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**Millridge Homeowners Association  
Meeting Minutes  
Board of Directors Meeting  
February 23, 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 143<sup>rd</sup> Avenue, Portland, OR 97229 on February 23, 2017. The meeting was called to order by Christine Prince at 6:31 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)

**IV. Volunteers for Open Board Position.**

Christine Prince announced the ongoing vacancy on the Board of Directors and asked attendees if anyone wanted to volunteer. It was announced that the vacant term ends in June, 2018. No volunteers came forward.

**V. Approve / Modify Agenda.**

Laura Holgate moved to modify the agenda. The motion was seconded, modifications were agreed upon and the agenda, as modified, was approved.

**VI. Accept / Modify Minutes of 1/26/17 Meeting.**

Laura Holgate moved to approve the minutes of the 1/26/17 Board of Directors meeting with one correction (the unit number referenced in IX(c) corrected from 1742 to 1642). Motion was seconded and carried without objection.

**VII. Committee Reports.**

- a) **Treasurer's Report:** Sue Seaver, Treasurer, announced there was no Treasurer's Report because the board was not yet in receipt of the financials from CMI.
- b) **Landscape Committee:** Chris Morris, Landscape Committee Chairperson, read a report from the last Landscape Committee meeting. A copy of the report is attached as **Exhibit A**.
- c) **Architectural Control Committee:** There were no new ACC requests; no report.
- d) **Maintenance Committee:** Laura Holgate read the maintenance committee report. One item discussed was treating the sidewalks with a bleach-based solution to kill moss. It was decided in a previous meeting that Spencer Morris and other volunteers would complete the project. It has been delayed due to scheduling and weather conditions but will be completed soon. A copy of the written report is attached as **Exhibit B**.
- e) **Clubhouse:** Sue Seaver reported that clubhouse was reserved for 2/24/17.
- f) **Events Committee:** Christine Prince announced that an Events Committee meeting would be scheduled soon. Possible upcoming events include a fundraising garage sale and an emergency preparedness presentation.
- g) **Neighborhood Watch:** Shirley Carlson suggested that a reminder be sent to Owners to complete and turn in the Owner/Tenant Information Form, along with information about anybody that has a key for use in the event of an emergency.

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- h) **Pool Committee:** Nina Sparr requested that a board meeting be set up to discuss pool issues in advance of the season. Of specific concern was the issue of a crack in the front pool.

**VIII. Owners' Forum.** Owners in attendance were given opportunity to make comments. Bob Hetzer suggested that an announcement go out to Owners about parking restrictions during upcoming tree work and that cones be set up to block affected parking spots the night before the work is to be done.

**IX. Unfinished Business.**

- a) **Approve/deny installation of backflow device and irrigation box in front of Building 7 at a total cost NTE \$1720.**

Laura Holgate moved to approve the bids received from Oregon Backflow Testing and Pacific Landscape Management to complete the project as recommended by Glen Beckley, Maintenance Committee chairperson. The motion was seconded and, after discussion, the following motion passed without objection: ***Approval is given for Oregon Backflow Testing, in coordination with Pacific Landscape Management, to install a new backflow system in front of unit 1642 to serve building 7. Work shall be completed per respective company proposals: Pacific Landscape Management will provide digging labor and supervision at a cost of \$520; Oregon Backflow Testing will install the irrigation box and device for a base cost of \$877.50 for parts, labor, and county permit fee, with cost possibly increasing up to \$1200 if unknown variables arise (such as need to work around pre-existing plumbing).***

- b) **Parking - review attorney response.** The vote from last month's meeting stands; Sue Seaver summarized: a majority is based on the number of Directors in attendance that are entitled to vote, not the total number of Directors in attendance. No additional response or advice was discussed.
- c) **Ratify payment of \$32.96 made to Sue Seaver as reimbursement for trash bags and CO2 detector for clubhouse.** Spencer Morris moved to ratify reimbursement of \$32.96 to Sue Seaver. The motion was seconded and passed without objection.
- d) **Approve/deny reimbursement in the amount of \$152.99 to Laura Holgate for ink and paper for clubhouse copier.** Sue Seaver moved to approve reimbursement of \$152.99 to Laura Holgate. The motion was seconded and passed without objection. Laura Holgate abstained from vote due to conflict of interest.
- e) **Approve/deny reduction of rat bait stations.** Laura Holgate moved that all bait stations be removed. Sue Seaver seconded the motion and discussion ensued. Following discussion, Laura Holgate amended her motion. **The amended motion, to remove half of the currently installed bait stations, was seconded and passed without objection.**
- f) **Approve/deny pursuit of legal remedy against Gutter Pros for repairs related to improper or careless installation of downspouts.** It was agreed that additional information is needed to determine specific repair needs.

***ACTION ITEM: Christine Prince will direct CMI to send a request to all owners/residents to report any current problems with gutters/downspouts so determination can be made whether the problem is related to the installation of the downspouts. Information received will be compiled onto spreadsheet for use in arranging for repairs under Gutter Pros warranty.***

- g) Establish a process by which Owners can volunteer time in exchange for points that can be applied toward use of clubhouse.** Sue Seaver moved that Owners who volunteer their time to projects designated and approved by the Board of Directors be awarded points that can be redeemed as a credit toward clubhouse rental. The motion was seconded and discussion ensued. After discussion, the motion was modified as follows: Owners who volunteer their time to projects designated and approved by the Board of Directors will be awarded ten (10) points per hour of volunteer work performed, and those points can be applied as credit toward the clubhouse use fee.

***ACTION ITEM: Sue Seaver will finalize details of the administration of the system and prepare information for a flyer to explain the new system to Owners.***

**X. New Business**

- a) Reserved Parking Signs for east alley.** It was agreed during a previous meeting that Reserved Parking signs would be placed along the east alley fence with additional wording indicating that the HOA board should be contacted to request a reserved space. Laura Holgate agreed to add the verbiage to the signs so that volunteers can affix them to the fence.
- b) Approve/deny locations for visitor-only parking spaces.** Sue Seaver distributed a map of the parking areas with nine spaces circled in red and moved that those nine spaces be designated as visitor-only parking. The motion was seconded and discussion ensued. The motion was amended to add the space nearest to the south end of Building 6, making for a total of ten spaces to be designated as visitor-only parking. The motion, as amended, was seconded and passed without objection. A copy of the map as marked at the meeting is attached as **Exhibit C**.
- c) Approve/deny the proposal of a change to the Bylaws (for referral to Owners for a vote) which would require a vote of the Owners for approval of any change to the use of common property.** Laura Holgate moved to strike. The motion was seconded and discussion ensued. The motion was tabled.
- d) Approve/deny the proposal of a change to the Bylaws (for referral to Owners for a vote) which would require a vote of Owners to fill all vacancies on the Board of Directors.** Laura Holgate moved to strike. The motion was seconded and discussion ensued. The motion was tabled.
- e) Approve/deny repair of water problem at 1588 for a cost not to exceed \$3000.** Sue Seaver moved to approve the bid from Pacific Landscape Management to repair the irrigation pipe in accordance with the proposal at a cost not to exceed \$3000. The motion was seconded and passed without objection.
- f) Approve/deny bid from Pacific Landscaping Management to do irrigation repairs for a cost not to exceed of \$1500.** Sue Seaver moved to approve the bid from Pacific Landscape Management to identify and repair problems in the irrigation system in accordance with the proposal at a cost not to exceed \$1500 (including time and materials). The motion was seconded and passed without objection.
- g) Approve/deny removal of damaged pine tree by clubhouse.** Sue Seaver moved that the storm-damaged pine tree near the front entrance of the clubhouse be removed by Northwest Tree Specialists, pursuant to the first of the three options recommended by the Landscaping

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Committee, which will result in a net cost of \$40 after adding the tree removal cost of \$390 to the existing contract and eliminating the \$350 charge for hauling off the wood after removal of the trees; instead, the wood from the trees will be removed from the property by volunteers organized by Sue. The motion was seconded and, after discussion, passed without objection.

- h) **Approve/deny reimbursement of \$62.91 to Sue Seaver for numbers/screws for directional signs.** Laura Holgate moved to approve payment of \$62.91 to Sue Seaver for purchase of numbers/screws for directional signs. The motion was seconded and passed without objection.
- i) **Ratify reimbursement of \$26.97 made to Sue Seaver for purchase of storage bins for HOA Christmas decorations.** Spencer Morris moved to ratify reimbursement of \$26.97 made to Sue Seaver for purchase of storage bins. The motion was seconded and passed without objection.
- j) **Unit 1580 - Roof leak (new leak/different location than previous leak).** Sue Seaver moved that the charge of \$465 for the repair authorized by CMI and made by Apex Roofing on 2/20/17 be ratified. The motion was seconded and passed without objection.
- k) **Unit 1744 - Roof leak.** Sue Seaver moved that the charge of \$480 for the repair authorized by CMI and made by Apex Roofing on 2/2/17 be ratified. The motion was seconded and passed without objection.
- l) **Unit 1648 - Garage roof leak.** Sue Seaver moved that the charge of \$483 for the repair authorized by CMI and made by Apex Roofing on 2/21/17 be ratified. The motion was seconded and passed without objection.
- m) **Unit 1696 - Garage roof leak.** Sue Seaver moved that the charge of \$395 for the repair authorized by CMI and made by Apex Roofing on 2/21/17 be ratified. The motion was seconded and passed without objection.
- n) **Unit 1640 - Approve/deny request to remove moss from top of fence between Owner's property and HOA common property and repaint after moss is removed.** Sue Seaver moved that the request be removed subject to the cost not exceeding \$60. The motion was seconded and passed without objection.

**XI. Next Meeting Date:**

- a) The next monthly board meeting will be the 4th Thursday of the month, 3/23/17, at 6:30 pm.

**XII. Christine Prince adjourned the meeting at 8:15 pm.**

EXHIBIT A

Millridge Landscape Report  
for 2/23/17 HOA Meeting

The Landscape Committee met on 2/9/17. Micah Wood, Millridge's representative from Pacific Landscape, joined us. The committee discussed possible projects for 2017, and agreed that care of our big trees and drainage issues were our priorities. We will try to include removing stumps when trees are cut down in the future; we will replace these trees where needed. We are also going to do a walkaround with Micah when the weather improves; we will look for areas in need of plants (grasses) and beautification rocks.

The committee and Micah discussed excessive water coming down the spout on the north side of unit 1588. Pacific investigated (already approved bid of \$325) and determined that the repair would cost no more than \$3,000. The board needs to approve the bid to repair the water problem, not to exceed \$3,000.

The committee recommends that the board approve the bid from Pacific Landscape, to do irrigation system repairs as the irrigation system is turned on again this year. The cost of the bid is not to exceed \$1,500.

At the January HOA Meeting, the board approved the \$3,690 bid from NW Trees to do the year one plan to care for our big trees. During the January storm, the pine tree by the front entrance to the clubhouse was damaged. Pacific cut off the broken branches, but the damage to the tree is significant. Bob Hetzer and Chris Morris met with NW Trees' arborist Scott Failla. We all felt that the tree will not survive the damage and should be removed. If the board agrees, we could do one of the following: 1. the \$3,690 already approved bid includes \$350 for removing the wood from the three trees to be cut down. Removing the clubhouse pine will cost \$390 (assuming we take care of getting rid of all of the wood). The board could approve adding another \$40 to the bid. 2. if we don't want to be responsible for getting rid of the wood, the board could authorize \$390 (plus another \$100 for wood removal) so this tree can be taken care of when NW Trees comes on 3/9/17 to do the work. 3. We could work with NW Trees to substitute the clubhouse pine for other work already approved and on the schedule for year one. One problem with this option...NW Trees prioritized work for the three years. The work in year one needs to be done because the trees are interfering with roofs, siding etc.

Three action items are requested for the next board meeting:

1. \$3,000 pipe repairs unit 1588
2. \$1,500 irrigation system repairs
3. additional tree removal cost..option 1 \$40  
option 2 \$490  
option 3 \$0

## EXHIBIT B

### Maintenance Committee Report - February, 2017

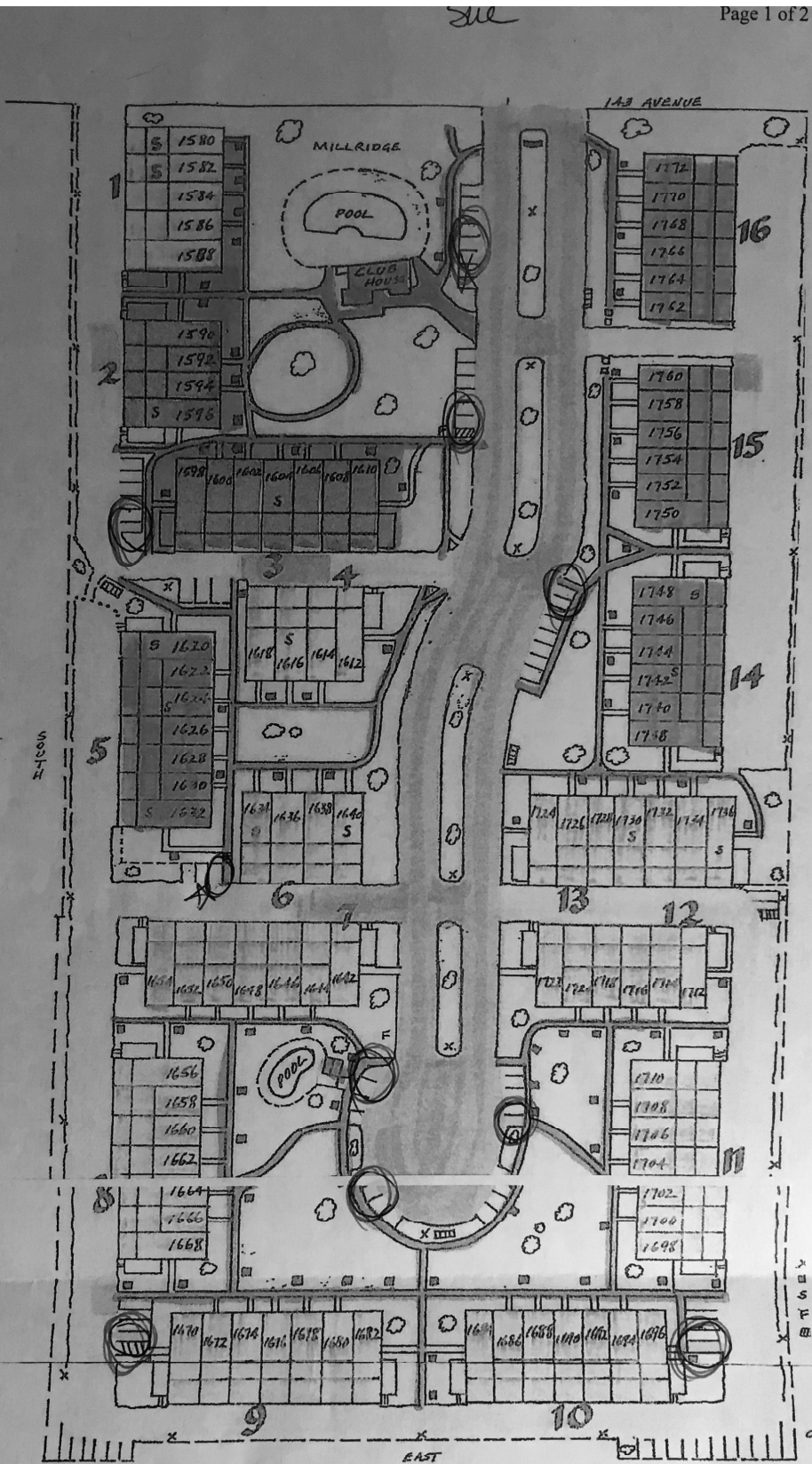
Glen has been out of town since just after the last meeting, but will be returning very soon.

#### **Ongoing:**

1. We are now in receipt of the revised bids for the installation of new backflow system in front of building 7. The work would be done in a combined effort between Oregon Backflow Testing and Pacific Landscaping. Oregon Backflow Testing would do the installation and the estimate is \$780, up to \$1200 depending on factors that can't be known until the work is started. Pacific Landscaping would provide the digging labor, Micah's supervision of the digging crew, and re-seeding after the project is complete; the quote given for that is \$520. Glen has recommended that the board approve the Oregon Backflow Testing bid NTE \$1200 and the Pacific Landscaping bid of \$520.
2. We need a list of all units with ongoing gutter problems that may be the result of Gutter Pros installation of downspouts.
3. Unit 1680 - Removal of mold/mildew from eaves at back of unit and repainting afterwards is still pending warmer weather.
4. Unit 1600 and fascia of building 3 - Repainting of new trim is still pending warmer weather.
5. Unit 1580 - Repainting of new siding (due to leak of old siding) is still pending warmer weather.
6. Moss on sidewalks - in response to a request received in late November, approval was given for a bleach solution to be applied to sidewalks in areas affected by moss; the work to be done by a volunteer committee of owners, with Spencer Morris appointed as the board member involved. There has been a lot of nasty weather between then and now, which I presume prevented being able to coordinate a time for this. We've now received a reminder from the original requestor, and it would be good to get this scheduled.

#### **New reports and requests since last meeting:**

1. Unit 1580 (Finnell) - Roof leak (new location/leak). Apex inspected; made repairs or took temporary measures at a cost under \$500 as authorized by CMI; waiting for invoice or estimate (if further repair is needed).
2. Unit 1744 - Roof leak. Apex inspected; made repairs or took temporary measures at a cost under \$500 as authorized by CMI; waiting for invoice or estimate (if further repair is needed).
3. Unit 1648 (Holgate) - Garage roof leak. Apex inspected, applied seal to seam; should be covered by warranty.
4. Unit 1696 (Clausen) - Garage roof leak. Apex inspected, applied seal to seam; waiting for invoice (under \$500 and authorized by CMI).
5. Unit 1588 (Jacqua) - Blockage in drainage pipe causing water to flood under the unit. Pacific Landscaping inspected and provided proposal to dig up, remove the blockage, put everything back together again at a cost NTE \$3000.
6. Unit 1624 (Payne) - Requesting approval to have their contractor install two roof vents to properly ventilate attic (ventilation issues have resulted in mold). Request updated: new roof vents may not be needed, they are waiting for further information.
7. Unit 1640 (Burns) - Requesting that HOA remove moss/mold from top of fence (it's an end unit so fence is adjacent to common property) and repaint. He is further requesting that if the HOA will not clean and repaint it, that he is allowed to do it himself and paint it with the red paint he used on the interior of the fence.
8. Unit 1754 (Mabe) - Heavy water pouring from gutter instead of draining into downspout and cleaning the gutters didn't improve the situation. CMI has been asked to include this among the items to be looked at by Gutter Pros since the problem could be what is happening with other units where the gutters were pulled away from the roof in the process of replacing the downspouts, allowing water to fall between house and gutter instead of flowing from the roof into the gutter. We need a list of all specific gutter problems that are possibly the result of Gutter Pros work on downspouts.



X = Handicapped  
 O = proposed visitor only 9 total  
 10 total - ★ Added space nearest to the east south side of unit 1634