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**Millridge Homeowners Association
Meeting Minutes
Board of Directors Meeting
April 25, 2018**

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 April 26, 2018. The meeting was called to order by Tom Messecar at 6:04 pm.

II. Introductions.

Introductions proceeded throughout the room.

III. Board Member Attendance:

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

IV. Board of Directors/Officers/Committee Appointments

- a. **Fifth Director needed - term ends June, 2019.** Tom Messecar called for volunteers among the Homeowners in attendance at the meeting. There were no volunteers.
- b. **Office of HOA President is vacant - term ends June, 2018.** Existing Board members were asked if they want to volunteer to be President until June, 2018, when a new slate of Officers is elected at the first Board of Directors meeting following the Annual Homeowners Meeting. No Directors volunteered to fill the position of HOA President.
- c. **Nominating Committee for Annual Meeting.** Tom Messecar called for volunteers among the Homeowners in attendance at the meeting. There will be two 3-year terms to be filled by a vote of the homeowners at the 2018 Annual Homeowners Meeting. The Nominating Committee is responsible for nominating at least two candidates for that election. **Tom Messecar nominated Shirley Carlson as a member of the Nominating Committee.** [As required by Millridge Bylaws, a Board Member will be appointed as Chairperson of the Nominating Committee.]
- d. **Homeowner's Request to appoint Deb Messecar as Assistant Treasurer.** Prior to Board discussion, Deb Messecar spoke to homeowners in attendance and stated she didn't have time to serve in such a role. **Laura Holgate moved to strike this item from the agenda. Motion to strike was seconded and unanimously carried.**

V. Approve / Modify Agenda.

The agenda was approved with additions.

VI. Accept / Modify Minutes of Previous Board of Directors Meeting.

Sue Seaver moved that the minutes of the 3/20/18, 3/22/18, and 4/8/18 Board of Directors Meetings be approved without changes. Motion was seconded and unanimously carried.

VII. Committee Reports

- a. **Treasurer's Report.** Sue Seaver, Treasurer, reported on financial statement through 3/31/18. YTD operating income is 1% below anticipated. \$15K has been contributed to reserves. HOA has AR is \$8100, with the \$715 of that considered doubtful because it's due from a former owner from many years ago that still owes the HOA money. Gutter/downspouts currently over budget due to cleaning, but that will level out over the course of the year. General maintenance is over budget, all other facility expenses are below budget. CMI office expenses are way over budget. Consultant expenses are over budget due to the reserve study. Legal expenses are over budget due to work

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related to the Serial Special Assessment. HOA office admin is over budget, all other administrative expenses are under budget. Overall, YTD operating expenses are running 8.6% over budget and YTD total operating expense exceeds total operating income by \$5386. Landscape misc budget shows it's over budget, but that's not correct. Pacific Landscape charge of \$1087 should be moved out of "Landscape Misc" and over to "Property Maintenance" because the work was done to correct drainage issues. The amounts charged by Pacific Landscaping for alley blowing should be reversed and credited to the next monthly invoice because alley blowing has always been done as part of the regular contract work.

- b. Landscape Committee.** Chris Morris, Landscape Committee Chairperson, reported. In addition to what is covered on the written report, a copy of which is attached, Chris reported that the lemon cypress trees currently planted at the entrance need to be moved as they will become too large for the existing location. She also stated that, while the committee still feels it's important to do the next phase of work on the big tree plan, she is not requesting the board to consider it at this time due to other financial needs of the HOA. She will talk to NW Trees to see if it's feasible for them to do only half of the scheduled work of phase two. If NW Tree would be willing to do that, Chris will request the board's approval at the next meeting since she thinks there is a sufficient amount in the "Landscape Misc" budget to pay for half of the second phase of the three year plan.
- c. Architectural Control Committee.** The recommendations sent to the board by Justin Redd, chairman of the Architectural Control Committee, were read by Laura Holgate. In summary, the ACC concurred with the Landscape Committee's recommendation to deny the requests by the owner of 1640 to dig up roots and to plant lilies in common areas; the ACC recommended approval of the following: 1. request by owner of 1640 to even out the surface area of his garage door with wood putty and paint it with the same color as is currently on the garage door; 2. request by the owner of 1644 to replace the broken planter behind her garage with a smaller wood planter; and 3. request by owner of 1726 to replace the address numbers of her unit with 5 inch, black, metal numbers as shown in the picture attached to the request.
- d. Maintenance Committee:** Tom Messecar, Maintenance Committee member, reported. The new roof being installed on Building 14 is expected to be completed tomorrow [Friday, 4/27/18]. There is an add-on cost of \$900 because of rotted plywood discovered during the course of the roofing project. The Maintenance Committee recommends approval of the following: bids from Ben Jones for \$150 and for up to \$500 for repairs to 1686; the bid from Ben Jones of \$135 to install a new section of gutter at 1690; bid from Ben Jones of \$225 for roof drain replacement at 1736. The garage roof coating project is expected to be started in July and expected to take 3 weeks.
- e. Clubhouse.** Sue Seaver, Clubhouse Committee, reported that there are currently no reservations for the clubhouse.
- f. Neighborhood Watch.** Shirley Carlson, Neighborhood Watch Committee, reported. She needs to schedule the Earthquake/Disaster preparedness training and gave 3 options of dates. The presentation/training was scheduled for Tuesday, May 15, 2018, at 6:30 pm.
- g. Pool Committee.** Volunteers are needed to check pool chemicals. State law requires that chemicals be checked three times per day on days the pool is open. That means that 42 volunteers are needed so that each checker only needs to check one pool, one time each week. She will be calling for volunteers for the front pool and Jeaneen Bestul will be calling for volunteers at the back pool.
- h. Volunteer Committee.** Sue Seaver, Volunteer Committee, gave special thanks to Curtis Brinster and Anthony Gleason who did a great job pressure washing off the moss around Millridge, and Bob Hetzer for his continued volunteer efforts. Owners were reminded to report the time they spend on volunteer projects and to submit suggestions for things that could be done by volunteers. Two suggestions were made: power wash sidewalk by 1620 and power wash pool decks/aprons.
- i. Ad hoc Rental Committee.** Laura Holgate reported. There are currently 11 units identified as rental units, one Request to Lease that will be voted on at this meeting, and another Request to Lease form recently sent to an owner but not yet submitted to the board. The limit of rental units at Millridge is 14. The HOA attorney, who is the attorney that drafted the 2010 Amendment to the 1989

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Amended and Restated Declaration of CCRs (the "Rental Amendment") recently advised that the Rental Amendment is not a restriction on the number of non-owner occupied units, but is a limit on the number of units that are rentals as defined in Section 13.1(c) of the Rental Amendment, which reads: "***Renting or Leasing a Lot or "To Rent or Lease a Lot" means to grant a right to use or occupy a Lot for a specific term or indefinite term (with rent stated on a periodic basis) in exchange for the payment of rent (money, property, or other goods or services of value).***" He further explained that he advises his clients against limits based on occupancy and that if the HOA wants the Rental Amendment to serve as a restriction on the number of non-owner occupied units, based only on that criteria, then the existing document would need to be modified. Following a review of the rental records received from CMI, the ad hoc Rental Committee will make one final report with recommendations to the Board.

ACTION TAKEN: The board appointed Laura Holgate to be the "rental record-keeper", in tandem with CMI, to be tasked with ensuring the board has all documentation necessary to accurately determine and track the number of units identified as rental units per the definition given in the Rental Amendment and to recommend rules for adoption in accordance with Section 13.10 of the Rental Amendment to ensure a consistent process of administering the Rental Amendment.

- j. **Ad hoc Funding Options Committee.** Deb Messecar, Committee Chairperson, reported. Deb thanked all the committee members and expressed how happy she was with the response of the homeowners. Having successfully completed its goals, the committee is now dissolved.

VIII. Owners Forum.

- a. Shirley Carlson thanked the board members and all the committee members and asked that everyone at Millridge make an effort to be nice to each other.
- b. Ron Burn announced that Sunset High School was having a "shred-day" as a Food Bank fundraiser.
- c. Ron Burn asked about the update to the Homeowner's Manual. He was told he could send update suggestions to CMI and/or the members of the board. The ad-hoc Homeowner's Manual Committee was placed on hold when other projects took priority, but Laura Holgate hopes to resume activity on that in the near future.
- d. The board was told that there is a large, rusty, metal thing behind the garage of 1628 that needs to be removed.

IX. Unfinished Business.

- a. **Phase 2 of Big Tree Plan.** Laura Holgate moved to postpone this indefinitely. Motion was seconded and unanimously carried.
- b. **Finalize Reserve Study.** Laura Holgate moved to postpone this until the May Board of Directors meeting. The motion was seconded and unanimously carried.

X. New Business.

- a. **Unit 1640 - Approve/Deny Owner request to dig up roots in common area.** Sue Seaver moved to deny the request to dig up roots. The motion was seconded, and after discussion, was unanimously carried.
- b. **Unit 1640 - Approve/Deny Owner requests to plant lilies in two common areas near unit.** Laura Holgate moved to deny the request to plant lilies in common area. The motion was seconded and, after discussion, unanimously carried.
- c. **Unit 1640 - Approve/Deny Owner request to make changes to garage door.** Tom Messecar moved to approve the changes as described to and recommended by the ACC, specifically: the owner may fill uneven areas of garage door with wood putty and paint with color that matches the existing garage door color. The motion was seconded and, after discussion, was unanimously carried.

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- d. Unit 1644 - Approve/Deny Owner request to replace planter behind garage with smaller wood planter.** Sue Seaver moved that the owner's request to replace her broken wood planter with a smaller wood planter. The motion was seconded and unanimously carried.
- e. Unit 1726 - Approve/Deny Owner request to replace address numbers on exterior of unit.** Sue moved to approve the owner's request to replace existing address numbers with 5 inch, black metal numbers. The motion was seconded and unanimously carried.
- f. Unit 1736 - Approve/Deny Owner request for HOA to replace fascia board & chimney flashing.** Tom Messecar moved to approve the \$225 bid from Benjamin Jones to install back pan flashing behind chimney with extended sides to divert water away from brick. The motion was seconded and unanimously carried.
- g. Unit 1690 - Approve/Deny additional gutter repairs.** Tom Messecar moved to approve the bid of \$135 from Benjamin Jones to replace a section of gutter that runs along the upper portion of the roof. The motion was seconded and discussed. After discussion, the motion was carried unanimously.
- h. Unit 1686 - Approve/Deny Owner request for HOA to repair siding around downspout.** Laura Holgate moved to approve the bid of \$150 from Benjamin Jones to: cut drain riser, move it away from garage wall, replace broken piece of HardiPlank, and connect the downspout to the drain. The motion was seconded and discussed. After discussion, the motion was unanimously carried.
- i. Unit 1686 - Approve/Deny Owner request for HOA to replace rotted fascia along ext wall of garage.** Sue Seaver moved to approve the bid from Benjamin Jones, in an amount not to exceed \$500, to: replace dead valley flashing on SW garage wall to roof connection, remove one piece of exterior siding and repair or replace dry-rotted boards. The motion was seconded and discussed. After discussion, the motion was modified to add that approved repairs are to exterior areas only. The motion, as modified, was seconded and unanimously carried.
- j. Approve/Deny reimbursement to Glen Beckley for his purchase of power washer parts.** Sue Seaver moved to approve reimbursement to Glen Beckley in the amount of \$48.69 for his purchase of power-washer parts. The motion was seconded and unanimously carried.
- k. Unit 1764 - Approve/Deny Owner request to lease unit.** Sue Seaver moved to approve the owners request. The motion was seconded and discussed. After discussion, the motion was modified to make the approval conditioned on receipt of a copy of the lease agreement and the other forms required under the Rental Amendment within 90 days. The motion, as modified, was seconded and unanimously carried.
- l. Documentation of Ownership/Occupancy needed on two units.** There was a brief discussion. No motion or vote.
- m. CPA recommended resolution: Fixed Asset Capitalization Policy.** Sue Seaver moved that the board adopt the policy as stated in the resolution recommended by David Schwindt. The motion was seconded and discussed. After discussion, the motion was unanimously carried.
- n. Set opening date for pools.** Sue Seaver moved to open the pools on June 15th. The motion died for lack of a second. Laura Holgate moved to open the pools on Saturday, 5/26/18, at 10:00 am. The motion was seconded and discussed. After discussion, the motion was unanimously carried.

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- o. Review/approve revised contract for garage roof coating project.** Sue moved to approve the revised contract for the garage roof coating project; the changes were that it went from two payments of 1/2 to 3 payments of 1/3 and set an expiration date for the bid amount. The motion was seconded and discussed. After discussion, the motion was unanimously carried.
- p. Complaint regarding window-mounted air conditioners at 1640.** Prior to any motion made, the owner, who was in attendance at the meeting, was reminded that last year the board set a rule that window-mounted AC units could be installed annually from June 1st to September 30th, and was asked to remove the two AC units installed at his unit until June 1st. After some discussion, Laura Holgate moved that CMI be directed to send a courtesy warning/violation notice. The motion was seconded and carried unanimously.
- q. Building 14 roof installation add-on cost of \$900 to replace rotted plywood underlayment.** Tom Messecar moved to approve the replacement of rotted plywood underlayment at an added cost of \$900. The motion was seconded and discussed. After discussion, the motion was unanimously carried.

XI. Next Meeting Date.

The next monthly Board of Directors meeting will be held **Wednesday, May 30th, 2018 at 6:00 pm.**

XII. Adjournment. Tom Messecar adjourned the meeting at 7:45 pm.

Attachment to Minutes of 4/26/18 Board Meeting

Millridge Landscape Committee Report
For 4/26/18 HOA Meeting

The landscape committee met on 4/18/18. In attendance were Jeri Old, Judy Hetzer, Carol Parker, Chris Morris and Ron Burn.

Two homeowner requests from Ron Burn were discussed. At this point, the committee is recommending that neither of his requests (removal of roots and planting lilies) be approved. Though Ron is asking permission from board to dig out roots himself, we want to investigate possible damage to plants if he does so. Because lily roots become so dense and water is blocked from draining through, and because we feel the area has enough plants, we do not recommend approval of Ron's request to plant lilies.

The committee is monitoring how wet the turf is and when dry enough, we will arrange for American Landscape to deliver the \$500 worth of beautification rocks purchased last December. The rocks will be placed around Millridge according to the plan developed by the committee and approved by the board.

The committee feels very strongly that we need to proceed ahead as soon as possible with phase 2 of the three year plan to take care of our big trees (cost \$2,955). We also appreciate the need to watch spending and do what is needed to maintain Millridge. We can pay for half of the phase two cost out of our landscape miscellaneous budget; the rest would need to come from our reserves.

MILLRIDGE HOMEOWNERS ASSOCIATION
RESOLUTION - FIXED ASSET CAPITALIZATION POLICY

WHEREAS, the MILLRIDGE HOMEOWNERS ASSOCIATION is an Oregon corporation duly organized and existing under the laws of the State of Oregon;

and

WHEREAS, the Association desires that the corporation shall enact a fixed asset capitalization policy;

NOW, THEREFORE, the Board hereby adopts the following resolution by and on behalf of the Millridge Homeowners Association:

RESOLVED, On motion duly made and seconded on this 26th day of April, 2018, it was unanimously resolved by the Board of Directors that the Association adopt the following fixed asset capitalization policy:

The Association wishes to capitalize and depreciate fixed asset purchases of \$5,000.00 or more with a useful life of greater than one year.

This resolution is adopted and made a part of the minutes of the meeting of April 26, 2018.

BY: Thomas Messer
as President (pro tem) Thomas Messer, Vice-President

ATTESTED: Laura S. Holgate
Secretary Laura S. Holgate