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**Millridge Homeowners Association
Meeting Minutes
Board of Directors Meeting
September 28, 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 September 28, 2017. The meeting was called to order by Christine Prince at 6:30 pm.

II. Introductions.

Introductions proceeded throughout the room.

III. Board Member Attendance:

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

IV. Approve / Modify Agenda.

The agenda was approved with one New Business item - IX(u).

V. Accept / Modify Minutes of 8/24/17 Board of Directors Meeting.

Laura Holgate moved that the minutes of the 8/24/17 Board of Directors meeting be approved without changes. The motion was seconded and passed unanimously.

VI. Committee Appointments

- a. **Budget.** Christine Prince established an ad hoc Budget Committee and made the following appointments: Sue Seaver, Chairperson; Dave Edwards, Co-chairperson; Elizabeth Kenworthy, Member; Anna Redd, Member.
- b. **Rentals.** An ad hoc Rentals committee was not established because there were no volunteers.
- c. **Homeowner Manual Update.** Christine Prince established an ad hoc Homeowner Manual Update Committee and made the following appointments: Laura Holgate, Chairperson; Deborah Messecar, Member; Carol Parker, Member.
- d. **Maintenance Committee.** Christine Prince appointed Elizabeth Kenworthy to the Maintenance Committee (as a member).

VII. Committee Reports.

- a. **Treasurer's Report.** Sue Seaver, Treasurer, reported. She summarized information from the most recent financial statement. Roofing expenses over-budget; all other facility expenses below budget. She has instructed CMI to remove the "Janitorial Fee" expense because it is included elsewhere under a different title.
- b. **Landscape Committee.** Chris Morris, Landscape Committee Chairperson, reported. A copy of the written report is attached as *Exhibit A*. In addition, she announced that all requests to the committee must be made using the Homeowner Request Form in order to be considered by the committee. [Form available on wall outside of clubhouse door, on the CMI website, or by asking Laura Holgate, Secretary, for a copy.]
- c. **Architectural Control Committee.** Justin Redd, ACC Chairperson, reported. There was only one ACC request (decor items in alley behind 1744). It was marked as a Landscape Request and didn't get to ACC in time for committee members to review prior to the meeting.

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- d. **Maintenance Committee:** Elizabeth Kenworthy, Maintenance Committee Member, reported. A copy of the written report is attached as *Exhibit C*.
- e. **Clubhouse.** Sue Seaver, Clubhouse Committee, reported that the clubhouse had one event during the month; clubhouse is in good condition. Owners were encouraged to book events.
- f. **Neighborhood Watch.** Shirley Carlson, Neighborhood Watch Committee, reported that there were police and emergency vehicles in the cul-de-sac parking area at 3 am a couple weeks prior to the meeting. She stated they were there in connection with unit 1672. No additional information was confirmed. She requested that the board contact the owner, who lives in California, or that she would contact him. **ACTION ITEM: Christine Prince to ask CMI what the HOA is allowed and/or obligated to do in response to police or emergency response calls to a rental unit.**
- g. **Pool Committee.** No report. Pools will close on 9/30/17, as previously announced. Tom Messecar announced that the tile replacement at the front pool is scheduled to start on October 16th.
- h. **Volunteer Committee.** Sue Seaver thanked the volunteers. A request was made to add the painting of "Visitor Only Parking" on the ten spaces previously designated for that purpose to the volunteer projects list, and approval/denial of the cost of supplies was added to the agenda as IX(v).
- i. **Reserve Committee.** Elizabeth Kenworthy, Reserve Committee, reported. A copy of the written report is attached as *Exhibit D*.

VIII. Unfinished Business.

- a. **Establish rules for window-mounted AC units, including the repair of siding after removal.**
Laura Holgate made a motion to adopt the written recommendations of the ACC committee, with a slight modification, to wit: recommendation no.1 be changed from "Temporary installation of portable air conditioner units should be discouraged in favor of central air conditioning units" to "Temporary installation of window-mounted AC units be discouraged in favor of central AC **OR** portable, free-standing AC units that sit inside and don't require mounting to the exterior." The motion was seconded and discussed. One board member pointed out that the board's previous decision to allow window-mounted AC units from June through September was still in place, not just for this year, and that the decision could be revisited at another time, but for now the only undecided issue was how repairs would be made when the units were taken down at the end of the season. The motion was modified to adopt only recommendation 3(d) from the written ACC recommendations at this time. The modified motion was seconded and passed without objection.

AGREED: Directors adopt recommendation 3(d) from the written ACC recommendations, which reads: "Damage to Buildings - Any damage to the building caused by the air conditioner or associated mounting hardware must be repaired by the owner at the end of the season. Holes in the siding due to screws or other mounting hardware must be caulked and painted. Any marks or damage to the paint must be repainted to match the building" shall be adopted. The modified motion was seconded and passed without objection." **ACTION ITEM: Christine Prince to include a reminder in the newsletter that Owners with window-mounted AC units left in place after September 30 may be subject to HOA enforcement procedures, and include requirements for repairing damage from AC units after removal.**

- b. **Establish process for sump pump inspections/scheduling.**
Sue Seaver moved that CMI be instructed to schedule the sump pump inspections within a window of time that allows them to inspect all of them in as few separate visits as possible, and that any owners that miss the appointment without designating someone else to give access to the inspector at the appointment time shall be responsible for obtaining an inspection at their own expense. The motion was seconded and discussed. The motion was referred to Christine as an Action Item. **ACTION ITEM: Christine Prince to contact CMI for advice on how to avoid the extra expense that results when Owners aren't home to give access to the sump pump inspector (or make arrangements for access in their absence) on the date and time scheduled with CMI.**

c. Approve/deny replacement of power washer.

- i. Laura Holgate moved to strike due to Justin Redd's report that the power washer is in working condition. Motion was seconded and passed without objection.
- ii. Tom Messecar moved that the power washer be stored in the pool shed for the back pool. Motion was seconded and passed without objection.

d. Ratify additional drainage repairs made by Pacific Landscape in front of Bldg 14 (\$850).

Sue Seaver moved that payment of \$850 for the additional drainage repairs made by Pacific Landscape in front of Bldg 14 be ratified. Motion was seconded. After discussion, the motion passed without objection.

e. Approve/deny Pacific Landscape's bid to repair pipes under sidewalk by Bldg 14 (\$2800).

Tom Messecar moved to approve Pacific Landscape's bid of \$2800 to repair pipes under the sidewalk in front of Bldg 14. The motion was seconded. After discussion, Tom Messecar withdrew his motion and Sue Seaver moved to table this agenda item.

f. Approve/deny Adrian's Quality Fence bid to repair fence in South alley by church (\$550).

Sue Seaver moved to approve the \$550 bid from Adrian's Quality Fencing for repairs to the storm-damaged section of fence between the south alley of Millridge and Prince of Peace Church.

IX. New Business.

a. Approve/deny filling of hole in alley behind Unit 1688.

Sue Seaver moved to approve the filling of the sink hole in the south alley behind Unit 1688. The motion was seconded. After discussion, the motion was modified to approve investigation and repairs by Vancouver Paving for a cost not to exceed \$1000. The motion, as modified, was seconded and passed without objection.

b. Unit 1736 - Approve/deny repair of roof leak.

Laura Holgate moved to approve repairs for a cost not to exceed \$800. Motion was seconded and discussed. After discussion, the motion passed without objection.

c. Unit 1710 - Approve/deny repair of roof leak.

Laura Holgate moved to approve repairs for a cost not to exceed \$800. Motion was seconded and passed without objection.

d. Unit 1604 - Approve/deny replacement of sump pump lid (\$50).

Sue Seaver moved to approve the replacement of the sump pump lid for the exterior sump pump at Unit 1604 for a cost of \$50. The motion was seconded and passed without objection.

e. Unit 1714 & 1716 - Approve/deny Gutter Pros bid for repairs (\$525)

Sue Seaver moved to approve the Gutter Pros bid to replace 12' of fascia board and re-hang gutters at back of Units 1714 and 1716, and to install a flange to route water into gutter for a total cost of \$525. The motion was seconded and, after discussion, passed without objection.

f. Unit 1744 - Approve/deny repair of dry rot in eaves over front window.

Sue Seaver moved to approve having Gerard Brooks investigate the source of the moisture and repair the dry-rotted eaves for an amount NTE \$1000. The motion was seconded and discussed.

g. Approve/deny establishment of interim approval process to be drafted by HOA attorney.

Tom Messecar moved that the HOA attorney be asked to draft, if he advises it is allowable under the HOA governing documents and applicable laws, a resolution to delegate authority to either the

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President or the Vice President ("Delegated Officer") of the Board to act alone in making certain decisions about repairs that are recommended by the Maintenance Committee Chairperson between meetings. The Delegated Officer would be authorized to approve repairs at a cost not to exceed a total of \$200 each month, to be ratified by the board at the next monthly board meeting following said repairs. The motion was seconded and discussed. After discussion, the motion was modified to allow only for obtaining the attorney's advice regarding such a resolution. The motion, as modified, passed without objection. **ACTION ITEM: Christine Prince will ask the HOA's attorney for his opinion on the allowability and advisability of a resolution as described above, to outline requirements for approval of such a resolution, and to provide an estimate of his fee to prepare the resolution.**

h. Unit 1744 - Ratify or remove installation of trellis planters in garden area.

Laura Holgate moved to refer this to the ACC for recommendation. The motion was seconded and passed without objection. Sue Seaver moved that no additional decorative items be allowed to be placed prior to the ACC making its recommendation and the board making its decision. The motion was seconded and passed without objection.

i. Unit 1710 - Ratify approval for Owner to dig up and replace rhody in front with crepe myrtle.

Christine Prince moved to ratify the Landscape Committee's authorization to the Owner to dig up the rhododendron in front of the unit and plant a crepe myrtle in that location, all at Owner's expense.

j. Approve/deny purchase of barberry and euonymus plants for in front of 1614 & beside 1612.

Sue Seaver moved to approve the purchase of three red barberry plants and two variegated euonymus plants to be placed in front of Unit 1614 and beside Unit 1612 (where lilies were removed), at a cost NTE \$70, with volunteers to do the planting at no charge. The motion was seconded and passed without objection.

k. Approve/deny Pacific Landscape bid to plant crepe myrtle & grasses at 1724 (\$490).

Laura Holgate moved to deny Pacific Landscape's bid to plant crepe myrtle and 3 Karl Foerster grasses. The motion was seconded. After discussion, the motion was passed with a vote of 3 to 1 in favor of denying the bid for this planting.

l. Approve/deny Pacific Landscape bid to plant 16 arborvitae plants along north fence (\$749).

Christine Prince moved to deny Pacific Landscape's bid to plant 16 arborvitae along section of fence between North alley and school. The motion was seconded and discussed. The motion to deny did not pass; the Pacific Landscape bid to provide and plant 16 arborvitae along the bare section of fence between the North alley and the grade school is approved.

m. Approve/deny Pacific Landscape bid to jet drains at Bldg 3 & catch basin behind Bldg 7 (\$492).

Laura Holgate moved to approve the Pacific Landscape bid to jet the drainage pipes along Bldg 3 and jet the catch basin and connecting pipe at the end of Bldg 7 for a total cost of \$492. The motion was seconded. After discussion, the motion passed without objection.

n. Approve/deny NW Tree bid for removal of roots in front of Unit 1724 (\$165).

Laura Holgate moved to deny both the NW Tree bid of \$165 and the Portland Stump Grinding bid of \$300 (see IX(o), below) for removal of roots in front of Unit 1724. The motion was seconded and discussed. Points of discussion: roots that were previously blocking drainage were cut when drain pipe was repaired; remaining roots shouldn't continue to grow now that the tree has been removed;

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whether there is need to remove the roots in order to prepare for new planting can be revisited if/when a new planting plan is proposed. After discussion, the motion passed without objection.

- o. Approve /deny Portland Stump Grinding bid for removal of roots in front of Unit 1724 (\$300).**
This was denied as part of the motion for IX(n), above.
- p. Approve/deny reimbursement to Jeri Old of \$15.80 for garden soil.**
Christine Prince moved that the HOA reimburse Jeri Old the amount of \$15.80 for garden soil and \$19.98 for plants for front planters (see IX(q), below). The motion was seconded and passed without objection.
- q. Approve/deny reimbursement to Jeri Old of \$19.98 for 2 plants for front planters.**
This was approved as part of the motion for IX(p), above.
- r. Approve/deny reimbursement to Bob Hetzer of \$85.45 for tarps for pool furniture.**
Sue Seaver moved that the HOA reimburse Bob Hetzer the amount of \$85.45 for garden tarps to cover the pool furniture. The motion was seconded and passed without objection.
- s. Approve/deny reimbursement to Laura Holgate of \$133.99 for black ink for clubhouse copier.**
Christine Prince moved that the HOA reimburse Laura Holgate the amount of \$133.99 for black ink for the clubhouse copier. The motion was seconded and passed without objection. Laura Holgate abstained from voting due to conflict of interest.
- t. Approve/deny providing clubhouse keys to Glen Beckley.**
Christine Prince moved that Glen Beckley be given keys to the clubhouse.
- u. Approve/deny purchase of hose to water East end of North alley.**
Christine Prince moved to approve the purchase of a hose to water the East end of the North alley at a cost not to exceed \$30.
- v. Approve/deny purchase of stencils and paint for painting of visitor-only parking spaces.**
Christine Prince moved to approve the purchase of stencils and paint so volunteers can paint "Visitor Only Parking" on the ten spaces previously designated to be reserved for guests.
- X. Owners Forum.** Owners participated by sharing comments, compliments, and complaints.
- XI. Next Meeting Date.**
The next Board of Directors meeting will be Thursday, October 26, 2017 at 6:30 pm.
- XII. Adjournment.** Christine Prince adjourned the meeting at 8:28 pm.

EXHIBIT A

Millridge Landscape Committee Report for 9/28/17 HOA Meeting

The landscape committee met on Thursday, 9/14/17. Most of the discussion involved planting (hopefully in October) once the weather has cooled. In attendance were committee members Sue Seaver, Betty Lukins, Judy Hetzer, Jeri Old, Barbara Getty, and Chris Morris. Visitors were Ron Burns, Paul Blomquist, Ursula Locke, Don Cook and Patty.

The committee recommends approval of the following:

1. The committee would like to purchase and submit receipts for reimbursement for three red barberry plants, and two variegated euonymus plants to put in front of 1614 and beside 1612 where lilies were removed. Volunteers will do the work.
2. The committee recommends approval of the \$490 Pacific Landscape bid to plant one 5' crape myrtle and three Karl Foerster grasses in front of 1724 after NW Trees has dug up roots (bid for that is \$165),
3. The committee would like the HOA to reimburse Jeri Old \$15.80 for garden soil to spread over areas where the plum trees were removed (south end of building 3). Volunteers will then plant the three rose of sharon plants donated by Jeri Old.
4. We recommend accepting Pacific Landscape's bid of \$749 to purchase and plant 16 arborvitae plants in gaps along the north fence between Millridge and the school.
5. Committee requests that Jeri Old be reimbursed for two plants for entrance planters..total \$19.98 (board had previously approved purchase not to exceed \$40).

Please note: some (maybe all) above areas may need barkdust, but committee feels it would be better to decide and spread bark dust after fall leaf blowing and winter. We will bring that before the board in 2018.

The landscape committee will work on 2018 budget recommendations at our October 12th landscape meeting. We will look at landscape miscellaneous, landscape maintenance, irrigation repairs and big tree project, phase 2. Micah Wood, our Pacific Landscape liaison, has warned us that our monthly landscape maintenance charge will probably increase 5.5%. 2018 will be our fifth year with Pacific and in that time they have not increased the charge, even though salaries, gasoline for all their machinery...probably all their expenses...have increased. We on the committee have been extremely pleased with their service and their responsiveness to our needs. Their bids on work beyond the work covered in their monthly contract have consistently been lower than other companies' bids. We wanted to prepare you for the increase and hope the board will approve the 2018 contract.

Millridge Maintenance Committee Report

HOA Board Meeting 9/28/2017

Projects Completed:

1. Touch up of paint at 1750
2. Gutter seam resealed to stop leak at 1678
3. New caulking on siding at 1620

Projects In-Progress:

1. New lid put over exterior sump pump hole at 1604
2. Still getting bids for sump pump at 1642

New Projects Requested:

1. Water damage and possible roof leaks to be repaired at 1736
2. Sink hole to be filled in alley near 1668
3. Dry rot on underside of eave at 1744

Additional Comments:

A new process for inspecting sump pumps is being drafted.

Millridge Reserves Committee Report

HOA Board Meeting 9/28/2017

The Reserves Committee is looking into the issues regarding long term maintenance plans and the lack of appropriate funding for keeping our community assets protected.

So far an Assets Database has been started to assist with analysis, bid requests and budgeting. We have started with the roofs as they are currently of the greatest concern.

If there is interest in the community, we would like to hold a presentation / Q&A session for those who would like more information Reserve studies and reserve funds.

We need to assess the current state of all of our assets and will therefore need to have every household complete a survey on the state of their property. Volunteers welcome.

Lastly, I ask that any Landscape or ACC requests that may impact an asset also be reviewed by the Reserve committee to mitigate any negative effects before they happen. This includes but is not limited to any installation that may cause a hole in the siding or roofs.