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**Millridge Homeowners Association
Meeting Minutes
Board of Directors Meeting
August 24, 2017**

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 August 24, 2017. The meeting was called to order by Christine Prince at 6:32 pm.

II. Introductions.

Introductions proceeded throughout the room.

III. Board Member Attendance:

DIRECTORS PRESENT: **Christine Prince** (President)
Tom Messecar (Vice-President)
Sue Seaver (Treasurer)
Laura Holgate (Secretary)
James Bauer (Director at Large)

IV. Volunteers for Open Board Position.

Christine Prince made a call for volunteers to fill the position vacated by Laura Holgate. After no other volunteers stepped forward, Laura Holgate volunteered to be reinstated. Christine Prince moved to appoint Laura Holgate to the board and resume office of Secretary. The motion was seconded and passed unanimously.

V. Appointment of Reserve Committee.

Christine Prince established an ad-hoc Reserve Committee and appointed Elizabeth Kenworthy as Chairperson.

VI. Approve / Modify Agenda.

Tom Messecar moved that the purchase of a tall ladder for the Maintenance Committee be added to the agenda [item XII(i)]. The motion was seconded and other modifications agreed upon, including the removal of the unit number from item XII(h) because the requested repair isn't located near that unit, and the following additions to new business: schedule of weed spraying and notification [XII(j)]; bees nest near building 11[XII(k)]; request to place AC unit in planting area in front of unit #1748 [XII(l)]; and pool closing date [XII(m)]. The agenda, with the modifications described, was approved.

VII. Accept / Modify Minutes of 7/27/17 Board of Directors Meeting.

Laura Holgate moved that the minutes of the 7/27/17 Board of Directors meeting be approved without changes. The motion was seconded and passed unanimously.

VIII. Accept / Modify Minutes of 8/12/17 Special Board of Directors Meeting.

Christine Prince moved that the minutes of the 8/12/17 Special Board of Directors meeting be approved without changes. The motion was seconded and passed unanimously.

IX. Committee Reports.

a. Treasurer's Report: Sue Seaver, Treasurer, reported. She summarized information from the most recent financial statement. She reported that Electricity is over budget YTD, all other utilities are below; that general maintenance, property maintenance and roof repairs are over budget, all other maintenance is below; insurance is slightly over budget; and that overall, operating expenses are

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11.9% below budget YTD. She mentioned that CMI had answered the questions previously asked by Ursula Locke and those answers would be forwarded to Ursula following the meeting.

- b. Landscape Committee:** Chris Morris, Landscape Committee Chairperson, reported. There wasn't a full Landscape Committee meeting during August, so there is no written report. In September, the committee will be busy planning for fall planting, making decisions about what to plant where and the scheduling of installing new plants. A reminder was made that Owners should not to talk to the landscape crew directly, but should bring all landscape related requests, questions, and concerns to her as the chairperson of the Landscape Committee.
- c. Architectural Control Committee:** Betty Lukins reported that the ACC committee members recommends approval of the request made in June to re-create a small parking space, formerly known as "Space #12," if the tenant in Unit #1672 still wants this space and is still willing to clean it up and turn it into a space suitable for parking a utility trailer or motorcycle. She explained that the reason is that the area is currently not maintained and having it cleaned up and turned into a small parking space would be an improvement at no expense to the HOA. In approving this, she mentioned that the gardeners don't maintain some areas within the community, and that's one of them.
- d. Clubhouse:** Sue Seaver announced that the clubhouse is booked for an event on 9/23/17. She reported that the cleaning service has been doing a good job. She requested that the Maintenance Committee look into servicing of the air conditioning/heating unit in the clubhouse since it hasn't been serviced for a couple years.
- e. Maintenance Committee:** Laura Holgate reported that a request was received prior to the July meeting to clear a clogged storm drain at the end of Bldg. 7. Glen Beckley, Maintenance Committee Chair, dug it out as much as possible but there were several inches of silt that couldn't be removed with just a shovel. The only request received this month was from the owner of Unit #1674 and was already completed by Bob Hetzer and Glen as volunteers and at no cost to the HOA. In addition, Glen has been very busy gathering bids and information for use in reserve budget planning.

Changes in Maintenance Committee administrative procedure were announced. Ursula Locke has agreed to take over upkeep of the Maintenance Projects Spreadsheet. Following discussion, Christine Prince appointed Ursula to the Maintenance Committee so she is privy to the information necessary to maintain accurate data about the status of all maintenance projects. Also, Tom Messecar has agreed to take over the role of being the point of contact for Glen to communicate with the board. The Maintenance Committee is comprised of Glen Beckley, Chairperson, and Ursula Locke, committee member. The committee is assisted by Tom Messecar as the board contact for Glen, and Bob Hetzer, who is a valuable volunteer on many maintenance projects.
- f. Events Committee:** Christine Prince announced that there are no events planned and the Events Committee won't be on the agenda going forward. She thanked those that helped with the previous events, and she offered her assistance if someone else has the time and desire to head up an events committee or organize events to bring the community together.
- g. Neighborhood Watch:** Shirley Carlson reported that an owner went out of town overnight and left their garage door open. Fortunately, nothing was taken. Shirley expressed appreciation for the two owners that noticed it and tried to contact the owner. A reminder was made that we should all help each other out by letting someone know if their garage is open after dark.
- h. Pool Committee:** Penny Moody reported that she met with the pool inspector from Washington county. Everything was generally good, with only a couple minor items noted in the inspection report. Penny took care of adding the address at the emergency phone, which was needed at both pools. The missing tiles were noted on the inspection report. Also, there must be at least 4 feet of unobstructed deck space around perimeter of pool; and the hose should stay out of the pool when using it to add water.
- i. Volunteer Committee:** Sue Seaver reported and encouraged people that have been volunteerig to report the hours spent on volunteer projects.

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- X. Owners' Forum.** The board heard comments from owners, including those shown below.
- a. Shirley Carson thanked Laura for returning to the board and said she thinks we have a good board right now.
 - b. Jeri Old asked about the newsletter. Christine explained there was no newsletter for August because she was on vacation, but there would be a newsletter for September..
 - c. Paul Blomquist said he's noticed several shrubs that have died or are not doing well and suggested that someone should go around and look at the condition of things. Chris Morris explained that she relies on owners to bring things to her attention by sending her an email or calling her.
 - d. Eleanor Rieben expressed frustration that she had reported her gutter problem to the board and CMI several times and it still wasn't fixed. It was explained that her downspout was done incorrectly by Gutter Pros, and was included in the list of warranty repairs that Gutter Pros had promised to make but were dragging their feet about scheduling the work. Tom reported that Glen was actively communicating with Gutter Pros in an effort to get the work completed. The board discussed options if the work wasn't scheduled soon.
 - e. Ron Burns said he submitted three requests that weren't on the agenda. One was that over a year ago, Patty Jackson told him that the place where he removed the lockbox on the front of his unit would be repainted. Another was that someone was supposed to power wash an area of siding on his unit. The request was discussed at length, and it was decided that Glen would need to meet with Ron to see exactly what he was describing because it sounded like a request that had already been completed.

XI. Unfinished Business.

- a. **Approve/deny re-creation of former parking space #12 for use as a motorcycle or small utility trailer space.**

Christine Prince moved to approve the request to re-create former parking space #12 for use as a motorcycle or small utility trailer parking space. The motion was seconded. Following discussion, the motion was modified to specify that the approval is conditioned on the space being cleaned up by the resident requesting to use the space. The motion, as modified, was seconded and carried without objection.

AGREED: The current resident of Unit #1672 (Matt Curtis) will be allowed to park a utility trailer in the area behind the dumpster located in the alley behind Building 9, on the condition that he cleans up the space in a way that makes it suitable as a small parking space, and does so at no expense to the HOA.

- b. **Establish process for securing AC units and rules for patching once removed.**

Laura Holgate made a motion to require that when window-mounted air conditioners are removed at the end of September, owners must remove support brackets and fill the holes created as part of the mounting process. The motion wasn't seconded, but discussion ensued. The motion died for lack of a second. Jim Bauer suggested there be further research and a special meeting on the air conditioning issue because it will come up every year and specific guidelines need to be established. Laura Holgate moved to refer the matter to the Architectural Control Committee to research how other HOAs handle window-mounted AC units and report its recommendations for specific standards and rules related to window-mounted AC units to the Board of Directors. The motion was seconded and carried without objection.

ACTION ITEM: ACC to submit recommendations for 1) method of patching siding after AC units are removed in September; 2) rules and standards regarding exterior AC units.

XII. New Business.

- a. **Approve/deny Justin Redd as Chairperson of the Architectural Control Committee.**

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Christine Prince moved that Justin Redd be appointed as Chairperson of the Architectural Control Committee. The motion was seconded and carried without objection.

b. Approve/deny sump pump inspections.

Sue Seaver moved that a volunteer be appointed to assist CMI with scheduling of sump pump inspections. The motion was seconded. Following discussion, Sue withdrew her motion and replaced it with a motion to refer the matter of sump pump inspections to the Maintenance Committee to research inspection methods used by CMI.

ACTION ITEM: Maintenance Committee to discuss inspection method (ex: manual manipulation of pump or running of water through pump) and scheduling considerations with CMI, and provide information to the board in advance of the next board meeting.

c. Approve/deny gutter cleaning.

Sue Seaver moved to approve an amount NTE \$4800 for gutter cleaning, jetting of downspouts, and applying moss treatment to roofs. Motion was seconded. Following discussion and review of invoice from last cleaning, the motion was carried without objection.

d. Approve/deny moss removal treatment on roofs.

No motions (included in XII(c), above).

e. Approve/deny trimming of branches in north alley behind buildings 13-16 by volunteers.

Sue Seaver moved to authorize volunteers to trim the branches of the trees along the fence in the north alley behind buildings 13-16. Motion was seconded and carried without objection.

f. Approve/deny repairs (caulking and repainting) to second-floor siding damaged by removal of old downspouts.

Sue Seaver moved to approve an amount NTE \$1000 for caulking and repainting of second-floor siding where old downspouts were removed.

g. Approve/deny repair or replacement of power washer.

Christine Prince moved to repair or replace the power washer. The motion was seconded and discussion ensued. There were multiple questions and different options proposed. No vote was taken. Christine Prince made a new motion to refer it to Justin Redd and Jim Bauer to work together to research the various options and make a recommendation at the next board meeting.

ACTION ITEM: Jim Bauer and Justin Redd to research various options (whether to repair, replace, or rent as needed; if buying, should it be electric or gasoline powered; what psi is best for HOA needs; life expectancy of new equipment with proper maintenance; what are the maintenance and storage requirements; costs of each option) and report their recommendations at the next board meeting.

h. Approve/deny request to clear out storm drain on the south end of building 7.

Sue Seaver moved to approve the request to unclog the drain at the end of building 7. Motion was not seconded. Discussion ensued. Glen Beckley's email about this storm drain was read and handed to Chris Morris and Bob Hetzer. The email states: "I dug it out, however, the pipe that runs to the county storm drain in the alley is about half full of silt. My shovel is too wide to clear it out, but maybe Micah's crew has the right tool to ream out the pipe too." Chris Morris said she'd ask Micah to take a look at it. A vote was taken and passed unanimously.

AGREED: Chris Morris will ask Micah for his recommendation or bid.

i. Approve/deny purchase of tall ladder for use by Maintenance Committee.

Christine Prince moved to approve an amount NTE \$200 for purchase of a tall ladder. Motion was seconded and, after discussion, carried without objection.

j. Select scheduling option and notification method for weed spraying by Pacific Landscape.

Christine Prince moved to approve the first scheduling option presented by Pacific Landscape for chemical treatment of weeds, which is that they will do "spot spraying" in different beds each week on their regular service day, beginning after Labor Day; notice will be sent by CMI to owners via email and hand delivered by volunteers to residents who don't receive email. Motion was seconded and carried without objection.

k. Approve/deny removal of an underground bees' nest near building 11.

Sue Seaver moved that CMI be authorized to dispatch an extermination service to eradicate an underground bees' nest near building 11. The motion was seconded and, after discussion, was carried without objection.

l. Unit #1748 (McCambridge) - Approve/deny request for placement of air conditioning equipment in the planting area in front of the unit.

Christine Prince moved to approve Sue McCambridge's request to place portable air-conditioning equipment in the planting area in front of her unit through the end of September, at which time it must be removed. The motion was seconded and carried without objection.

m. Set date for pool closure.

Sue Seaver made a motion that the pools be kept open as long as weather permits and volunteers are still available for chemical checks. The motion was seconded and discussed. The motion was amended to add that it will be kept open no later than September 30th, and will be closed sooner if necessary to accommodate the scheduling of the tile replacement. The motion, as amended, was seconded and carried without objection.

AGREED: The pools will remain open until September 30, 2017, provided good weather conditions and availability of volunteers to check pool chemicals. Pool may be closed sooner if necessary to accommodate scheduling of tile replacement at front pool.

XIII. Next Meeting Date.

The next Board of Directors meeting will be Thursday, September 28, 2017 at 6:30 pm.

XIV. Adjournment. Christine Prince adjourned the meeting at 8:08 pm.