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**Millridge Homeowners Association
Meeting Minutes
Board of Directors Meeting
July 27, 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 July 27, 2017. The meeting was called to order by Laura Holgate at 6:31 pm..

II. Introductions.

Introductions proceeded throughout the room. There were approximately 20 owners in attendance (not including board members).

III. Board Member Attendance:

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

IV. Approve / Modify Agenda.

It was agreed that the request from Nels Olson to place garage sale signs on common property be added to agenda as IX(h). Laura Holgate moved to approve the agenda with that addition. The motion was seconded and passed without objection.

V. Accept / Modify Minutes of 6/22/17 Board of Directors Meeting.

Laura Holgate moved to approve the minutes of the 6/22/17 Board of Directors meeting as prepared. The motion was seconded and passed without objection.

VI. Committee Reports.

- a. Treasurer's Report:** Sue Seaver, Treasurer, reported. She summarized information from the most recent financial statement. Sue thanked Ursula Locke for helping to review the reported expenses to be sure that each expense is being applied to the correct budget category, and reported that one of the expenses needed to be confirmed and a copy of the invoice had been requested from CMI. Sue explained the difference between the Operating Budget (used for the day to day operating expenses and short term or minor projects) and the Reserve Budget (for long-term and major projects) and provided examples. She addressed a concern raised by an owner via email who thought the big tree work should have been paid from the Operating Budget because the work was done on an annual contract. She explained that there is no contract and since the work being done this year will not be needed again in the next 3 years, it is appropriate that it was paid from the Reserve Budget.
- b. Landscape Committee:** Chris Morris, Landscape Committee Chairperson, reported. Kathleen Noss was welcomed as a new member of the Landscape Committee. Chris reminded attendees that questions or comments about landscaping issues should be directed to the committee, rather than the workers from Pacific Landscape. A copy of the report was distributed prior to the meeting.
- c. Architectural Control Committee:** It was announced that Patty Jackson resigned her position as Chairperson of the Architectural Control Committee. The board expressed thanks for her many years of excellent service to the HOA. Three committee members attended the meeting: Betty Lukins, Jeaneen Bestul, and Elaine Clawson. Justin Redd indicated an interest in volunteering as ACC chairperson; Laura Holgate will give that information to Christine Prince for her consideration in appointing a new chairperson. Due to Patty's resignation, requests received during July were

DRAFT

given to Betty Lukins during the time designated for the ACC Report, along with photos of existing ACC violations on the agenda for discussion. After brief consultation amongst themselves (during which the Clubhouse report was given), the three committee members made a recommendation that the storm door request from Ron Mabe (1754) be approved, and that the suggestion made by Pacific Landscape to move the irrigation controllers from inside the pool chemical rooms to outside (no charge for doing so) also be approved. The parking space matter postponed from last month had not been reviewed, so no recommendation on that was made. There were no other requests to the ACC for the month of July.

- d. **Clubhouse:** Sue Seaver reported that the clubhouse was booked three times in July. One of the doors needs repair, and can likely be fixed by the Maintenance Committee or another volunteer.
- e. **Maintenance Committee:** Laura Holgate reported that Glen Beckley, Maintenance Committee chairperson was on vacation and reminded attendees to send any Maintenance Committee requests to Steve at CMI, who will forward requests to Glen and the board. The roof at building 5 is taking much longer than anybody wants. Steve at CMI will be asked to push Apex for completion. An owner reported that her handrail was damaged when debris was dropped off the roof; CMI will be notified and final payment will be held until the damage is repaired. Complaints circulated by a homeowner (prior to meeting) about the bid process for the building 5 roof replacement were addressed. Due to the very harsh winter and the spring windstorm, roofers were extraordinarily busy and not available to come out for bids, so CMI was not able to obtain the additional bids requested. Gutter Pros have not yet been out to make repairs as promised. Steve at CMI will be asked to follow up and push for work to be completed before fall.
- f. **Events Committee:** There was no report by the Events Committee.
- g. **Neighborhood Watch:** Shirley Carlson reported that the draft form of the minutes of the Annual Homeowners Meeting contained an error in describing the Neighborhood Watch Committee report given during that meeting. In the Annual Homeowners Meeting minutes, it reads, *"we have a renter in the back of the property that is causing some trouble. The police have been out here today. The home is up for sale."* Steve Meyer (for CMI) prepared the draft minutes and has been asked to correct it to remove the reference to the home being up for sale, which was a misunderstanding of what was actually reported. The reported problems are completely unrelated to another unit at the back that was listed for sale in early July, and the home where the disturbance was is not for sale. *Note: Since the draft minutes to be corrected are for the Annual Homeowners Meeting, and not a Board of Directors meeting, the Board of Directors cannot make the correction. The draft minutes will be presented to homeowners for approval or modification at the 2018 Annual Homeowners Meeting. The decision of whether to revise their draft minutes sooner than that is left to CMI.*
- h. **Pool Committee:** Penny Moody reported that things were going swimmingly, and thanked Jeaneen Bestul for taking care of the back pool. Penny has been watering plants inside pool area. Patio umbrellas need to be put down after use to avoid damage.
- i. **Volunteer Committee:** Sue Seaver reported. Volunteers and materials/equipment are needed to paint "VISITOR ONLY PARKING" on the spaces designated as such in a previous meeting. She estimates supply expenses NTE \$300 and would like that added to agenda. *[POST MEETING NOTE: By oversight, that didn't get voted on by board and will have to be approved or denied at next meeting.]* Owners who want to volunteer or to suggest projects for the volunteer committee should contact Sue Seaver.

VII. Owners' Forum. The board heard comments from owners, including those shown below, and discussed them during Owners' Forum or when interjected at other times during meeting:

- a. Two Owners from building 5 voiced complaints about how long the roof replacement being done by Apex was taking and that there were often only one or two workers who often didn't work full days. One owner said he was inconvenienced by the roofers having their hose connected to the outdoor water faucet, which could also impact the HOA water bill. Jeri Old (Unit 1620) reported that her handrail was damaged by debris falling off roof [*see Maintenance Committee report*]; Dave Clark

DRAFT

(Unit 1630) reported that roofers had an extension cord plugged into an outlet that uses electricity billed to him and he intends to submit demand for reimbursement.

- b. An owner asked if there were standards for storm doors and how owners can take advantage of sales on things like storm doors when things have to be approved by board.
- c. An owner pointed out that item 6, on page 3 of the financial statement says "recreations" where it should say "recreation" and suggested that be corrected. He also suggested that any budget category that doesn't apply to our HOA be omitted from the report.
- d. Bob Hetzer found the nozzle to the power washer, but the equipment needs a tune-up or may need to be replaced.
- e. An owner reported that the planting area next to the 3 parking spaces at the east end of Building 5 (and near the garage of Unit 1634) isn't getting enough water because the in-ground sprinkler doesn't reach most of it. Chris Morris will ask Micah at Pacific Landscape if he can switch to a different type of sprinkler head. In the meantime, Michael Holgate was volunteered to hand water if there is a faucet nearby to connect a hose.
- f. Dave Clark reported that he has a wasps nest above his back door that leads to his courtyard and wanted to know how it could be removed. It was suggested that he call a pest control company or service to remove it or use a spray made for that purpose. Jim Bauer volunteered to help him to remove it.

VIII. Unfinished Business.

- a. **Approve/deny** re-creation of former parking space #12 for use as a motorcycle or small utility trailer space. Proposed space is along the fence in the east alley.
Laura Holgate moved to postpone this matter to allow ACC more time for review and to make recommendation. The motion was seconded and passed without objection.
- b. **Unit 1724 - Approve/deny** bid from Pacific Landscaping to improve drainage.
Laura Holgate moved to approve Pacific Landscape's bid of \$1035 to dig up and unclog drainpipe and repair as needed. The motion was seconded and passed without objection.

IX. New Business.

- a. **Approve/deny relocation of irrigation controllers from pool rooms so they aren't stored with pool chemicals, which can damage or shorten the life of the equipment.**
Laura Holgate moved to approve having Pacific Landscape move the control boxes from inside the pool rooms to outside the pool rooms as indicated in the photos, which they've agreed to do at no charge. The motion was seconded and discussion followed. The ACC reviewed the photos and recommended approval. The motion was carried without objection.
- b. **Unit 1592 - Ratify authorization given by Landscape Committee for owner to donate and plant hydrangea in common area near their unit.**
Sue Seaver moved to ratify the authorization given for owner to donate and plant a hydrangea on common area near their unit. Motion was seconded and carried without objection.
- c. **Unit 1754 - Approve/deny new storm door.**
Laura Holgate moved to approve the owner's request to install the storm door as shown in the photo accompanying the request (at Owner's expense). The motion was seconded and discussed. The ACC recommended approval. The motion was carried without objection.
- d. **Unit 1684 - Approve/deny roof repairs in valley where pitched roof of unit meets flat garage roof.**
Laura Holgate moved to deny requested repairs since there is no leak, but to notify owner that if a leak develops, repairs will be scheduled on an urgent basis. The motion was seconded and discussion ensued. After discussion, the motion was carried without objection. It was further agreed

DRAFT

that Owner would be given the following information about the timeline for garage roof replacement.: the flat garage roofs of all 16 buildings are due for replacement within 1 to 5 years; the estimated timeline for each building will be set forth in the next Reserve Study and prioritized according to condition, previous reserve study, and funding considerations.

- e. **Establish process for reporting nuisance or crime notifications.** The following guidelines for Owners/Residents were recommended:

1. Call 911 if you see or hear something that makes you afraid for your own or another person's safety, or if you are aware of a crime in progress.. As we learned in the recent Safety Meeting by the Sheriff's office, you can tell the 911 dispatcher that you don't want police coming to your door because you want to keep your identity from being known to whomever is causing the problem. If you provide your phone number to police, they can call you for information they may need.

2. Call the non-emergency number for the Washington County Sheriff's Department if you are aware of a property crime that has already taken place or a potential public hazard.

3. After calling police if needed, report the incident to CMI and/or a current board member. Reports must come from someone who actually saw or heard the problem first-hand in order for board to take action on it.

4. Situations that create a nuisance or unreasonable disturbance (examples mentioned included a party in the alley, excessive noise, banging on doors) should be reported to CMI and/or a current board member.

Action Item: These guidelines, along with Washington County Sheriff's Dept non-emergency number, and the contact information for CMI and all active board members to be included in next newsletter.

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

Jim Bauer moved to postpone discussion of AC units to another meeting. Motion was seconded, and after brief discussion, was carried without objection.

- g. **Approve/deny responses to existing violations.**

Photos of existing violations were distributed. Sue Seaver moved that violation notices be sent for all noted violations. The motion was seconded and discussion ensued. Three owners that would be subject to violation notices were in attendance, and their specific situations discussed. Motion was carried without objection.

Action Item: Laura Holgate to submit the owners names, unit numbers, and photo or description of violation to CMI for CMI to send violation notice which will include a time within which the violation must be corrected in order for the owner to avoid fines.

- h. **Approve/deny request by Nels Olson (Unit 1756) to place Garage Sale signs on common property.**

Laura Holgate moved to allow signs to be placed on day(s) of sale. Motion was seconded and discussed. Sue Seaver modified motion to add that no more than three signs be placed, they may only be up for two days, and must be removed promptly when sale is over. Motion, as modified, was carried without objection.

- X. **Next Meeting Date.**

DRAFT

The next Board of Directors meeting will be Thursday, August 24, 2017 at 6:30 pm;
The Reserve Budget Meeting will be Saturday, August 12, 2017 at 10 am.

XI. Adjournment. Laura Holgate adjourned the meeting at 8:15 pm.

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