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**Millridge Homeowners Association
Meeting Minutes
Board of Directors Meeting
January 30, 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 January 30, 2018. The meeting was called to order by Christine Prince at 6:03 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)
Jim Bauer (Director at Large)

IV. Approve / Modify Agenda.

The agenda was approved with additions.

V. Accept / Modify Minutes of Previous Board of Directors Meetings.

- a. **12/7/17 Board of Directors Meeting.** Sue Seaver moved that the minutes of the 12/7/17 Board of Directors meeting be approved, and the motion was seconded. After discussion, the motion was modified, seconded as modified, and unanimously agreed that: Section VI(g) of the Minutes of 12/7/17 be amended to add the words "or other non-degradable material" after the word "ceramic."
- b. **12/11/17 Special Board of Directors Meeting.** Jim Bauer moved that the minutes of the 12/11/17 Special Board of Directors Meeting be approved. The motion was seconded and unanimously carried.

VI. Committee Reports

- a. **Treasurer's Report.** Sue Seaver, Treasurer, reported. In 2017, the association contributed \$45,000 to reserves, and spent \$54,000 of reserves. The association has \$223,000 of TOTAL reserve assets, which includes operating contingency and replacement reserves. Electricity was over budget, all other utilities were slightly below budget. General Maintenance was over budget, roof repairs were over budget, all other facility expenses were below budget for 2017. The important thing to know going forward, we should have \$143,000 in replacement reserves, but we only have \$133,000 because we spent more than we put in. This year's budget was trimmed down in order to deposit more into reserves because we have a lot of big deferred and upcoming maintenance projects to do.
- b. **Landscape Committee.** Chris Morris, Landscape Committee Chairperson, reported. A copy of the written report is attached as *Exhibit A*. In addition, she
- c. **Architectural Control Committee.** There were no new ACC requests and no report given.
- d. **Maintenance Committee:** Tom Messecar, Maintenance Committee member, reported. A spreadsheet with information about new requests received, including the committee's recommendations for those requests, is attached as *Exhibit B*. **HIDDEN WATER LEAKS:** water-coloring tablets were recently distributed to all units, along with information from TVWD on how to find hidden plumbing leaks. The purpose was twofold: one, to provide information to help owners discover leaks that may cause damage to their units and be costly for them to repair; and two, to identify leaks that may be driving up the HOA water bills. If leaks are discovered, the owner will need to have a plumber make repairs at the owner's expense, but should also report the leak to board member Tom Messecar. Although plumbing repairs are the responsibility of the owner, water

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leaks have the potential of causing damage to neighboring units and can be costly to all owners since water is an HOA expense. **BUILDING 14 ROOF:** at least two vendors who have done work on or given independent inspections for several roofs have indicated that the roof of Bldg 14 is in the worst condition of all of the shingled roofs and is currently in need of replacement. As a result, the Maintenance Committee has started the process of gathering bids and will make a recommendation to the board after those bids have been received and reviewed. **FLAT ROOFS:** a six month process of researching options for replacement of the flat roofs is complete and a report and recommendation has been made to the board. A copy of the report on the process will be distributed to owners. The Maintenance Committee recommends acceptance of the bid from Commercial Roof Coatings to replace all 16 roofs at a cost of \$132,000.

- e. **Clubhouse.** Sue Seaver, Clubhouse Committee, reported that the clubhouse has one upcoming event scheduled. In 2017 the HOA cut expenses by reducing the cleaning schedule to once per month during pool season and once per quarter when the pool is closed. The clubhouse income shown in the year-end financial statement is incorrect. A request will be made to CMI for corrected information.
- f. **Neighborhood Watch.** Shirley Carlson, Neighborhood Watch Committee, reported. One of the two men who were the subject of the arrest warrant served at a unit in Millridge has not yet been apprehended and the other man remains in jail. Shirley will arrange for a presentation on Emergency Preparedness as soon as the Board lets her know what month it should be held.
- g. **Pool Committee.** No report. Comment: It appears there is a slow leak in the back pool.
- h. **Volunteer Committee.** No report was given.

VII. Owners Forum.

- a. One owner made the following complaints: There are manufacturers stickers on the windows of unit 1638; a planter on the porch of unit 1666 is used for cigarette butts instead of plants; and there is a wood planter box which is degrading at unit 1644.
- b. Deb Messecar volunteered to do the monthly newsletter. Ideas for newsletter items can be given to Deb directly; board will review and approve newsletter before being distributed to owners.
- c. An owner asked for clarification on bird feeders, and if bird feeders are allowed in courtyards. The answer is that the HOA doesn't have authority to make a rule about bird feeders in courtyards, since the courtyards are the private property of the owner and not common area (nor visible from common area). However, the board suggests that owners NOT have bird feeders in their courtyards because they attract rats and other pests. Each owner is responsible for controlling rats or other pests in their courtyards. Bird feeders or feeding any animals in common area, or areas visible from common area, is not allowed.
- d. An owner asked if something could be done to make the light at the entry to Millridge more visible at night. The light is hidden by shrubs and doesn't provide useful lighting for cars entering the community. Jeri Old volunteered to trim the shrubs. To further increase the visibility, someone will check the light to see if it can be redirected.

VIII. Unfinished Business. There was no unfinished business.

IX. New Business.

- a. **Discrepancy between Fee Schedule Issued by CMI and COLA increase approved by Board.**
Sue Seaver moved that the SECOND fee schedule issued by CMI be confirmed and that CMI be directed to send a notice (via email to each owner for whom they have an email address, and mailed to all those that don't) to each owner confirming:
 - (1) The fee for their specific account;
 - (2) *For those that received coupon books:* That the SECOND coupon book sent is the correct book to use and that it begins with a February coupon.
 - (3) *For those that use ACH:* That the amount stated in the notice will be the amount withdrawn from their bank account each month, beginning with the February payment and that they should confirm that amount with their bank.

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- (4) Any shortage between the correct fee amount and the amount paid in January need to be charged to the homeowner.

The motion was seconded, and after discussion, carried unanimously.

- b. Establish ad-hoc Funding Options Committee.** Christine Prince, President, called for volunteers and appointed the following owners as members: Ursula Locke, Shirley Carlson, Bob Hetzer, and Jim Bauer. A chairperson remains to be appointed. The purpose of the ad-hoc committee is three-fold: 1) to identify and research potential methods to fund the replacement of flat roofs without reducing the replacement reserve balance to an amount that isn't sufficient to pay for other necessary deferred and current maintenance needs as identified in the 2018 Reserve Study; 2) to report on the pros and cons of each funding option identified, and make a recommendation for a proposal to be voted on by owners; and 3) to assist with building community awareness of the current funding needs and in providing information to owners about the recommended funding option. A Director will ask Jason Wong or Yang Thao, Shwindt Reserve Study Specialists, to act as a consultant to provide guidance to the committee and be part of a community meeting regarding the HOA funding situation and various scenarios.
- c. Flat roof replacement.** Tom Messecar made a motion to approve the \$132,000 bid for replacing all 16 flat roofs. The motion was seconded and discussed. After discussion, the motion was modified, to wit: Tom Messecar moved that the flat roofs of all 16 buildings be replaced/recoated as bid by Commercial Roof Coatings, LLC, at a cost of \$132,000, conditioned on an adequate funding plan being approved by the required majority of homeowners in accordance with HOA governing documents. The modified motion was seconded and unanimously carried.
- d. Unit 1656 - Approve/Deny Owner's request to clean moss and re-caulk around the chimney.** Sue Seaver moved to approve the bid by Ben Jones to clean the moss and re-caulk around the chimney at a cost of \$100. The motion was seconded and unanimously carried.
- e. Unit 1656 - Approve/Deny Owner's request to repair or replace the fascia board/trim above the patio door.** Sue Seaver moved to approve the bid by Ben Jones to repair or replace the fascia board/trim above the patio door at a cost of \$125.00. The motion was seconded and unanimously carried.
- f. Unit 1656 - Approve/Deny Owner's request to replace outdoor water spigot.** Laura Holgate moved to deny the request to replace the spigot because plumbing is the responsibility of the Owner. The motion was seconded and unanimously carried.
- g. Bldg 12 - Replace section of gutter.** Laura Holgate moved to approve the request of Ben Jones to replace the section of gutter from the SE corner of Unit 1722 extending to the first transition point at a cost of \$275.00. The motion was seconded and unanimously carried.
- h. Approve/Deny reimbursement of \$84.98 to Glen Beckley for purchase of gutter screens and light bulbs.** Jim Bauer moved to approve the reimbursement of \$84.98 to Glen Beckley. The motion was seconded and unanimously carried.
- i. Approve/Deny Owner's request for HOA to remove shrubs in front of his unit.** Sue Seaver moved to deny the request for removal of shrubs in front of 1640. The motion was seconded and unanimously carried.
- j. Approve/Deny Phase 2 of the Big Tree Plan.** Sue Seaver moved to deny the request to have NW Tree Service begin Phase 2 of the Big Tree Plan. The motion died for lack of a second. Laura

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Holgate moved to postpone this item pending receipt of the 2018 Reserve Study and outcome of effort to obtain additional funding. The motion was seconded and unanimously carried.

- k. Unit 1752 - Ratify approval of Lease.** The lease application and supporting documents submitted by the owner of Unit 1752 was accepted at year end. Laura Holgate moved to ratify the approval of the owner's application to lease the unit. The motion was seconded and unanimously carried. *Unit 1752 shall be included as a rental property under the First Amendment to the 1989 Amended and Restated Declaration of Covenants, Conditions and Restrictions for Millridge Townhouses.*
- l. Unit 1752 - Approve/Deny Owner's request to store boat in east alley.** Laura Holgate moved to deny the Owner's request to store his boat in the East alley on the basis that the reserved parking in the East alley, like other community amenities, is for resident owners or tenants, not for non-resident owners of rental units. The motion was seconded and unanimously carried.
- m. Recent parking complaints: parking of a vehicle that isn't driven; parking for households with more than two cars; vehicle with expired tags.** Laura Holgate made a three part motion: 1) that the owner of the blue Honda that has been parked in common area with a For Sale sign, and appears to not be in regular use, be given notice that it must be parked either in their garage, or in a reserved space in the east alley; 2) that the Owner of the VW camper parked in the east alley be given notice to get new tags within 30 days; and 3) that residents with more than three vehicles per household need to be reminded to reserve a spot in the east alley for their extra vehicle. The motion was seconded and, after discussion, all sections were unanimously carried.
- n. Additional maintenance and damage caused by trees in private courtyards.** Bob Hetzer described additional costs recently incurred to repair damage caused by gutters that were clogged with leaves from trees in private courtyards. He reported that there are 18 units with trees that overhang roofs and gutters. Laura Holgate moved that CMI be directed to send a notice to the 18 owners that have tall courtyard trees, reminding them that maintenance of those trees is their responsibility, that clearing out the gutters if they become clogged between the regularly-scheduled HOA gutter cleaning services is also their responsibility, and suggesting that they keep tree limbs and branches trimmed away from the buildings and make every effort to prevent the tree from creating damage and additional maintenance costs.
- o. Homeowners use of unlicensed individuals for electrical and plumbing repairs.** The issue of how faulty electrical or plumbing work in one unit can affect the neighboring units was discussed. The options available to an HOA for ensuring that only licensed electricians and plumbers perform electrical and plumbing services are under review. *ACTION ITEM: Laura Holgate will contact fire department regarding fire hazard inspections and an informational presentation to Millridge owners.*
- p. Maintenance Committee Preferred Vendors List.** Jim Bauer moved that CMI be directed to use the Maintenance Committee's list of preferred vendors. The motion was seconded and discussed. After discussion, the motion was modified to read: CMI shall be directed to use the Maintenance Committee's list of preferred vendors when issuing work orders for emergency repairs authorized by CMI. The modified motion was seconded and unanimously carried.
- q. Unit 1762 - Repair vent screen in siding near roof.** Sue Seaver moved that Ben Jones' bid to repair the vent at a cost of \$75.00 be approved. The motion was seconded and unanimously carried.
- r. Unit 1642 - Repair Vent Screen in siding near roof.** Sue Seaver moved that the vent screen be repaired at a cost NTE \$75.00. The motion was seconded and unanimously carried.

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- s. **Unit 1600 - Possible roof leak.** Sue Seaver moved that the Maintenance Committee hire a contractor to investigate the source of the water spots on the ceiling, and if a roof leak, to make repairs in an amount NTE \$200.
 - t. **Landscape Committee's request to hire Pacific Landscape to dig up and move plants donated by Allison Payne.** Tom Messecar moved that Pacific Landscape be hired for a maximum of two hours at their contract rate of \$57/hour to dig up the cedar and grasses that are in pots behind the garage of Unit 1624, and to replant them in locations determined by the Landscape Committee.
- X. Next Meeting Date.**
- a. **Regular Monthly Board of Directors Meeting:** Thursday, February 22nd, at 6 pm.
 - b. **Insurance Informational Presentation:** Thursday, February 8th, at 6 pm.
 - c. **Informational Meeting about Flat Roof Recoating:** Monday, March 12th, at 6:30 pm.
- XI. Adjournment.** Tom Messecar adjourned the meeting at 8:13 pm.

EXHIBIT A TO MINUTES OF 1-30-18

Millridge Landscape Committee Report
for 1-25-18 HOA Meeting

The landscape committee met on Thursday, January 11th. In attendance were committee members Judy Hetzer, Jeri Old, Carol Parker and Chris Morris. Homeowner Ron Burns also attended.

The committee recommends the following:

1. Not approve Ron Burns' homeowner request to have our Pacific crew remove the pieris shrubs in front of his unit (1640). The shrubs are hardy and healthy, but need to be pruned back about a foot each. The committee feels that these plants will be attractive once they are shaped/pruned by our Pacific crew.
2. Approve phase two of the three year plan to care for our big trees. The \$2,955 would come out of reserves. Our big trees have been neglected...last year we began this project and the committee feels that it's important to continue on with the three year plan. Northwest Trees developed the plan and did an excellent job last year.

Just a reminder...the board approved \$762 for Pacific to replace the 64 sprinkler heads in the horseshoe. This will be done when weather dictates that we turn our irrigation system back on for the season.

EXHIBIT B to Minutes of 1-30-18

NEW OR UNFINISHED BUSINESS (FOR AGENDA)								
Rec'd	Unit	Owner	Description of Problem or Maintenance Requested	Maint. Comm. Recommendation	Add to agenda for:	Contractor(s) bidding	Bid Amount	Updates/Notes
12/27/17	1720 1722	Seaver Kramlich	Replace gutter because it's full of holes (from 1720-1722)	Approve	01/30/18	Ben Jones	\$275	
01/08/18	1656	Larson	Install a new water outlet	Deny	01/30/18			Owner's responsibility
01/08/18	1656	Larson	Repair dry rot on fascia board	Approve	01/30/18	Ben Jones	\$125	
01/08/18	1656	Larson	Clean moss from around chimney and recalk	Approve	01/30/18	Ben Jones	\$100	
01/16/18	1762	Morris	Siding vent - animals getting in	Approve	01/30/18	Ben Jones	\$75	
01/23/18	1582	Richardson	Sump Pump Replacement	n/a	n/a			
01/23/18	1586	Rotter	Sump Pump Replacement	n/a	n/a			
01/23/18	1740	Tamblyn	Sump Pump Replacement	n/a	n/a			
01/28/18	1642	Blomquist	Siding vent - animals getting in	Approve w/ NTE \$75				
01/29/18	1600	Locke	Possible Roof Leak	Approve w/ NTE \$200	01/30/18			
			Light by 1712 needs new light sensor	Approve	01/30/18	Maintenance Committee		Negligible cost
	All	ALL	Replace Flat Roofs	Approve	01/30/18	1. Commercial Roof Coatings 2. Columbia Roofing 3. Sterling Pacific	1. \$132,000 2. \$202,000 3. \$191,425	Maintenance Committee recommends accepting Commercial Roof Coatings' bid. (See report.)
	Bldg 14	Multiple	Replace Roof					Gathering bids (as of 1/18/18)