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**Millridge Homeowners Association
Meeting Minutes
Board of Directors Meeting
May 22, 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 May 22, 2017. The meeting was called to order by Christine Prince at 6:38 pm..

II. Introductions.

Introductions proceeded throughout the room.

III. Board Member Attendance:

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

IV. Nominations/Volunteers for Open Board Position (for term expiring June, 2018).

Christine Prince opened the floor to volunteers or nominations to fill this vacant board position. Betty Lukins nominated Jim Bauer. Mr. Bauer was not able to attend the meeting, but Betty reported that he had agreed to volunteer to fill the position that ended in June, 2018. By majority vote among the board, Jim Bauer was approved as Director at Large to fill the remainder of the term which ends in June, 2018.

V. Approve / Modify Agenda.

Spencer Morris moved to approve the agenda. The motion was seconded and passed without objection.

VI. Accept / Modify Minutes of 4/27/17 Meeting.

Laura Holgate moved to approve the minutes of the 4/27/17 Board of Directors meeting as prepared. Motion was seconded and passed without objection.

VII. Committee Reports.

- a. Treasurer's Report:** Sue Seaver, Treasurer, announced there was no Treasurer's Report prepared because the financial statements weren't received until shortly before the meeting. Copies of the financial statements were made available to meeting attendees.
- b. Landscape Committee:** Chris Morris, Landscape Committee Chairperson, read a report from the last Landscape Committee meeting. There were no committee items on the agenda for the board meeting. A copy of the report is being distributed with these minutes.
- c. Architectural Control Committee:** One request was submitted to and reviewed by the ACC. The request, by the owner of unit 1628, was for installation of a heat pump unit on common area in front of the unit. Betty Lukins read the request and reported that the committee looked at the area in question and unanimously agreed to recommend that the request be denied because of the small amount of space, the visibility of the area, and the changes that would need to be made to the landscape (removal of shrubbery or tree) in order to accommodate a heat pump unit in that location. The committee suggested the owner may be able to place it in their back courtyard area instead.
- d. Maintenance Committee:** Laura Holgate read the maintenance committee report. A copy of the report is being distributed with these minutes.
- e. Clubhouse:** Sue Seaver reported that there are two upcoming clubhouse reservations, on 6/25 and 7/22. She further reported that the cleaning service comes once per month from June through September.

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- f. **Events Committee:** There was no report by the Events Committee.
- g. **Neighborhood Watch:** Shirley Carlson thanked everyone that attended the safety presentation put on by Washington County, and the Washington County Sheriff. Ron Burns will be organizing a presentation on Emergency Preparedness.
- h. **Pool Committee:** Christine Prince read the Pool Committee report for Penny Moody. The pool is scheduled to open 5/26/17. Following the reading of the report, the information about the emergency phones to note that Glen Beckley replaced the battery and charged the phone for the back pool. Both phones are working and in their boxes, along with the chargers. A copy of the report is being distributed with these minutes.
- i. **Volunteer Committee:** Sue Seaver read the report of the Volunteer Committee. Several volunteers, including Glen Beckley, Bob Hetzer, Orson Haynie, Mark Jaqua, Spencer Morris, Dave Edwards, Anna Redd, Christine Prince, Robert and Brady Richardson, Sue Seaver, Jeri Old, and Chris Morris have pitched in to help and accomplished a lot. There is a long list of projects still to be tackled. Owners who want to volunteer or find out about what is needed should contact Sue Seaver.
- j. **Nominating Committee:** Spencer Morris reported for the Nominating Committee. Ursula Locke and Betty Lukins, as committee members, have been actively talking to owners about serving on the board and securing interested candidates for the ballot. There are two board member positions up for election at the annual membership meeting next month, which are the positions currently held by Sue Seaver and Spencer Morris. Both Sue and Spencer indicated that they may run for another term, but haven't yet decided for certain. People wishing to run were encouraged to submit a brief bio or candidate statement to CMI as soon as possible so they can be included with the ballots. It was further explained that homeowners not appearing on the ballot may still be nominated or come forward as candidates from the floor at the annual meeting. Ballots, voting instructions, and the required meeting notice will be sent by CMI to all owners at least 15 days prior to the meeting.

VIII. Owners' Forum. Owners participated by making comments and asking questions.

IX. Unfinished Business.

- a. **Unit 1624 - garage roof leak.** Laura Holgate moved to ratify the repairs done by Apex Roofing at a cost of \$492 (initially authorized by CMI in amount NTE \$500). The motion was seconded and carried without objection.
 - i. An additional invoice, in the amount of \$175 for a service call fee, was received in connection with the same work-order used as the basis for the garage roof leak repair as noted above. The additional invoice was discussed and it was agreed that it be disputed because the additional service call was not requested or necessary since the repairs had already been completed.
- b. **Unit 1750 - garage roof leak.** Laura Holgate moved to ratify the repairs done by Apex Roofing at a cost of \$342 (initially authorized by CMI in amount NTE \$500). The motion was seconded and carried without objection.
- c. **Storm damage to multiple buildings.** Sue Seaver moved to ratify the repairs done by Apex Roofing and approve the invoice of \$1885, but continue to request a breakdown of the charges. The motion was seconded, and after discussion, was carried without objection.
- d. **Unit 1598 - Garage roof leak.** Sue Seaver moved to ratify the actual cost of repairs done by Apex Roofing in the amount of \$450 (board initially approved NTE \$1000). The motion was seconded and carried without objection.
- e. **Approve/deny Maintenance Committee recommendation for repair of holes left when old downspouts were removed.** Sue Seaver moved to approve the recommendation that Millridge Volunteers, led by Glen Beckley, fill the holes and touch up paint on siding of all units where old downspouts were removed, with approval for cost of supplies NTE \$400. Motion was seconded and, after discussion, was carried without objection.

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- i. **Unit 1740** - Sue Seaver moved to ratify the work done by Glen Beckley to fill holes and repaint area where old downspouts were removed. The motion was seconded and carried without objection.
- f. **Damage to fence between Prince of Peace Church and HOA property.** Sue Seaver moved to authorize repairs by a licensed contractor for a cost NTE \$300. The motion was seconded and, after discussion, was carried without objection.

X. New Business.

- a. **Approve/deny reimbursement of \$10 dump fee to Christine Prince.** Laura Holgate moved to approve the reimbursement in the amount of \$10 to Christine Prince for the fee to dump branches from clean-up after storm. The motion was seconded and carried without objection.
- b. **Unit 1628 - Approve/deny request to place heat pump in common area in front of unit.** Sue Seaver moved to deny the request. The motion to deny was seconded, and after discussion, was carried without objection.
- c. **Front Pool - Approve/deny tile replacement.** Sue Seaver moved to approve the bid from Oregon Pool Plastering to replace the tiles along the water line at a cost of \$7030. The motion was seconded, and after discussion, the motion to approve the bid was carried without objection.
- d. **Unit 1738 - Garage roof leak.** Christine Prince moved to ratify the repairs done by Apex Roofing at a cost of \$325 (initially authorized by CMI in amount NTE \$500). The motion was seconded and carried without objection.
- e. **Unit 1620 - Approve/deny fence and gutter repair.** Sue Seaver moved to approve Glen Beckley's recommendation that he do these repairs as a volunteer. The motion was seconded, and after discussion, was carried without objection.
- f. **Approve/deny new enforcement option for violation of pool rules.** Laura Holgate moved that the proposed enforcement option [attached as Exhibit A] be adopted and effective for the upcoming pool season. The motion was seconded and, after discussion, the motion to adopt the new enforcement option passed without objection.
- g. **Unit 1680 - Moss/mold removal and repair/repainting of underside of eaves.** Laura Holgate moved that the NTE limit for this project be increased from the initial amount of \$500 to \$2200 to cover repair/replacement of any rotten wood that may be discovered once the mold/mildew has been removed. The motion was seconded and, after discussion, the motion to increase the NTE amount to \$2200 was carried without objection.
- h. **Parking violations in East alley.** Laura Holgate moved that a violation notice be sent to the owner of the unit associated with the vehicles left partially blocking the road-way and the trailer parked behind the dumpster in a space not designated for parking. The motion was seconded, and after discussion, the motion was modified to read that a Courtesy Reminder shall be sent to the owner of the unit associated with the vehicles in the photos submitted to the board by another homeowner. The motion, as modified, was approved.

XI. Next Meeting Date. The next Board of Directors meeting will be Thursday, June 22, 2017 at 6:30 pm or immediately following the Annual Homeowner's Association Meeting scheduled at 5:30 on the same date.

XII. Adjournment. Christine Prince adjourned the meeting at 8:35 pm.

Pool Rule Violation Enforcement Procedure (proposed for 5/22/17 meeting)

1. The written rules shall be posted at the pools and distributed to owners and residents at the beginning of each pool season. The posting and distribution of those rules are considered WRITTEN NOTICE and shall act as an INITIAL WARNING NOTICE regarding violations.
2. Any Owner or resident may point out the pool rules to any pool user when they observe a violation of any rule(s); OR, any Owner or resident may report violations they observe to CMI or any member of the Board of Directors.
3. The first violation of any pool rule(s) may result in the suspension of the Owner's and/or occupants' use of the pools for a period of 30 days.
4. If the pool is used by someone whose pool privileges have been suspended, or if violations continue after suspension, the Owner will be fined \$50 for each use during suspension and each additional violation.
5. For purposes of these enforcement measures, Owners and/or Tenants are responsible for their guests that use the pool.