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**Millridge Homeowners Association
Meeting Minutes
Board of Directors Meeting
December 6, 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 October 25, 2018. The meeting was called to order by Justin Redd at 6:32 pm.

II. Introductions.

Introductions proceeded throughout the room.

III. Board member attendance:

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

IV. Approve / modify agenda. The agenda was approved with the addition of six new items [IX(q-v)].

V. Approve / modify draft versions of meeting minutes.

- a. **10/25/18 regular board meeting.** Minutes were approved with a correction to IX(g); and
- b. **10/29/18 special board meeting.** Minutes were approved as drafted.

VI. Committee Reports

- a. **Treasurer's Report.** Sue Seaver, Treasurer, reported. Year to date assed income is .2% over anticipated amount. Year to date operating expenses are running 2.5% over budget, with actual expenses exceeding operating income by \$4518. Collection of fees and past due accounts is going well. Year to date, \$51,000 has been contributed to reserves and \$78,720 of the serial special assessment has been collected. Year to date \$35,000 has been spent from reserves and \$135,624 has been spent from the serial special assessment account (with the overage of approx \$56,000 being borrowed from the reserves account to be repaid as additional serial special assessment revenue is received).
- b. **Landscape Committee.** Sue Seaver read the written landscape committee report prepared by Chris Morris, Landscape Committee Chairperson. A copy of the written report is attached as Exhibit A.
- c. **Architecture Committee.** Jim Bauer, ACC chairman, reported that there were no ACC requests or recommendations since the last meeting.
- d. **Maintenance Committee.** Tom Messecar, Maintenance Committee member reported that the only items for the agenda were the trees in front of 1640 and 1642 that create maintenance problems, gutter cleaning, and a request about moisture in the crawlspace of 1722, all of which he would talk about when we got to those items on the agenda. Former chairperson, Glen Beckley, has resigned and a new chairperson is needed. After report concluded, board members and owners expressed

DRAFT

appreciation for all the hard work Glen has done as committee chairperson and as a volunteer on maintenance projects, and several people stated that he will be difficult to replace.

- e. **Clubhouse Committee.** Sue Seaver, Clubhouse Committee, reported. The clubhouse is reserved for 12/24/18; no additional reservations scheduled. Call Sue to reserve space for a private event.
- f. **Neighborhood Watch.** Shirley Carlson, Neighborhood Watch Committee, reported. There was another recent accident just outside the entry to Millridge. Various traffic hazards of the nearby intersection of Cornell and 143rd and the intersection of 143rd and the entry to Millridge were discussed. Owners are encouraged to be very cautious since there are so many accidents and hazards when exiting and entering Millridge.
- g. **Budget (ad hoc committee).** Sue Seaver, chairperson, and Tim Jackson, committee member, reported. The committee presented its proposed budget to the board at a meeting on 11/30/18, which homeowners were invited to attend. A presentation was given with the proposed budget displayed on a large TV screen so owners could follow along. The board approved the budget recommended by the budget committee. A copy of the approved budget and 2019 fee schedule will be distributed to all owners. The fees were raised 2.5% over last year. After report concluded, board members and owners in attendance expressed appreciation of the hard work done by the committee and the excellent presentation and charts prepared by Tim Jackson.

- VII. HOA President's Remarks.** Justin Redd, HOA President, addressed owners in attendance First, he reiterated his previous remarks that the purpose of the meeting is for the Board of Directors to discuss and make decisions on the items on the agenda and that the agenda includes business that was continued from the last meeting, situations that have arisen since the last meeting, and owner requests that have been submitted over the last several weeks. He explained to owners in attendance that if they want certain issues or requests to be discussed and decided at a meeting, they need to bring that item to the attention of a board member or submit an owner request prior to the preparation of the agenda. Requests introduced at or shortly before the meeting, probably won't be addressed until the next meeting. Another board member mentioned that deadlines for owner requests that need to be reviewed by a committee are listed every month in the newsletter.

Second, he expressed his appreciation of everybody that participates in the community either by serving on a committee or the board of directors, by volunteering for projects, or by regularly attending the meetings.

- VIII. Owners Forum.** Owners were given time to make comments and suggestions.
- a. An owner asked if other owners had recently had an unannounced visit from a PGE representative and whether it was allowed even though we have a "no solicitation" policy. It was explained that companies are allowed to make calls - including door to door visits - to existing customers about without it being considered solicitation. Other people have had them at their doors this year and in previous years in an effort to sign customers up for a green energy option on their account. The HOA has no connection with that effort by PGE and no authority over PGE's communications with its customers.
 - b. An owner reported that the key to one of the package compartments in the cluster of mailboxes at the end of the cul-de-sac in back is missing and needs to be returned.

DRAFT

- c. An owner expressed appreciation to Jeri Olds, who volunteered without being asked to decorate the entry sign with Christmas lights. Others joined in to thank Jeri for her time and efforts in adding this festive touch.
- d. An owner complained that his requests are not being handled properly - that CMI is not passing them on to the board or appropriate committees or that the board and committees are ignoring his requests. It was explained that only one of the four requests he sent on the day of the meeting had been previously received by the board and committees. An email from CMI was read to the owner; the email explained that only one request had been received and passed to the board. Justin Redd noted that because the owner was adamant that he initially submitted the requests the day after the last meeting, the three requests the board hadn't previously received were added to the agenda at the beginning of the meeting and that the board would try to answer them if possible. It was suggested to the owner and all owners in attendance that when emailing requests it's a good idea, though not required, to cc the board members and appropriate committee chairperson as an added measure to be sure that everybody that needs the request receives it.
- e. An owner shared her positive experience with the Oregon Energy Trust. After contacting them, they came to her home to do an energy audit and point out ways that she and her husband could save energy and electric costs and that the Oregon Energy Trust provided them with nine LED energy saving light bulbs at no cost and even installed them all while there. She highly recommended that other owners take advantage of the resource.

IX. UNFINISHED BUSINESS.

- a. **Reserve funding compared to expected needs** (discussion only). Justin Redd, President, spoke about the discrepancy between the amount of reserve account funds available during the next three years and the cost of the projects scheduled to be completed in the next three years according to the 2018 reserve study. The cost of the scheduled projects exceeds the anticipated reserve funds by approximately \$200,000. He is continuing to talk about this because owners need to be aware that there is a significant shortfall if we continue to assess fees at the current levels. A new reserve study is in process with an updated maintenance plan, but it's expected that the amount of the anticipated shortfall will be similar to what was shown in the 2018 reserve study. Discussions will be started soon after the beginning of the new year to consider options for resolving the ongoing shortfall of reserves contributions compared to the expected cost of expenses to be paid from reserve funds.
- b. **Follow up on previous ACTION ITEM: CMI's income/expense statement for the Serial Special Assessment.** Justin Redd stated that CMI has provided some information, which is shown on a separate income and expense statement included in the most recent financial statement, but he and Sue Seaver will continue working with Steve to get a more complete reporting picture. He has been maintaining a spreadsheet himself to track the funds and provided a copy to Steve with a request that CMI put together and maintain a similar system of tracking and reporting the information about the serial special assessment income and expenses.
- c. **Follow up on previous ACTION ITEM: CMI to move \$40,000 from line 1790 (operating contingency) to line #1908 (reserves).** This has been completed and is reflected in the financial statement for the period ending 10/31/18.

DRAFT

X. New Business.

- a. **Note for record.** Justin Redd stated for the record that the actual cost of repairs by Jarmer Electric of the light at the Millridge entry was \$750; the amount pre-authorized was "not to exceed \$1200" as shown in the minutes of the special meeting held 10/29/18.
- b. **Note for record.** Justin Redd stated for the record that the actual cost of the service call by Columbia NW for the Mitusbishi heater/AC unit was \$109.95; the amount pre-authorized was "not to exceed \$250" as shown in the minutes of the meeting held 10/25/18.
- c. **Ratify the reimbursement of \$134.99 to Laura Holgate.** Sue Seaver moved to approve the reimbursement made to Laura Holgate in the amount of \$134.99 for printer ink for the clubhouse printer. The motion was seconded and carried by majority. Laura Holgate abstained from voting to avoid appearance of conflict of interest.
- d. **Ratify the reimbursement of \$115.79 to Glen Beckley.** Sue Seaver moved to approve the reimbursement made to Glen Beckley in the amount of \$115.79 for maintenance supplies. The motion was seconded and unanimously carried.
- e. **Ratify the reimbursement of \$132.56 to Glen Beckley.** Sue Seaver moved to approve the reimbursement made to Glen Beckley in the amount of \$132.56 for paint and supplies. The motion was seconded and unanimously carried.
- f. **Approve/ratify the expense of \$600 for sump pump replacement on the north side of unit 1640.** The emergency replacement was authorized by CMI for up to \$500, actual cost exceeded CMI's authorization limit by \$100. Laura Holgate moved to postpone this to the next meeting to allow time for receipt of the invoice to confirm final amount. The motion to postpone was seconded and unanimously carried.
- g. **5% increase to Pacific Landscaping contract.** Sue Seaver moved that a meeting be set up between the board of directors and Kelly Crouch, the Millridge account manager at Pacific Landscape, to address concerns about past and future performance of contract terms and quality of service issues. The motion was seconded and unanimously carried.
ACTION ITEM: Schedule Special Board Meeting for a date and time that Kelly Crouch is available.
- h. **Maintenance committee chairperson** (discussion item). Following the resignation of Glen Beckley as chairperson, the HOA is seeking volunteers for the maintenance committee chairperson position. No volunteers came forward. Interested owners need to contact Justin Redd since committee chairperson positions are by appointment of the HOA president.
ACTION ITEMS: 1) Maintenance committee members to provide job description;
2) Notice of vacancy and call for volunteers to be included in next newsletter
- i. **Moss removal.** Action on this matter was postponed to the next regular meeting to allow time for receipt of maintenance committee recommendation.

DRAFT

ACTION ITEM: Referral to maintenance committee to prepare a recommendation of an annual moss removal plan, including cost estimates and suggested schedule.

- j. **Budget item: \$715 categorized as "doubtful recovery."** Tom Messecar moved that this collection account be written off as uncollectable and removed from the books. The motion was seconded and briefly discussed. After discussion, the motion was unanimously carried.
- k. **Owner request to install WiFi in the clubhouse at an approximate cost of \$50 per month, and to eliminate the \$50 monthly fee for the Millridge web portal maintained by CMI.** Laura Holgate moved to deny the request for WiFi in the clubhouse. The motion was seconded and discussed. After discussion, the motion was modified to: deny the request for WiFi in the clubhouse and request waiver of the monthly fee for the Millridge web portal operated by CMI. Emphasis was made that the intent of the motion with respect to the web portal is only that a request be made to CMI to waive the fee without discontinuing the web portal or reducing the services connected with the web portal in any way. The modified motion was seconded and unanimously carried.
ACTION ITEM: Justin Redd to contact Steve Meyer to request waiver of monthly web portal fee.
- l. **1722 - Owner request to assess possible crawl space water issue; consider sump pump.** Laura Holgate moved that CMISD be hired at their hourly rate of \$49.50 to inspect the crawl space as follows: 1) determine if there is standing water; 2) if it appears there is or has been standing water, determine the likely cause; 3) if standing water is caused by something other than faulty or leaking plumbing, determine if the installation of a sump pump would solve the problem. Further, if all of the above are true, to provide an estimate for the cost and installation of a sump pump and related equipment. The motion was seconded and discussed. After discussion, it was further clarified that if a cost estimate/bid is made, it shouldn't include any repairs or modifications in the crawlspace - except for the installation of a sump pump and related equipment - since other repairs or modifications would be the owner's responsibility. After discussion, the motion was carried unanimously.
- m. **Clubhouse heater/AC unit - approve/deny bid for repairs from Columbia NW (\$1119).** This item was postponed indefinitely since the heater seems to be working now.
- n. **Approve/deny Pacific Landscape bid to install two hornbeams in the islands where dead trees were cut down this year (\$1172).** Jim Bauer moved to approve the bid from Pacific Landscape to replace the two dead trees with two hornbeam trees and to do the related work as proposed for a cost of \$1172. The motion was seconded and discussed; discussion included the consideration of other options. After discussion, the motion was carried by majority.
- o. **Maintenance committee recommendation to remove trees in front of 1642 and 1644 because they overhang the roof, resulting in frequently clogged gutters and moss on the roof, siding, and entryway sidewalks to both units.** Prior to motion, the owners of the two units were asked for their preference on whether or not to remove the trees.
 - i. 1644. Sue Seaver moved that the tree in front of 1644 be removed and that the maintenance committee be authorized to schedule the work to be done by a qualified

contractor at a cost not to exceed \$750. The motion was seconded and carried unanimously.

- ii. Sue Seaver made a second motion that the tree in front of 1642 also be removed and that the maintenance committee be authorized to schedule the work to be done by a qualified contractor at a cost not to exceed \$750. The motion was seconded and discussed. After discussion, the motion was unanimously carried. ***ACTION ITEM: Maintenance committee to obtain bid(s) from qualified contractor(s) and schedule the work to be done pursuant to a bid that doesn't exceed \$750 per tree ; higher bids would require a new decision from the board.***

- p. **Approve/modify the draft of the 2019 Reserve Study prepared by Schwindt & Co.** Laura Holgate moved to postpone this item to the next meeting because the meeting is running long. The motion was seconded and unanimously carried.
- q. **Parking - issues and policies.** Justin Redd moved that the term "trucks," as used in the Bylaws [section 7.2(1)], be interpreted by the Board of Directors as including any vehicle that cannot fit into the standard dimensions of the two-car garages at Millridge (the dimensions of an empty garage), and that owners and residents be given notice of that clarification and definition of "trucks" where it appears in the Bylaws. The motion was seconded. After discussion, the vote was tied and, per the Bylaws, the president voted and the motion was carried by majority.
- r. **Commercial activities - issues and policies.** Justin Redd moved that all violations of the Bylaws provision that prohibits commercial activities on any lot or on any other portion of the Millridge [Bylaws section 7.3(a)] be enforced. The motion was seconded and discussed. In discussion, a specific situation was brought up and discussed. After discussion, the motion was unanimously carried.
ACTION ITEM: HOA secretary will instruct CMI to send a violation notice to the owner reported to be conducting commercial activities at Millridge.
- s. **1640 - Owner request for HOA to secure gutter where it's detached from the garage.** Sue Seaver moved that the owner's request be approved and the gutter re-attached. The motion was seconded and unanimously carried.
ACTION ITEM: Request that CMI issue work order to CMISD.
- t. **1640 - Owner request for HOA to add rocks along the north side of unit.** Sue Seaver moved that this request be denied. The motion was seconded and discussed. After discussion, the motion to deny was unanimously carried.
- u. **1640 - Owner request to add soil and make changes to area in front of his unit to grade the ground away from the foundation.** Sue Seaver moved to postpone this item until landscape committee provides a recommendation to the board about whether or not to approve the request. The motion was seconded and discussed. In discussion, the owner was asked to submit a plan to the landscape committee prior to or at the next landscape committee meeting to show specifically what he wants to do in that area. After discussion, the motion to postpone was unanimously carried. The request is referred to the landscape committee for a recommendation.

DRAFT

- v. **Gutter cleaning** (discussion only). Sue Seaver reported that CMI is working with the the contractor, Jon Polimeni of Jon's Gutter Service, to get HOA name and property address corrected on the proposal so gutter cleaning can be scheduled.

- XI. **Next Meeting Date.** The next meeting date will be January 10th, 2019 at 6:30 pm. The meeting is being held on 1/10/19, which is the second Thursday of the month instead of 1/3/19 (the first Thursday), because of scheduling conflicts following the New Year's holiday.

- XII. **The meeting was adjourned by Justin Redd at 9:18 pm.**

DRAFT

EXHIBIT A

Millridge Landscape Committee Report For 12/6/18 HOA Meeting

The landscape committee met on 11/15/18. Since the HOA meetings have been changed to the first Thursday in the month, the landscape committee will meet on the third Thursday of each month, 6:30 pm, in the club house. All homeowners are encouraged to attend. Because of the holidays, we do not plan on meeting in December unless something pressing comes up. We will meet again on January 17th.

The committee is recommending that the board approve Pacific Landscape's bid to plant hornbeams in place of the two trees that died and were cut down on the islands. The cost for removing the stumps, building up the ground level and planting 4' to 5' hornbeams trees is \$1,172.

The committee supports the maintenance committee's recommendation to remove the trees in front of 1642 and 1644.

In addition to other pruning needs, the landscape crew has been instructed to prune back the ivy that is growing near the fence separating Millridge from the Prince of Peace church next door.

We on the committee appreciate homeowners alerting us to landscape needs and issues on the property. We discuss and communicate this information to the board and the landscape company.