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**Millridge Homeowners Association  
Meeting Minutes  
Board of Directors Meeting  
February 22, 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 143<sup>rd</sup> Avenue, Portland, OR 97229 on February 22, 2018. The meeting was called to order by Laura Holgate at 6:05 pm.

**II. Recycling 101 - Presentation by Washington County Recycling Specialist**

**III. Introductions.**

Introductions proceeded throughout the room.

**IV. Board Member Attendance:**

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

**V. Approve / Modify Agenda.**

The agenda was approved with additions.

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

[This was inadvertently skipped. Minutes of 1/30/18 will be reviewed for approval at the next meeting.]

**VII. Committee Reports**

- a. Treasurer's Report.** Sue Seaver, Treasurer, reported. The financial statement for the period ending January 31st hasn't been received yet from CMI. There are questions and concerns about some of the CMI office expenses on recent statements. The expenses seem excessive and this is being addressed with Steve Meyer. There are credits due from December and January for some of these charges.
- b. Landscape Committee.** A copy of the written report is attached as *Exhibit A*.
- c. Architectural Control Committee.** There were no new ACC requests from homeowners. Three complaints from homeowners about situations at other owners' units were reviewed by the ACC and the committee's recommendation was that the situations didn't call for board action.
- d. Maintenance Committee:** Bob Hetzer, Maintenance Committee member, reported. There were no new requests. Approved maintenance projects that were completed since the last meeting include: replacement of fascia board at 1656, cleaning moss from siding around chimney of 1656; repair roof leak at 1600, repair/replace vent screens in siding of 1642 and 1762. Not certain if gutter issue at 1720-1722 has been completed yet. Roofing repairs authorized by CMI as emergency repairs were completed at Bldg 1 and at 1698, and repair of a roof leak at 1656 was also authorized by CMI and is scheduled to be completed. Glen Beckley, Maintenance Committee Chairperson, has requested bids for replacement of Bldg 14 roof. The first bid has come in at \$37,000. There is no solid plywood decking under existing roof because original roof was cedar shingles which uses a slatted base, and composite shingles were installed directly over the cedar shingles. All bids will include the cost of complete tear off of underlying layers and installation of solid plywood decking as a base for new roofing materials. This was also the situation at Bldg 5 and is likely the same for all roofs.
- e. Clubhouse.** Sue Seaver, Clubhouse Committee, reported that there are no reservations until this summer.

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- f. **Neighborhood Watch.** Shirley Carlson, Neighborhood Watch Committee, reported. She will schedule a Neighborhood Watch presentation for May.
- g. **Pool Committee.** No report.
- h. **Volunteer Committee.** Sue Seaver, Volunteer Committee, reported that there are currently no volunteer projects in process.
- i. **Ad hoc Funding Options Committee.** Deb Messecar, Committee Chairperson, reported. A copy of the summary of the first meeting is attached as *Exhibit B*. The committee will provide updates and schedule homeowner meetings. Deb encouraged owners to let her know what they think are the most important priorities and to make suggestions for ways to increase HOA funds in order to pay for the major projects that are due or overdue for completion.

**VIII. Owners Forum.**

- a. One owner reported that he had heard noises in the attic but the noises stopped after his vent screen was replaced. He believes squirrels were getting into the attic through the screen by climbing up the nearby tree and suggested that other owners listen for noises they hear in their attics.
- b. One owner asked about pictures that used to be in the clubhouse. A Director responded that some pictures were removed because they were warped due to the clubhouse not being temperature controlled.

**IX. Unfinished Business.**

- a. **Appointment of Deb Messecar as Chairperson of the ad hoc Funding Options Committee.** Following the last meeting, President Christine Prince appointed Deb Messecar as Chairperson of the ad hoc Funding Committee. It was unanimously agreed that the appointment is ratified and made part of the record.

**X. New Business.**

- a. **Ratify Emergency Repairs authorized by CMI:**
  - i. **Replace missing roof shingle over 1698; completed by Ben Jones at a cost of \$60.** Sue Seaver motioned that the repair be ratified and made part of the record. The motion was seconded and unanimously carried.
  - ii. **Roofing repairs at Bldg 1 - completed by Ben Jones at a cost of \$175.** Sue Seaver motioned that the repair be ratified and made part of the record. The motion was seconded and unanimously carried.
- b. **Approve/deny Landscape Committee request to authorize Pacific Landscape to make irrigation repairs necessary for start of season and establish a maximum approval amount for those repairs.** Laura Holgate motioned that Pacific Landscape be authorized to make irrigation system repairs as needed in an amount NTE \$500. The motion was seconded and, after discussion, was unanimously carried.
- c. **Approve/Deny adoption of "opt-in" process for certain printed documents.** Laura Holgate motioned that 1) **Owners who pay electronically through their bank's bill pay or online via the CMI website be given the option to forego receipt of a printed coupon book starting in 2019;** and 2) **that a questionnaire be attached to the next set of documents delivered to doorsteps of Owners that are currently on the "HAND DELIVER" list** so the Hand-Deliver list can be updated to include only those that either 1) can't receive documents via email, or 2) can receive them by email but can't print them AND actually want paper copies. THIS WON'T AFFECT ITEMS THAT ARE REQUIRED TO BE MAILED TO ALL OWNERS.

The motion was seconded and a copy of a proposed questionnaire was distributed to the Directors in attendance. After discussion, the motion was unanimously carried.

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- d. **Unit 1684 - Approve/Deny Owner's request to lease her unit.** Laura Holgate motioned that the request be approved, subject to receipt of a copy of the lease, and the additional forms required within 90 days. The motion was seconded and unanimously carried.
- e. **Approve/Deny payment of invoice and late fee charges recently submitted to CMI in December, 2017 by The Pool Man for the pool heater installed in May of 2016.** Laura Holgate motioned that the invoice be paid but not the late fees. The motion was seconded and discussed. After discussion, the motion was unanimously carried and the invoice in the amount of \$2836.98 for replacement of the pool heater will be authorized for payment, but the Finance Charge statement in the amount of \$895.40 is rejected since the HOA did not receive an invoice or request for approval of payment until 2/21/18.
- f. **Approve/Deny reimbursement of \$172.98 to Laura Holgate for printer ink.** Sue Seaver moved that the reimbursement of \$172.98 to Laura Holgate for her purchase of printer ink be approved. The motion was seconded and carried by majority. Laura Holgate abstained from voting due to conflict of interest.
- g. **Purchase of black & white printer.** Sue Seaver motioned that Laura Holgate look into prices and printing cost per page of black and white printers and be authorized to purchase one that would be more affordable than the printer we currently have at a cost not to exceed \$200.00. The motion was seconded and discussed. After discussion, the motion was unanimously carried.

**XI. Next Meeting Dates.**

- a. **Regular Monthly Board of Directors Meeting:** Thursday, March 22nd, at 6 pm.
- b. **Informational Meeting about Flat Roof Recoating:** Monday, March 12th, at 6:30 pm.
- c. **Special Association Meeting regarding additional funding needs - TBD.**
- d. **Schwindt presentation regarding additional funding needs identified in Reserve Study - TBD.**

**XII. Adjournment.** The meeting adjourned at 7:28 pm.

Exhibit A to Minutes of 2/22/18 BOD Meeting

Millridge Landscape Committee Report for  
February 22, 2018 HOA Meeting

The Landscape Committee did not meet in February because of insurance information meeting scheduled for the same night. The committee will meet again on March 8 at 6:30 pm in the clubhouse.

In the last month, the committee has not received any homeowner requests.

The committee is recommending that the board authorize Pacific to do any repairs needed when the irrigation system is turned on again this spring. Last year, the board approved up to \$1,500 in repairs; the actual amount was under \$500. The committee recommends that the board do the same this year. The money would come out of irrigation repairs line item.

Please be aware that Pacific Landscape will be applying pre-emergent herbicide in the shrub beds Monday, February 26; please keep children and pets out of the beds for at least 24 hours after they have been sprayed.

An email from Pacific Landscape explaining their landscape weather strategy (mowing etc) was shared with homeowners. If the weather stays basically the same as it's been, I expect the lawns to be mowed at the end of the month or during the first week in March. Please be patient.

Exhibit B to Minutes of 2/22/18 BOD Meeting

Summary of first Millridge Ad Hoc Funding Options Committee Meeting

The following committee members held are first meeting in the Millridge Clubhouse on February 15<sup>th</sup> 2018 at 6:00PM

Present were:        Deb Messecar  
                             Jim Bauer  
                             Shirley Carlson  
                             Bob Hetzer  
                             Patty Jackson  
                             Ursula Locke

During our first committee meeting, we accomplished the following. We discussed a plan for both committee and homeowner meetings that will include: first, reviewing the relevant association reports and facts to begin our funding recommendation process; second, assembling a list of all possible funding options recommended by home owners and committee member, and third setting up a series of iterative homeowner and committee meetings where the list of proposals will be vetted and honed to those with the most support and promise for addressing our high priority needs. We also reviewed some highlights of the past five years of spending on the operational budget and how the increases in big ticket items (whose costs we don't control – eg.. sewer) have been over time, diminishing our ability to sufficiently build up the reserve budget. Our hope is to find a way, to meet our HOA reserve spending needs for items needed now and in the long term. This will require that we explore many options with homeowners to find the best path for the future. Funding ideas are welcome from all homeowners.