve items A/B/C above per Apex Roofing repair proposals. The motion was seconded. No vote occurred; postponed pending receipt of additional information.**

**IX. New Business**

- a. Appointment of Nomination Committee for the upcoming Annual Meeting election. Two board member terms are expiring in June. These are in addition to the current vacancy.

**Spencer Morris was appointed as committee chair; Ursula Locke and Betty Lukins were appointed as committee members.**

- b. Approve/deny establishment of Volunteer Committee (and appointments by President).

**AGREED: Laura Holgate moved that there be a Volunteer Committee to make recommendations to the board on volunteer project requests and to recruit volunteers for approved projects. The motion was seconded and carried without objection. Sue Seaver was appointed as committee chair.**

- c. Approve/deny an owner's proposal for repayment of delinquent fees in two installments (proposal forwarded from Vial Fotheringham on 4/18/16).

**AGREED: Sue Seaver moved to deny owner's proposal for repayment of delinquent fees in two installments (proposal forwarded from Vial Fotheringham on 4/18/16). The motion was seconded and carried without objection.**

**ACTION ITEM: CMI to provide information to the board about a rider to the HOA insurance to cover volunteer workers.**

- d. Approve/deny Landscape Committee recommendation for deep root fertilization of 5 cherry trees east of big pool. Pacific Landscape bid: \$375.

**AGREED: Spencer Morris moved to approve Landscape Committee recommendation for deep root fertilization of 5 cherry trees east of big pool. NW Trees bid: \$375. The motion was seconded and carried without objection.**

- e. Approve/deny reimbursement to Chris Morris of \$59.99 for purchase of purple Rhododendron (2nd purple Rhododendron being donated by Bob and Judy Hetzer).

**AGREED: Spencer Morris moved to approve reimbursement to Chris Morris of \$59.99 for purchase of purple Rhododendron (2nd purple Rhododendron being donated by Bob and Judy Hetzer). The motion was seconded and carried without objection.**

f. Approve/deny Landscape Committee recommendation for purchase of 1/2 unit of red (aka fresh) Hemlock barkdust to be spread around the two new Rhododendrons (to be planted next to clubhouse walkway where Fir tree was removed). Cost: \$132 if HOA picks up; \$179 if delivered.

**AGREED: Laura Holgate moved to approve Landscape Committee recommendation for purchase of 1/2 unit of red (aka fresh) Hemlock barkdust, to be spread around the two new Rhododendrons (to be planted next to clubhouse walkway where Fir tree was removed) at a cost of \$132 (with HOA to pick up). The motion was seconded and carried without objection.**

g. **Units 1710, 1648, 1720** - Ratify authorization given by Landscape Committee for the following owners to plant flowers in front of their units; Owners to purchase, plant, maintain the flowers and remove them at the end of the season: Beckley (1710), Zinnias; Holgate (1648), Geraniums; Seaver (1720), annuals.

**AGREED: Laura Holgate moved to Ratify authorization given by Landscape Committee for the following owners to plant flowers in front of their units: Beckley (1710), Zinnias; Holgate (1648), Geraniums; Seaver (1720), annuals; Owners to purchase, plant, maintain the flowers and remove them at the end of the season. The motion was seconded and carried without objection.**

h. **Unit 1604** - Ratify authorization given by Landscape Committee for Chris Morris (1604) to donate and plant a Pieris and Golden Charm Thread-Branch Cypress in the area in front of her unit.

**AGREED: Laura Holgate moved to Ratify authorization given by Landscape Committee for Chris Morris (1604) to donate and plant a Pieris and Golden Charm Thread-Branch Cypress in the area in front of her unit. The motion was seconded and carried without objection.**

i. **Unit 1598 - Garage Roof Leak.** Approve/deny bid for repair of garage roof.

**AGREED: Laura Holgate moved that Apex Roofing be authorized to complete repair of the garage roof leak for an amount NTE \$1,000. The motion was seconded and carried without objection.**

j. **Building 1 - Visible storm damage to South side of roof.** Ratify actual cost of repairs (CMI authorized repairs in amount NTE \$500).

**AGREED: Spencer Morris moved to hold off on this item until we know the actual buildings that had repairs (the invoice states repairs were done on multiple buildings). The motion was seconded and carried without objection.**

k. **Unit 1640** - Approve/deny request to hardwire sump pump (currently connected via cord and plug).

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

l. **Unit 1640** - Owner request for approval to make repairs to garage door.

**AGREED: Sue Seaver moved that approval be given for Owner to make repairs to garage door at Owner's expense. The motion was seconded and carried without objection.**

m. **Unit 1744** - Approve/deny request to paint underside of two eaves panels.

**AGREED: Sue Seaver moved to approval request to paint underside of two eaves panels in an amount NTE \$150; work to be done when weather allows. The motion was seconded and carried without objection.**

n. **Damaged chain post near Southwest corner of Unit 1620** - Approve/deny repairs to be done by Maintenance Committee.

**AGREED: Sue Seaver moved that Maintenance Committee be authorized to repair damaged chain post near Southwest corner of Unit 1620 for an amount NTE \$100. The motion was seconded and carried without objection.**

o. **Trash can at pool** - Approve/deny reimbursement to Penny Moody for trash can to replace damaged trash can by pool.

**AGREED: Sue Seaver moved to reimburse Penny Moody the amount of \$22.97 for replacement of the trash can. The motion was seconded and carried without objection.**

p. **Establish Pool Opening Date.**

**AGREED: Christine Prince moved to open the pool on Friday of Memorial Day weekend. The motion was seconded and carried without objection.**

**XI. Next meeting dates:**

a. Monthly Board Meeting will be 5/22/17 at 6:30 pm

b. The Reserve Budget Meeting date will be announced; scheduling is pending receipt of requested bids.

**XII. Adjournment.**

The meeting was adjourned at 7:48 p.m.

### **Millridge Landscape Committee Report for 4/27/17 HOA Meeting**

The Landscape Committee met on 4/13/17. The following recommendations to the Millridge Board of Directors were voted on by the committee and need to be action items at 4/27/17 HOA meeting:

1. The committee recommends that the board approve NW Trees' bid for \$375 to apply deep root fertilization to the five cherry trees in the turf area east of the big pool.
2. The committee recommends that the board reimburse Chris Morris \$59.99. The committee wants to extend the purple rhododendron hedge beside the clubhouse walkway to fill in space where the fir tree use to be. It is a hard to find that type of rhododendron, so we felt we should buy the one we did while Cornell Farms still had them. Bob and Judy Hetzer donated another one to fill in the space.
3. The committee recommends that the board approve the purchase of ½ unit of red (or also called fresh) hemlock barkdust to be spread around the two rhododendron plants to be put in place where the fir tree once stood (next to clubhouse walkway). Best Buy red (fresh) hemlock, ½ unit, \$132 (we pick up) or \$179 (delivered).

The committee approved requests by the Beckleys (1710) to plant zinnia seeds and by the Holgates (1648) to plant geraniums and spread additional red hemlock barkdust in the common areas by their units. They will purchase, plant, maintain and remove these annuals at the end of the season. The committee also gave permission to Chris Morris (1604) to purchase and plant a pieris and a golden charm thread-branch cypress in the area in front of her unit. Permission was given to Sue Seaver (1720) to plant annuals in front of her unit.

Jeri Old (1620) is donating three rose of sharon plants and two jasmin plants to Millridge. The committee will work to find appropriate spots to plant these. Thank you, Jeri. Chris Morris purchased and planted red geraniums in the cement pots in the memorial garden at the west end of building 14. A small noble fir donated to Millridge by Mike Caravatta (1712) will be planted by volunteers by the alley next to unit 1668.

Ron Burns (1640) submitted a homeowner request to both the maintenance and the landscape committees. He wants the HOA to do something more about the water that accumulates in front of his unit when it rains a lot. The committee is waiting to hear back from Micah, Pacific Landscape, as to his recommendations.

A few informational items for homeowners:

1. PGE will be doing some work in the south/southeast corner of Millridge. The landscape crew has been alerted. We do not yet know when this work will happen.
2. On 4/13, Pacific Landscape jetted the drains in front of 1724, 1742, 1748 and 1756. We are waiting to hear their recommendations for possible further work in these locations.
3. The Oregon Department of Agriculture will treat Millridge grasses with insecticide to kill Japanese beetles in our area. We will receive 72 hour advanced notice and will pass this on to residents.

4. A pre-emergent was applied to bed areas on 4/17/17 by Pacific Landscape to help control weeds.

A list of possible Millridge landscape projects was developed by the committee and provided to the Millridge Board of Directors.

Maintenance Committee Report

April 27, 2017

Glen did a walk-through of the property with Steve Slocum from Gutter Pros to look at the downspout and gutter problems reported after their downspout installation last year and workers from Gutter Pros will be coming out to make repairs.

During the downspout installation, holes were left in the siding where the old downspout straps were pulled off. Repairing the holes was not part of the Gutter Pros contract. Glen obtained a bid from Gerard Brooks to fill and paint the holes in the siding in all the units, and the cost is prohibitive (\$6000), so Glen suggests that this could be a project for a group of Millridge volunteers.

Pacific Landscape came out to jet-clean drains hoping to resolve standing water issues in front of Bldg 14 and in front of unit 1724. Unfortunately, they discovered that the pipes are broken and clogged with tree roots. Pacific Landscape has submitted bids for digging up and replacing 90 feet of drain in front of Bldg 14; replacing a broken fitting and drain pipe that has a hole in it in front of 1748; and digging up, unclogging, and repairing the pipe in front of unit 1724, along with installing a French drain in the area in front of that unit and re-grading the ground to slope away from the building. They also submitted a bid for installing a French drain and catch basin, and re-grading the ground to slope away from the building in front of unit 1640. The combined total of these bids was quite high (over \$5000), so Glen is seeking additional bids and possible alternative solutions to some of the situations.

A request was also received from the owner of 1642 to address a constant flow of water into the crawlspace of his unit. There is an underground spring about 3 feet deep that follows the water pipe under the foundation. TVWD has confirmed that it's not water from their system. Glen met with several contractors to discuss options (barriers, French drains, retention ponds), but none of them offer better than a 50% chance that their solution would solve the problem. The projects are all expensive and without a reasonable expectation of a successful outcome, so none of them are recommended.

The underside of two eaves in front of 1744 need moss removal and painting. Glen estimates the cost would be approximately \$150 and recommends this be done.

A request was received to hardwire the sump pump at 1640, which is currently connected via cord and plug. This was discussed with electricians, who advised that the cord and plug connection is the standard method of connection. It's unusual for an below-ground sump pump to be hardwired and most units come equipped with a cord and plug.

We have continued to see roof leaks throughout the property with the heavy rains and windstorms we've had. Repairs have been made to the south side of Bldg 1, where the



## Exhibit B

windstorm earlier this month lifted shingles across all of the units. Repairs have also been made to both the south side and the north side of unit 1748, the garage roof of 1750, garage roof at 1738, and repairs have been ordered for the garage roof of 1598. These are in addition to the garage roof repairs recently made at 1624 and 1750, and several other leaks in the last few months.

Prince of Peace church is not willing to repair the fence that was damaged when the tree from their property fell. (Legally, it is not their responsibility to repair our property even though it was their tree). Glen estimates repairs would cost \$300 or less.

Sometime during the night of 4/17/17, the white chain-post that separates the alley behind Bldgs 3 and 5 was damaged - appears to have been run into by a car. Glen would like to be given approval to buy materials (expected to be \$100 or less) and make the repair himself.

There are still several projects that already have board approval but will be scheduled when weather allows. These include the previously listed projects at 1680, 1600, 1610, 1580, and 1624.

Roof inspections that have been ordered in order to confirm the remaining useful life of several roofs are also on hold due to weather conditions.

Glen continues to work on getting bids and looking into options for projects that will be considered as part of the Reserve Budget planning. These include a sidewalk lift project to solve some standing water issues throughout the property, replacement of pool tiles and other pool repairs, and asphalt repairs.