

DRAFT

**Millridge Homeowners Association
Meeting Minutes
Board of Directors Meeting
January 26, 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 January 26, 2017. The meeting was called to order by Christine Prince at 6:33 pm..

II. Introductions.

Introductions proceeded throughout the room.

III. Board Member Attendance:

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

IV. Volunteers for Open Board Position.

Christine Prince announced the resignation of Robert Osburn and asked attendees if anyone wanted to volunteer. No volunteers came forward.

V. Approve / Modify Agenda.

Sue Seaver moved to approve the agenda with one addition to New Business. The motion was seconded; Laura Holgate amended the motion to add another item to New Business. The motion, as amended, carried without objection and the agenda was approved.

VI. Accept / Modify Minutes of 11/17/16, 12/3/16, 12/8/16, and 1/9/17 Meetings.

Sue Seaver moved to approve *and accept the Minutes of the 11/17/16, 12/3/16, 12/8/16, and 1/9/17 Board of Directors Meetings*. Motion was seconded and carried without objection.

VII. Committee Reports.

- a) **Treasurer's Report:** Sue Seaver, Treasurer, summarized the points shown on the financial statements for December, 2016. She also explained that there is a new, electronic accounts payable system in place through CMI, and that it appears to be a good system, but there are still some aspects of it that need clarification and that she will closely monitor it by requesting copies of the check register after each check distribution.
- b) **Landscape Committee:** Chris Morris, Landscape Committee Chairperson, reported that the big trees throughout the community are the top priority of the committee at this time, and that the committee unanimously recommends that year one of the three year plan proposed by Northwest Trees, at a cost of \$3690, be approved. The focus of the first year of the plan are trees that are interfering with buildings and could cause damage to the buildings. These will be pruned to create building clearance and to provide vertical clearance. Year one of the plan also includes the removal of three dead trees: two at the end of building 3, and one in front of unit #1724. She also reported that five trees were damaged in the recent storms, and recommended approval of the bid from Pacific Landscaping to cut off and haul away the broken branches.
- c) **Architectural Control Committee:** There were no new ACC requests; no report.
- d) **Maintenance Committee:** Laura Holgate read the maintenance committee report. A copy of the written report is attached as **Exhibit A**.

- e) **Clubhouse:** Sue Seaver reported that there are no new reservations for the upcoming months.
- f) **Events Committee:** Christine Prince thanked those who helped with the Christmas Potluck and Ornament Exchange. She reported that she plans to get the committee together soon and plan out events for the year. Sue Seaver asked that attendees submit any event ideas they may have. Betty Lukins suggested there be a one-day rummage sale in the clubhouse as a fundraiser, with items donated by homeowners and the proceeds used for updates to the clubhouse decor, such as paint or flooring.
- g) **Neighborhood Watch:** Shirley Carlson reported that two police cars were parked by the back pool for a long time recently, but she wasn't able to determine the reason because she didn't see where the officers were. She also reported that an owner's smoke alarm recently went out and when that owner went to the fire department (because they will provide new alarms or change the batteries in alarms for free), the fireman gave her two new ones - one for downstairs and one for upstairs and told her that a lot of people weren't putting alarms upstairs. Shirley suggested that the newsletter include a reminder that there should be smoke alarms on each floor. The idea of having someone from the fire department come to Millridge to speak about fire and safety hazards was mentioned and received a positive reaction.
- h) **Pool Committee:** No report.

VIII. Owners' Forum.

There were no comments made.

IX. Unfinished Business.

- a) **Installation of backflow boxes; repair lever in irrigation box for area near building 7 - status of bids.**

Laura Holgate reported that Glen Beckley, Maintenance Committee Chairperson; Bob Hetzer, Maintenance Committee Member; Micah from Pacific Landscaping; Tina Dolan from Tualatin Valley Water District (TVWD); and Paul Blomquist, owner unit 1642, met to discuss the need for the installation of a backflow device to keep irrigation system water from flowing into water that feeds the units in that area. Tina Dolan, TVWD, confirmed a backflow device was necessary. Glen has obtained bids from Pacific Landscaping and from Oregon Backflow Services and is in continued discussion with both companies to coordinate the work that will be done by each company in order to bring the total project in at a cost much below the initial bid received. Glen also purchased a universal backflow wrench, eliminating the need to replace the valve in the irrigation box.
- b) **Approve/deny the Tree Work Proposal from NW Tree Specialists.**

Spencer moved to approve the first year of work as proposed, at a cost of \$3690. The motion was seconded. After discussion, Sue Seaver amended the motion to approve ***the proposal of NW Tree Specialists for the first year of work, but with the condition that the wood be cut into chunks and not hauled away and the total cost be adjusted to remove the cost of hauling away the wood.*** The amended motion was seconded and passed without objection.
- c) **Approve/deny clearing debris from two to four of the irrigation boxes and install mesh fabric and rock for better drainage.**

Laura Holgate moved to ***approve the bid from Pacific Landscaping to clear debris from the irrigation box nearest to unit 1742 (where backflow device is being installed) and to line the box with mesh fabric and rock at a cost of \$92.*** The motion was seconded. In discussion it was noted that the decision of whether to do this with other irrigation boxes

could be made at a later date after seeing whether it improves drainage in this box. The motion passed without objection.

d) Parking.

Survey Results: Laura Holgate announced the results of the parking surveys returned from owners. Thirty surveys were returned. Six (6) owners selected Option 1, which was to designate visitor parking spaces throughout the community and allow resident parking as is currently being done. Four (4) owners selected Option 2, which was to allow owners to use common ground as their primary parking space by obtaining a permit at no charge. Thirteen (13) owners selected Option 3, which was to allow owners to use common ground parking as their primary parking space by obtaining a permit for a monthly fee. Six (6) owners didn't choose any of the options, but instead wrote what they wanted as comments. Of those six, four (4) owners wanted something MORE restrictive than the options listed on the survey; one (1) owner wanted something LESS restrictive than the options listed on the survey; one (1) owner's comments were a variation of Option 2; and one (1) survey wasn't included in the results because it wasn't available at or prior to the time of the meeting.

Sue Seaver made the following motion: A certain number of parking spaces be marked as Visitor Only parking, the number and location of which will be decided at a later date, and that no other changes be made. The motion was seconded and debated.

During debate, Laura Holgate suggested that Spencer Morris and Christine Prince should abstain from voting on parking matters due to the appearance of a conflict of interest. It was agreed that the attorney's advice be obtained with respect to the appearance of a conflict of interest.

After discussion, there were two votes in favor and one objection to the following motion: ***A certain number of parking spaces throughout the community shall be marked for visitor use only, the exact number and location of which will be determined later.***

Following the vote, there was a question of whether two votes were sufficient to pass the motion with four Directors in attendance. It was agreed that it would be confirmed with attorney.

Spencer Morris left the meeting.

XI. New Business

- a) **Approve/deny process for Maintenance Committee to authorize emergency repairs.**
Deleted; no motions made.
- b) **Approve/deny reimbursement to Sue Seaver for trash bags and CO2 detector for clubhouse (\$32.96).**
Postponed. Only two voting Directors in attendance, one being Sue Seaver.
- c) **Approve/deny reimbursement to Glen Beckley for lamp post fixtures (\$95.97).**
Laura Holgate moved to ***approve reimbursement of \$95.97 to Glen Beckley for purchase of lamp post fixtures.*** Motion was seconded and passed without objection.
- d) **Approve/deny reimbursement to Glen Beckley for backflow wrench (\$35.95)**
Sue Seaver moved to ***approve reimbursement of \$35.95 to Glen Beckley in the amount for purchase of a universal backflow wrench.*** Motion was seconded and passed without objection.

- e) **Approve/deny reimbursement to Laura Holgate for copier ink and paper (\$152.99).**
Postponed. Only two voting Directors in attendance, one being Laura Holgate.
- f) **Unit 1580 -**
i. Ratify emergency measures by Greenpoint Construction on 1/6/17 to protect siding from leak (\$500).
Sue Seaver moved to **ratify the work done by Greenpoint Construction at a cost of \$500** to prevent additional damage until permanent repairs could be made. The motion was seconded and carried without objection.
- ii. Approve actual cost for Gerard Brooks to repair siding leak (\$1120).*
Sue Seaver moved to **approve siding removal and replacement by Gerard Brooks in order to fix a leak in the siding at a cost of \$1120.** [Note: approximately one additional hour will be billed to paint the siding when weather permits.] The motion was seconded and passed without objection.
- g) **Unit 1580 - Roof leak report; not related to siding leak.**
Laura Holgate moved that Apex Roofing be authorized to make repairs in an amount not to exceed \$1500. The motion was seconded and discussed. It was noted that this is the roof that recently had a leak above another unit (1588), and that Apex Roofing was able to provide a temporary fix to stop the leak but advised that there is not a long-term solution because the roof of the building needs to be replaced. The motion was amended as follows: **a bid for replacement of the roof will be obtained, and Apex Roofing is authorized to take short-term measures to stop the current leak.** The motion passed without objection.
- h) **Approve/deny reduction of rat bait stations.**
Postponed pending additional information.
Action Item: *Sue Seaver will contact pest control company for recommendation of how many bait stations are needed to prevent/control infestation.*
- i) **Approve/deny removal of broken limbs from five (5) storm damaged trees.**
Sue Seaver moved to approve the bid from Pacific Landscaping in the amount of \$604, to cut off and haul away broken limbs from four trees near the front of the community, and to clean small branches from the limbs that were cut off the tree near the back pool by HOA Services, and to cut those limbs into chunks. The motion was seconded and discussed. It was noted that there was still one branch that needed to be cut off the tree near the back pool and that the work to remove that remaining limb and to clean the small branches and cut all of the limbs removed from that tree into pieces would likely cost as much as having them haul the wood away. The motion was amended as follows: **that the original proposal from Pacific Landscaping in the amount of \$668 be approved.** The motion, as amended, passed without objection.
- j) **Approve/deny pursuit of legal remedy against Gutter Pros for problems resulting from installation of new downspouts.**
Laura Holgate made the following motion: **that an additional attempt be made to have Gutter Pros correct the problems resulting from the downspout installation as provided for under warranty prior to taking any legal steps, and to proceed with a letter from the attorney only if they refuse to make warranty repairs.** The motion was seconded and, after discussion, carried without objection.
Action Item: *Christine Prince will contact Steve at CMI to follow up on Gutter Pros warranty work requested.*

- k) **Approve/deny purchase of three (3) plastic bins for storage of Christmas decorations at a cost of \$8 each, total of \$24.**

Sue Seaver moved to **approve the purchase of plastic bins for storage of Christmas decorations at a cost of \$24 to prevent them from being ruined.** The motion was seconded and carried without objection.

- l) **Ratify Schwindt and Co. review of financial statements and preparation of tax forms at total cost of \$2025.**

Laura Holgate moved to **ratify the approval given to Schwindt and Co. for review of financial statements and preparation of certain tax forms at a cost of \$2025.** The motion was seconded and passed without objection.

- m) **Schedule Reserve Budget Meeting.**

Sunday, February 19th at 10:00 am was set as the tentative date and time for a meeting or workshop to discuss the budget plan for reserve expenditures this year.

- n) **Inoperable/wrecked car in East alley.**

Laura Holgate stated that the car parked horizontally along the East alley fence belongs to an owner in Millridge that has asked for permission to leave it there for approximately one week while he waits for insurance assessor to inspect it. Laura Holgate moved to **allow the owner to leave the vehicle in the East alley through Wednesday, February 1st.** The motion was seconded and, after discussion, passed without objection.

- o) **Establish process by which owners can volunteer time in exchange for points that can be applied to use of clubhouse.**

Sue Seaver made a motion **to establish a points system for volunteers so that time spent volunteering for projects assigned by the HOA would be rewarded with points that could be used toward clubhouse rental, with specific details to be worked out at a later date.** The motion was seconded and carried without objection.

XI. Next Meeting Date:

- a) The next monthly board meeting will be the 4th Thursday of the month, 2/23/17, at 6:30 pm.
b) Reserve Budget meeting will be held Sunday, 2/19/17, at 10 am (may be subject to change).

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

MAINTENANCE COMMITTEE REPORT

January 26, 2017

Summary of maintenance items completed since the last regular meeting:

1. **SUMP PUMPS:** Most sump pumps were inspected in mid-December. There were a few owners that they either weren't able to reach to schedule a time for inspection, or weren't at home at the scheduled time. CMI is in the process of scheduling those soon. A copy of the list that CMI used for inspections will be distributed. If you have a sump pump and your name/unit isn't on the list, please let a board member know (even if you've already called CMI).
2. **GUTTER CLEANING:** Gutters were cleaned 1/25 & 1/26 by HOA Services. They also applied a zinc treatment to kill moss on roofs.
3. **Unit 1758** - Clow Roofing made warranty repair to stop roof leak.
4. **Unit 1684** - Apex Roofing repaired holes in two of the eaves.
5. **Unit 1684** - Gerard Brooks made dry rot repairs and doorway trim repair.
6. **Unit 1680** - Gerard Brooks inspected eaves and determined there's no rot, but the mold/mildew needs to be removed and the eaves repainted. He will complete that when weather permits.
7. **Clubhouse** - CO2 detector replaced.
8. **Unit 1600** - Gerard Brooks sealed hole where squirrels were nesting and replaced a section of dry-rotted fascia board. Will paint when weather permits.
9. **Unit 1610** - Gerard Brooks replaced dry-rotted trim. Will paint when weather permits.
10. **Unit 1594** - Gerard Brooks sealed around bathroom vent pipe to stop roof leak.
11. **Unit 1580** - Gerard Brooks repaired a siding leak and replaced the problem section of T1-11 siding with Hardi-Plank siding. The new siding will be painted when weather permits.