

MINUTES OF THE BOARD OF DIRECTORS MEETING OF MILLRIDGE HOMEOWNERS ASSOCIATION HELD OCTOBER 26, 2017 AT 6:30 PM AT THE MILLRIDGE TOWNHOMES CLUBHOUSE LOCATED AT 1610 ½ NW 143<sup>rd</sup> PORTLAND OR 97229.

**PRESENT:** Vice President – Tom Messecar  
Treasurer – Sue Seaver  
Secretary – Laura Holgate

**ABSENT:** President – Christine Prince  
Director at Large – Jim Bauer

**BY INVITATION:** Steve Meyer, CAMP, CMCA, AMS,  
Community Manager

**OWNERS PRESENT** As indicated on sign in sheet

**I. Call to Order**

Tom Messecar called the meeting or order at 6:30 p.m.

**II. Introductions**

Introductions commenced.

**III. Board member attendance**

3 Board members were in attendance. 2 were absent.

**IV. Approve/modify agenda**

Two items were added to the agenda, and the modified agenda was approved.

**V. Approve/modify meeting minutes from 9/28/17**

**U – new business needs to add this was approved.**

**V – new business needs to add this was approved.**

**AGREED:** moved to approve the modified 9/28/17 Board of Directors meeting minutes. The motion was seconded and carried without objection.

**VI. Committee Reports**

a. Treasurer's Report

Sue Seaver presented the financial report. Overall, we are under budget. Income will be booked in Oct for clubhouse.

b. Landscape Committee

There were 3 owner requests. We talked about fall planting. Requests for next year are being discussed. The meetings are the 2<sup>nd</sup> Thursday. Owners need to fill out requests for landscape items. Irrigation is off for the season. Landscapers are working on leaves.

c. Architecture Committee

We did not meet this month. Chairperson delivered copies of the requests to committee members. There were 3 requests, 1744 trellis; 1676 security camera; and 1630 garage light.

d. Maintenance Committee

Maintenance committee meetings are at 4:30 on the 3<sup>rd</sup> Thursday. We completed 7 projects. Tom reviewed the projects that were completed. Pool tile repairs were postponed to 11/1/17. Gutter cleaning will be scheduled for December.

e. Clubhouse

There were no rentals this month. People are taking care of the place.

f. Events Committee

Events committee has been disbanded.

g. Neighborhood Watch

Shirley Carlson reported. Shirley reported on the health of one of the residents.

h. Pool Committee

The water level at the back pool was high, but Clear Water Services lowered it. The keys were discussed. Tom Messecar will make keys copies. Robert Osborn's keys need to be returned and given to Jim Bauer. Spencer's keys have been returned, but the office key from that set needs to be given to Tom Messecar. Someone needs to contact Sam Nixon to drain the pool to begin on the tile work. Tom volunteered to work on the pool tasks to prepare for the tile repair.

i. Volunteer Committee

We need more volunteers to step up. We have had a ton of volunteer work performed on the property and many projects have been completed around the property. Volunteers are needed to paint "Visitor Parking Only" on the ten spaces previously designated as such.

j. Reserve Committee

Wed Nov 8<sup>th</sup> at 6pm will be the next meeting. Committee requests \$108k for funds. The committee will coordinate with Steve Meyer and Schwindt on the update. In 2015 there was a 5 year adjustment made for several components. The previous reserve study was discussed.

**ACTION ITEM: CMI to contact Schwindt about the reserve study progress.**

k. Ad hoc Budget

Sue Seaver reported. We will start working on the budget soon. We have been making some calls on the forecast. We will find out the COLA increase.

**ACTION ITEM: CMI to send out the draft budget.**

I. Ad hoc Homeowners Manual

We met once and have assignments. We will meet in a week or so. We will have references to where rules can be found in the CC&Rs, Bylaws, minutes, and/or laws. This will be helpful to existing and new owners.

**VII. Open floor to members – two minutes please**

- One owner had concerns about their planter bed ARC denial. A flag denial was discussed.

**VIII. Unfinished Business**

**a. Sump Pump Inspections - CMI arrangements**

There have been issues with owners not being home during the inspection times and thus causing more expense to the HOA. Steve Meyer advised the HOA should charge the owner for missed appointments to re-inspect. Current sump pump list was given to Steve with request that CMI begin scheduling inspections.

- b. Hole in alley behind Unit 1688 - Ratify ACTUAL COST of repair (final cost: \$12; NTE amount was \$1000).**

**AGREED: Sue Seaver moved to ratify ACTUAL COST of repair (final cost: \$12). The motion was seconded and carried without objection.**

- c. Unit 1736 roof leak -Ratify ACTUAL COST of repair (final cost: \$175; NTE amount was \$800).**

**AGREED: Sue Seaver moved to ratify ACTUAL COST of repair (final cost: \$175). The motion was seconded and carried without objection.**

- d. Unit 1710 roof leak - Ratify ACTUAL COST of repair (final cost: NONE/ owner resolved; NTE was \$800).**

**AGREED: Sue Seaver moved to approve closing this repair request since owner resolved it at no cost. The motion was seconded and carried without objection.**

- e. Unit 1744 - Approve/Deny trellis and other items in garden area. ACC recommended approval.**

**AGREED: Sue Seaver moved to approve the trellis and other decor items in garden area, with the condition that no additional decor elements are allowed and ACC may require the removal of any items not kept in a well-maintained condition. The motion was seconded and carried without objection.**

**IX. New Business**

**a. Insurance Renewal**

**AGREED: Laura Holgate moved to renew the AmFam insurance policy for \$27,248.93. The motion was seconded and carried without objection.**

- b. Unit 1688 - Approve/Deny request for HOA to remove shrubs/small tree/stump and owner to plant roses.**

**AGREED: Sue Seaver moved to deny the request for HOA to remove shrubs/small tree/stump and for owner to plant roses. The motion was seconded and carried without objection.**

It was advised that the owner submit a homeowner request to ACC to keep potted plants in front of her unit.

- c. **Unit 1724 - Approve/Deny** request for owner to purchase crepe myrtle/Foerster grasses and HOA to pay Pacific Landscape to plant (est: \$180).

**AGREED: Sue Seaver moved to approve the request for owner to purchase crepe myrtle/Foerster grasses and for HOA to pay Pacific Landscape to plant them at an amount NTE \$200. The motion was seconded and carried without objection.**

- d. **Unit 1746 - Ratify Landscape Committee Approval** of Owner's request to plant Japanese grass sedges and place rocks in front of dryer vent (Owner's expense).

**AGREED: Sue Seaver moved to ratify Landscape Committee Approval of Owner's request to plant Japanese grass sedges and place rocks in front of dryer vent (Owner's expense). The motion was seconded and carried without objection.**

- e. **Unit 1680 - Ratify Landscape Committee Approval** of Owner's request to move 4 boxwoods to space in front of 1682 and thin Japanese grass sedges to use elsewhere at Millridge (Owner's expense).

**AGREED: Sue Seaver moved to ratify Landscape Committee Approval of Owner's request to move 4 boxwoods to space in front of 1682 and thin Japanese grass sedges to use elsewhere at Millridge (Owner's expense). The motion was seconded and carried without objection.**

- f. **Landscape Rocks - Approve/Deny** purchase of 20 large landscape rocks to be placed in Spring, 2018 (\$500).

This was referred back to the landscape committee to propose specific locations for the boulders.

- g. **Sprinkler System Repairs - Approve/Deny** Pacific Landscape bid to replace 32 sprinkler heads (\$762).

**AGREED: Sue Seaver moved to approve Pacific Landscape's bid to replace 32 sprinkler heads (\$762). The motion was seconded and carried with one objection.**

- h. **Ratify reimbursement paid to Glen Beckley** - \$70.60 for supplies used in completion of board-approved repairs and light bulbs.

**AGREED: Sue Seaver moved to ratify the reimbursement paid to Glen Beckley - \$70.60 for supplies used in completion of board-approved repairs and light bulbs. The motion was seconded and carried without objection.**

- i. **Unit 1752 - Approve/Deny** reimbursement of \$185 to Owner for installation of chimney cap. Discussion only (for purpose of clarifying information previously given to owner by CMI). ALL requests for repairs to property maintained by HOA must be submitted to CMI; owners are not to make repairs to such property without advance approval as called for in the CCR's and Bylaws. It was also noted that this particular repair has historically been deemed the responsibility of the owner, not the HOA.

- j. **Fence Repairs in East Alley - Approve/Deny** Adrian's Quality Fence's bid to repair leaning fence (\$350).

**AGREED: Sue Seaver moved to approve Adrian's Quality Fence's bid to repair leaning fence (\$350). The motion was seconded and carried without objection.**

- k. **Unit 1730 - Approve/Deny** repair of misaligned gutter (\$300).

**AGREED: Sue Seaver moved to approve Gutter Pro's bid to repair misaligned gutter at a cost of \$300. The motion was seconded and carried without objection.**

- l. **Unit 1622 - Approve/Deny** gutter repair.  
postponed until a bid is acquired.

- m. **Unit 1630 - Approve/Deny** Owner's request for installation of light over garage.

**AGREED: Sue Seaver moved to approve the owner's request for installation of light over garage at owner's expense, on the condition that it be done with oversight by the ACC committee to ensure installation meets ACC requirements. The motion was seconded and carried without objection.**

- n. **Unit 1676 - Approve/Deny** request to install security camera on exterior of garage (Owner's expense).

**AGREED: Sue Seaver moved to approve the owner's request to install security camera on exterior of garage, aimed at alley (at Owner's expense). The motion was seconded and carried without objection.**

NOTE: An owner asked about security cameras in front window of that unit. ACC was tasked with reviewing guidelines for what can be placed in windows and to make recommendations if the committee sees the need for expanded guidelines.

- o. **AVID Final Review of Financials \$75.**

**AGREED: Sue Seaver moved to ratify the \$75 payment made. The motion was seconded and carried without objection.**

**X. Next meeting dates:**

Due to the Thanksgiving holiday, the next monthly meeting will be at 6:30 pm on **November 30<sup>th</sup> 2017**, which is the 5th Thursday of the month.

**XI. Adjournment.**

The meeting was adjourned at 8:20 p.m.