

**MINUTES OF THE BOARD OF DIRECTORS MEETING OF MILLRIDGE HOMEOWNERS ASSOCIATION HELD MARCH 30, 2017 AT 6:30 PM AT THE MILLRIDGE TOWNHOMES CLUBHOUSE LOCATED AT 1610 ½ NW 143<sup>rd</sup> PORTLAND OR 97229.**

**PRESENT:** Spencer Morris – Vice President  
Laura Holgate – Secretary  
Sue Seaver– Treasurer

**ABSENT:** Christine Prince – President

**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**

Spencer Morris called the meeting to order at 6:30PM.

**II. INTRODUCTIONS**

Introductions commenced throughout the room.

**III. APPROVE/MODIFY AGENDA**

**AGREED:** Sue Seaver moved approval of the agenda as circulated (as updated 3/30/17). The motion was seconded and carried without objection.

**IV. APPROVAL OF MINUTES OF 2/23/17**

**AGREED:** Laura Holgate moved approval of the minutes of 2/23/17 as circulated. The motion was seconded and carried without objection.

**V. COMMITTEE REPORTS**

- a. **Treasurer's Report** – Treasurer Sue Seaver delivered a report for the period ending February 28, 2017. Sue reported on the narrative of the financial statement as prepared by CMI. Sue reported on the account balances of the HOA, reserves, and receivables.

**ACTION ITEM:** CMI to run a #6690 GL year to date report and send to the BOD.

- b. **Landscape** – We welcome Jeri Olds to the landscape committee. A copy of the written committee report is attached as Exhibit "A."
- c. **Architectural** – The committee reported. We have a re-submitted request from Unit 1742 to replace the front window. The owner's request is to replace the front window with a white vinyl

window of the same size and shape as the existing window. This was approved by the Board previously. Laura Holgate will send a confirmation.

- d. **Maintenance** – Laura Holgate reported for the committee. We thank Glen Beckley for his hard work. Laura Holgate has been helping Glen with the paperwork. A written copy of the report is attached as Exhibit "B
- e. **Budget** – no report provided.
- f. **Clubhouse** – no report provided.
- g. **Events** – Sue Seaver reported. There will be a garage and plant sale soon. We need donations. This will be held in Jeri Old's garage. We may need a flyer.
- h. **Neighborhood Watch** – Sue Seaver read an email from Shirley. Shirley asked Doreen Rivera, from the Washington County Community Outreach and Education Team, to contact the HOA about giving a presentation on personal safety, home security, and more. The HOA needs to pick a date for the onsite presentation. Several dates were discussed. Tuesday, April 25<sup>th</sup> at 6:30 was the date agreed upon.
- i. **Pool Committee** – Glenn and Penny met and talked about the cracks in the front pool and issues to address before pools open. The county does not require the cracks to be repaired at this time. Glen will handle the maintenance and repairs as part of the maintenance committee's responsibility. Penny will be recruiting volunteers to do the required water checks on both pools.

VI. **OWNERS' FORUM**

- Cat feces was an issue and was discussed.
- Pet cleanup was discussed.
- We thank Bob Hetzer for trimming the tree.
- Water usage was discussed.
- One owner had concerns that the governing documents are not being adhered to. The Board read the owner's concerns aloud and were prepared to respond tonight. Laura Holgate read all of the concerns and stated all of the responses. At the owner's request, a copy of his email, together with the Board's responses, is attached as Exhibit "C." Sue Seaver explained the spreadsheet that the Board is keeping that has the existing accurate data for roof installation dates and life expectancies; the upcoming roof inspections will provide information about the condition and remaining life expectancy of those roofs for which there isn't adequate information on record.
- One owner provided an update for mold in the attic on their unit. We have bids on the unit and we have this on the agenda discussion. The process of roof replacements and venting issues was discussed.

VII. **UNFINISHED BUSINESS**

- a. **Unit 1742 (Hayne)** - Approve/deny Maintenance Committee recommendation that Pacific

Landscape jet-clean the storm drain nearest their unit.

**AGREED: Sue Seaver moved to approve the Pacific Landscape proposal for \$163. The motion was seconded and carried without objection.**

**b. Unit 1580 (Finnell)** - Approve/deny additional repairs to be made by Apex roofing if further investigation determines starting point of the remaining leak is related to the roof. An NTE amount of \$5000 was previously approved to fix the leak; \$1220 of that has been spent to repair the siding portion of the leak.

**AGREED: Laura Holgate moved that the Board will have Apex out to see if there is a simple fix to the step flashing that would solve the problem and be within the remaining NTE amount previously approved. The motion was seconded and carried without objection.**

**c. Moss on sidewalks** - Approve/deny Maintenance Committee recommendation that professionals be used instead of volunteers to remove moss from sidewalks, treating only those areas where moss is present and using the least caustic method to minimize damage to the concrete.

**AGREED: Sue Seaver moved to strike this item from the agenda due to report by Spencer Morris that volunteers had removed much of the moss and will contact Glen to determine if/where additional treatment may be needed. The motion was seconded and carried without objection.**

**d. Bylaws Amendment: Adoption of Fees for Use of Common Property** - Approve/deny proposal of a ballot measure, to be referred to Owners for a vote, as to whether an amendment be made to the Bylaws that would require a majority vote of the owners in order to enact new fees for the use of common property.

**AGREED: Sue Seaver moved to approve a proposal of a ballot measure, to be referred to Owners for a vote, as to whether an amendment be made to the Bylaws that would require a majority vote of the owners in order to enact new fees for the use of common property. The motion was seconded and, after discussion, Sue Seaver withdrew her motion; it may be re-introduced at another meeting.**

**e. Bylaws Amendment: Approval of Nominees to Fill Mid-Term Vacancies of Board Positions** - Approve/deny proposal of a ballot measure, to be referred to Owners for a vote, as to whether an amendment be made to the Bylaws as to whether nominations to fill board positions that become vacant before the term has expired must be approved by a majority of voters in attendance at the Board of Directors meeting at which the nomination is made.

**AGREED: Sue Seaver moved to strike this agenda item; may be re-introduced at another meeting. The motion was seconded and carried without objection.**

#### VIII. NEWBUSINESS

a. Unit 1624/Bldg 5 (Payne) – Mold in attic. Approve/Deny repairs or replacement of roof. Bid from

Apex for all pitched portions of Building 5 is \$24,500.

**AGREED: Sue Seaver moved to replace building 5 roof, with a decision on which roofing company will do the work pending the receipt of 2 additional bids; the HOA will hire APEX Roofing if additional bids cannot be obtained within 15 days. The motion was seconded and carried without objection.**

b. Unit 1624/Bldg 5 (Payne) - Garage leak. Ratify repairs authorized by CMI, or approve/deny bid for repairs if work hasn't been completed.

**This will be ratified at the next meeting when the invoices are received.**

c. Unit 1750/Bldg 15 (Nowack) - Garage leak and broken soffits. Ratify repairs authorized by CMI, or approve/deny bid for repairs if work hasn't been completed.

**This will be ratified at the next meeting when the invoices are received.**

d. Standing water over downspout in front of Unit 1748/Bldg 14 - Approve/deny bid from Pacific Landscaping to jet out drainage from downspout (\$115).

**AGREED: Sue Seaver moved to approve the Pacific Landscape proposal. The motion was seconded and carried without objection.**

e. Standing water in front of Unit 1724/Bldg 13 - Approve/deny bid to clean out downspout and drains (\$194).

**AGREED: Sue Seaver moved to approve the proposal. The motion was seconded and carried without objection.**

f. Unit 1640 (Burns) - Approve/deny Maintenance Committee recommendation that Gerard Brooks be hired to seal and paint exposed seams in siding when weather permits.

**AGREED: Sue Seaver moved to approve the Gerard Brooks proposal. The motion was seconded and carried without objection.**

**IX. NEXT MEETING DATES**

a. The next monthly Board Meeting will be on 4th Thursday of April, 4/27/17, at 6:30 pm in the clubhouse.

b. The Reserve Budget Meeting date will be announced; scheduling is pending receipt of requested roof inspection reports and other bids.

**X. ADJOURNMENT – the meeting was adjourned at 8:02PM.**

## Exhibit A

### Millridge Landscape Committee Report for 3/23/17 HOA Meeting

The landscape committee has no agenda items for the 3/23/17 HOA Meeting. The committee met on 3/9/17.

The committee is focused this year on maintaining/repairing existing irrigation; the committee will not be recommending adding additional irrigation this year. After a backflow box is added back by the north end of building 7, the committee will look at prioritizing the other boxes in terms of need to be cleaned out and fabric and rocks added to improve drainage.

NW Trees and Pacific Landscape are recommending that Millridge's azaleas and rhodys be assessed in a couple of months for lacebug infestation. NW Trees can provide this service for \$625. Lacebugs have been bad the last couple of years, but the cold winter may mean that treatment won't be needed this year.

The committee is assessing which of the flowering trees will need deep root fertilization. The committee will make a recommendation after our 4/13/17 meeting.

A sprayer rather than a drip system is in place in the front entrance brick planter. NW Trees completing the first phase of the three year plan to take care of our big trees. Four trees were removed and the stumps were ground. Other trees were pruned with first year priority given to trees most in need, including those that were too close to buildings and roofs. The landscape committee was pleased with the work and clean up.

Several members of the committee will be walking around Millridge on Monday, 3/20/17, with Micah, our Pacific Landscape representative. We will be looking at the hedges and how we want them maintained. We will also look for areas that need additional plants and/or beautification rocks.

Jeri Old has volunteered to be on the Landscape Committee. She regularly attends our monthly meetings, helps with projects and has a level of expertise that benefits us all. Thank you, Jeri. Other landscape committee members are Barbara Getty, Carol Parker, Judy Hetzer, Berta Kramlich, Nina Sparr, Sue Seaver, Betty Lukins and Chris Morris (chairperson).



## MAINTENANCE COMMITTEE REPORT - MARCH 2017

## ❖ CONTINUED / ONGOING

## ➤ In Progress:

- **New backflow valve in front of building 7:** Installation complete and it passed county inspection. Pacific Landscaping can now repair and re-seed the ground (they've been notified).
- **Gutter problems throughout property:** Glen will be meeting with Steve Slocum of Gutter Pros on Friday to walk through the property and address the problems that we believe resulted from the work they did in installing the downspouts
- **Unit 1580/Bldg 1 - Leaks causing damp walls.** Unfortunately, leaks have continued despite work that we thought would fix the problem. There is much less moisture getting in now, so the siding took care of most of it. Gerard Brooks noticed during a follow up visit that there was a drip coming down between the roof shingles and flashing that runs along the area directly above where the siding was replaced and he recommends that a licensed roofing contractor inspect this area for source of continued leak. **Status:** Additional investigation is needed to pinpoint starting point of the remaining water intrusion. If remaining leak is due to condition of the roof, the roof may need to be replaced.
- **Roof Inspections for Reserve Budget meeting.** CMI has submitted a work order to Apex Roofing to inspect the roofs of buildings 2, 3, 7, 8, 11, 13 and 16.
- **Sump Pump Inspections:** There are four sump pumps that weren't inspected this winter. Two (Units 1642 and 1742) are scheduled to be inspected on April 6th. CMI has been unable to reach the owners of the other two (1622 and 1630), so they still need to be inspected.

## ➤ Previously Postponed:

- **Moss on sidewalks - Recommendation:** Glen recommends having this done by professionals instead of by Millridge volunteers (as previously decided by board) with the specification that only those areas with moss growth present be treated and that the least caustic method be used in order to prevent unnecessary damage to the concrete. If board approves of having it done by professionals instead of by volunteers, Glen will obtain bids.
- **Unit 1742/Bldg 14 (Hayne) - Excessive standing water in front of unit.** Owner's report and request that the storm drain nearest his unit be jet-cleaned was postponed during the November, 2016 meeting pending further investigation of whether a clogged storm drain was actually the source of the excessive standing water. Visual inspection on 3/27 (a dry day) showed standing water directly over storm drain, indicating the drain is definitely clogged: **Recommendation:** Approve Pacific Landscaping bid to clean the sediment out of the basin and jet out up to 100' of pipe at a cost of \$163.
- **Front Pool Repairs - Status:** (1) Washington County pool inspector reports that repairing the cracks is recommended but not required as they are not large enough to be deemed a safety hazard at this time. A verbal bid of \$400 was given to use a putty that would fill the crack, but until the requested written bid and details are received, no recommendation will be made. (2) Some tiles are currently missing and many others are ready to fall off. Two verbal bids have been obtained - the first is to replace only those tiles that are currently missing at a cost of \$600. The life expectancy of the type of repair that would be done for individual tiles is approximately 1 year. The second is to replace all tiles, which would cost approximately \$6000 but have a life expectancy of several years. Awaiting written bids.

## ➤ Approved Projects Pending Warmer, Drier Weather:

- **Unit 1680** - Removal of mold/mildew from eaves at back of unit and repainting same area.
- **Building 3** - Painting of newly installed trim at front of building.
- **Unit 1580 (Finnell)** - Painting of newly installed section of siding.
- **Unit 1640 (Burns)** - Removal of moss/mold from top of fence (it's an end unit so fence is adjacent to common property) and repainting it in existing fence color.
- **Painting of "Visitor Only"** on 10 parking spaces as designated at February's board meeting.

❖ **NEW REPORTS AND REQUESTS**

- **Unit 1624/Bldg 5 - (Payne)**
  - Black mold in their attic. As part of their remediation, it was determined that the condition of the roof may be a contributing factor. **Status:** Apex Roofing inspected and submitted a bid for roof replacement (\$24,500).
  - Garage roof leak. **Status:** CMI has been instructed to schedule and authorize repairs NTE \$500.
- **Unit 1750/Bldg 15 - (Nowack)**
  - Garage roof leak and cracked soffit vents under courtyard gutter. **Status:** CMI has been instructed to schedule and authorize repairs NTE \$500.
  - Water is draining down the siding instead of into the gutter and downspout. **Status:** This will be addressed during walk-through with Gutter Pros.
- **Unit 1756/Bldg 15 (Olson)**
  - Excessive standing water in front of unit. There is no storm drain in this area and standing water is an ongoing problem over both sides of the sidewalk. **Recommendation:** Approve Pacific Landscape's bid to clean downspout and jet drains in area (\$186).
  - Overflowing gutter. **Status:** Added to list to be addressed in walk-through with Gutter Pros.
- **Standing water over Unit 1748 downspout:** Downspout trap clear, but water not draining. **Recommendation:** Approve Pacific Landscape's bid to jet out downspout (\$115).
- **Excessive standing water in front of Unit 1724:** **Recommendation:** Approve Pacific Landscape's bid to clean out downspout and jet clean drains in the area, install 1/2 yard soil and grade away from bldg (\$203).
- **Unit 1754/Bldg 15 (Mabe)** - Excessive water coming off roof even after gutter was cleaned. **Status:** This will be addressed during walk-through with Gutter Pros.
- **Unit 1600/Bldg 3 - (Locke)**
  - Gutter not attached to unit, causing water to flow directly off roof instead of into the gutter and downspout. **Status:** This will be addressed during walk-through with Gutter Pros.
- **Unit 1690/Bldg 10 (Rieben)** - Gutter not aligned with downspout. **Status:** This will be addressed during walk-through with Gutter Pros.
- **Unit 1640/Bldg 6 (Burns)**
  - Upper level of siding on back of unit has areas of rippled paint and exposed/separated seams in siding. Concerned about dry rot in this area at exposed seams. **Recommendation: Authorize Gerard Brooks to caulk seams in siding.**
  - Water is running down the siding from the roof instead of into the gutter because gutter was pulled away from unit. **Status: This will be addressed during walk-through with Gutter Pros.**
- **Unit 1642/Bldg 7 (Blomquist)**
  - Sump pump wasn't inspected during last round of inspections by CMI. **Status: CMI has scheduled inspection for 4/6/17.**
  - Excessive water is running into his crawlspace causing sump pump to turn on approximately every 15 minutes and he is concerned about mold in the crawl space. **Status:** When ground was dug up near his unit to install the new backflow valve, they observed a corroded pipe and nearly constant flow of water running downhill and through his crawlspace. Glen is speaking with experts and researching a suggestion made by Pacific Landscaping for a barrier to the foundation and a French drain that would lead to the nearest storm drain, the combination of which would divert the flow of water from his foundation. **Note: Owner needs to submit a written Homeowner Request form for tracking purposes.**
- **Roads throughout property** reported in need of repair. **Status:** One bid has been received, but further info is needed before recommendation can be made to board for upcoming Reserve Budget Meeting.
- **Building 3/Sidewalk Lift** - High levels of standing water in front of building at both ends prevents use of front doors during periods of heavy rain. **Status:** Bid submitted for board consideration at upcoming Reserve Budget Meeting for Bridgeport Concrete to raise sunken sidewalks throughout the community at a cost of \$1800.
- **Other drainage issues throughout property.** If jet cleaning the drains near units 1724, 1742, 1758, and 1756 (as recommended above) doesn't solve recurring drainage issues in these areas, bids for installation of French drains may be recommended for consideration at the Reserve Budget Meeting.



Laura Absher Holgate &lt;lauraabsherholgate@gmail.com&gt;

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**Fwd: Millridge HOA - Items for the 3/30/17 Board of Directors meeting**

1 message

Laura Absher Holgate &lt;lauraabsherholgate@gmail.com&gt;

Tue, Apr 11, 2017 at 10:23 AM

To: Laura Absher Holgate &lt;lauraabsherholgate@gmail.com&gt;

----- Forwarded message -----

From: **Tim Jackson** <tim@timjackson.com>

Date: Wed, Mar 29, 2017 at 10:46 AM

Subject: RE: Millridge HOA - Items for the 3/30/17 Board of Directors meeting

To: Steve Meyer &lt;Stevem@communitymgt.com&gt;

Cc: Diana Holm &lt;dianah@communitymgt.com&gt;, Christine Prince &lt;richardsonsofmillridge@outlook.com&gt;, Christine Prince &lt;Christine.Prince@lifewisehealth.com&gt;, Laura Holgate &lt;lauraabsherholgate@gmail.com&gt;, Spencer Morris &lt;vpmillridgehoa@yahoo.com&gt;, Sue Seaver - MRHOA &lt;dmeandsls@msn.com&gt;, Glen Beckley &lt;glenbe6@gmail.com&gt;

Steve,

It looks like we are reverting back to a time when we just greased the squeaky wheels at Millridge. We sure have lots of them on this agenda.

We busy ourselves with individual projects, call it an emergency, and ignore major Reserve Study recommendations, like the new roof on building 5, it was due in 2013. Did we get 3 bids?

**BOARD:** Due to an error in the Reserve Study, we only recently became aware that the roof of building 5 was in need of replacement. The reserve study showed it due for replacement in 2038. It's on tonight's agenda. And the water puddling in front of 1724 is worse than any others being requested by an owner. **BOARD:** Thank you for bringing it to our attention. We've added it to the updated agenda.

Given that Glen is referred to in the third person, and Laura did both the agenda and the Maintenance Report (see Properties), **[BOARD: It's not a secret that I [Laura Holgate] have been working with Glen to track the projects on the Maintenance Committee report; this has been said at the last several meetings just prior to reading the report]** I wonder why there are lots of projects recommended by the Maintenance Committee, but not on the agenda, **[BOARD: The reasons that some items are on the Maintenance Committee Report but not on the agenda are because final bids aren't in for them yet so they're not ready for a board vote; or they are major projects that are being investigated for consideration at the Reserve Budget Meeting, not for a vote at this board meeting; or they're projects that were already approved and are on the report to show the current status]** has a timeline been established for getting owners to report a problem, so the Board can act?

- Pool tiles **BOARD:** This is shown on the Maintenance Committee Report, but not on the



Agenda because requested written bids haven't been received.

- 1742 puddle **BOARD:** This was on the Maintenance Committee Report and is also on the Agenda, so I don't know what is being asked here.
- Sidewalk moss Originally requested in November **BOARD:** This has been addressed at previous meetings and is on the Maintenance Report and on the Agenda.
- Puddle in front of building 3 **BOARD:** One suggested solution for this is being investigated and may be considered at the Reserve Budget Meeting.
- New paving will cost over \$ 200, 000.. We need to be saving all we can. Getting 49 votes for a fee increase of any kind is not an easy task.

**May I suggest a couple of fine tunings to the agenda.**

- The Bylaws require a meeting of owners to approve an amendment. The agenda should show that the BOD is authorizing the law firm to create a written document detailing the Bylaws change. That should be given to the owners at the time the meeting is called (>15 days, <50 days) . A majority (49) owners must approve a change to the Bylaws, and 75% must approve a change to the CC&Rs, based on the written amendment. **BOARD:** An agenda is merely an outline - as a guide - of the matters to be considered during the meeting. The agenda items correctly state that the board is only approving or denying *"the proposal of a ballot measure, to be referred to the Owners for a vote, as to whether an amendment should be made to the Bylaws..."* The board is aware of the requirements and if the board votes to have a proposal for a ballot measure referred to the Owners to vote on, the HOA's attorney would draft the documents and would be relied upon to make sure the process adheres to Millridge's governing documents and any applicable laws.
  - Seems to me that the Board already got a vote from a straw poll of owners about parking fees, and it favored a charge. We have stalled that point for a year now, and this looks like an attempt to stall it further. **BOARD:** There is no parking matter on the table at this time, so nothing is being stalled. Last June, the resolution that was passed last May was revoked. After a lot of discussion during meetings since then, the Board voted that the only change to common area parking is that ten spots will be marked as visitor-only parking (see minutes of the 1/26/17 board meeting).
  - Have owners been clamoring for the right to vote on new replacement Board members? Why is that change being proposed? Will it add to the time a Director position remains open, or is this an attempt to structure the Board with like minded Directors? **BOARD:** This is on tonight's agenda at the request of a board member and it will be addressed when we get to that point in the meeting.
- Building 1 is not scheduled for a new roof until 2023. Flashing can be repaired without replacing a roof. And probably should have been included with the last batch of thousands spent on that repair at 1580. Could it be that it is a common wall to the President's unit? **BOARD:** This is another item on tonight's agenda and it will also be addressed when we get to that point in the meeting.

· The foundations of our units are the owner's responsibility, not the HOA. 1642 has been blaming the HOA for years for the water in the crawlspace. The HOA has met its duty to install a sump pump. **BOARD: Your comment has been noted and will be taken into consideration if this is added to an agenda for the board to address at a future meeting. It's not currently on the agenda.**

· New roofing for buildings 2, 3, 7, 13 and 16 are all not scheduled until 2023. At that time the total cost is projected (2015 Reserve Study) to be over \$ 177,000. We need to be saving all we can. **BOARD: Because of errors found in the roof information in the reserve study, all available roof records were reviewed and a spreadsheet was created [Sue Seaver] listing the information we've been able to confirm through records and we've ordered roof inspections and reports on the condition and remaining life expectancy of the roofs for which we have insufficient records. Also, the replacement date for buildings 1, 2 and 3 were all pushed out 5 years. The Reserve Study shows they were installed in 1993 and have a life expectancy of 25 years, meaning they're really expected to need replacement in 2018 but that date was "adjusted" (pushed out 5 years) for purposes of the Reserve Study, so depending on their actual condition, they may not be able to wait until 2023.**

Tim Jackson

503.914.3000

mailto:tim@timjackson.com

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**From:** Steve Meyer [mailto:Stevem@COMMUNITYMGT.com]

**Sent:** Wednesday, March 29, 2017 5:35 AM

**To:** Steve Meyer

**Cc:** Diana Holm; Christine Prince; Christine Prince (Christine.Prince@LifeWiseHealth.com); Laura Holgate; Spencer Morris (vpmillridgehoa@yahoo.com); Sue Seaver - MRHOA (dmeandsls@msn.com)

**Subject:** Millridge HOA - Items for the 3/30/17 Board of Directors meeting

Please see the attached items for the MRHOA Thursday 6:30 pm Board of Directors meeting at the Clubhouse:

Please send the following documents to owners via Eblast in preparation for Thursday's meeting.

1. Agenda for 3-30-17 Board Meeting
2. Financials
3. Landscape Committee Report
4. Maintenance Committee Report

The Millridge Board of Directors.

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Laura

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