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**Millridge Homeowners Association
Meeting Minutes
Special Board of Directors Meeting
June 24, 2018**

I. Call to order.

A Special Meeting of the Board of Directors of the Millridge Homeowners Association was held at 1610 ½ NW 143rd Avenue, Portland, OR 97229 on June 24, 2018 to work on finalizing the draft 2018 Reserve Study and preparing for the 2019 Reserve Study. The meeting was called to order by Tom Messecar at 6:00 pm.

II. Introductions.

Introductions proceeded throughout the room.

III. Board Member Attendance:

DIRECTORS PRESENT: **Tom Messecar** (Vice President)

Laura Holgate (Secretary)

Jim Bauer (Director at Large)

Not present:

Sue Seaver (Treasurer)

IV. 2018 Reserve Study.

a. Changes to Roofing category. It was agreed that the Secretary will request that Schwindt make the following changes/corrections to the Roofing category (page 22 - Detail Report by Category):

- i. **Delete the Roof Contingency (\$10,000 each) for buildings 12, 4, 5, 14 and the Pool House** because records confirm these roofs have already had a tear off of the cedar shakes layer and solid plywood installed (which is the purpose of the contingency).
- ii. **For the composition roofs on buildings 4, 5, 7, 8, 9, 10, 12, 13, 14, 16 and the clubhouse, change the useful life estimate from 20 years to 30 years**, based on information provided to us by a certified roofing inspector (Joe Sardotz, Oregon Roof Consulting) that these roofs, all with architectural/dimensional shingles, should last at least 30 years in typical Pacific NW weather conditions; adjust the replacement year and remaining life figure to reflect the longer useful life expectancy.
- iii. **For the composition roofs of buildings 1, 2, 3, 6, 11, and 15 (all with 3-tab shingles), change the useful life estimate from 20 years to 25 years** as was used by Schwindt in the 2015 Reserve Study.

b. Changes to page 27 - Component Summary by Year. After review of recommendations made by the Maintenance Committee, it was agreed that the Secretary will request that Schwindt make the following scheduling adjustments to items currently slotted for replacement in 2018:

- i. **Asphalt Overlay - Area #1.** Move to 2021 (which was the initial recommendation).
- ii. **Brick entry sign and pillars - repoint.** Change replacement year to 2025 (which is in accordance with the useful life estimate given).
- iii. **Building 14 Roof Contingency - Delete.** This roof was replaced in March, 2018, total amount paid included tear off of cedar shake layer and installation of plywood.

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- iv. **Clubhouse Pool Filter: Sand Replace.** Move to 2019 (based on information from pool service that it can wait).
 - v. **Clubhouse Pool Pump: Motor Replace.** Move to 2019 (based on information from pool service that it can wait).
 - vi. **Clubhouse Pool: Concrete Grout Replace.** Move to 2019 because we can't get it scheduled any sooner than that.
 - vii. **Composition Roof: Bldg 14.** This was completed in March, 2018 for a total cost of \$31,380.
 - viii. **Exterior Paint: Bldgs 9 & 10.** Move to 2019. Maintenance committee inspected areas visible from common area and saw no need for paint; will contact owners to look at siding in back of units (T1-11 siding may be showing more wear than the cedar and HardiPlank siding on other parts of the building).
 - ix. **Siding Repairs: Bldgs 9 & 10.** Maintenance committee inspected areas visible from common area and saw no need for paint; will contact owners to look at siding in back of units (T1-11 siding may be showing more wear than the cedar and HardiPlank siding on other parts of the building).
 - x. **Gutters & Downspouts: Partial Replacement - Bldg 14.** Move to 2024, based on recommendation of Maintenance Committee upon visual inspection; downspouts were replaced in 2016.
- c. Changes to Clubhouse category.** It was agreed that the Secretary will request that Schwindt make the following changes/corrections to the Clubhouse category (pages 97-99, Detail Report by Category):
- i. **Clubhouse Furniture and Equipment.** Remove computer, monitor, and the Canon PC-6RE photocopier from inventory list (they were obsolete/no longer worked and have not been replaced and there are no plans to replace them).
 - ii. **Reduce amount for replacement of Furniture and Equipment** to \$2600 and schedule for one year before or after replacement of flooring (combined with the \$2400 slated for flooring replacement, this is a total of \$5000 for clubhouse upgrades spread over two years).
- d. Changes to Lighting category.** It was agreed that the Secretary will request that Schwindt make the following changes/corrections to the Clubhouse category (page 101, Detail Report by Category):
- i. Remove the Metal Post Light Fixtures (Asset ID 1098), described as five 20-foot metal post lighting fixtures. These fixtures are owned by PGE, not by the HOA.
 - ii. Remove the Wood Post Light Fixtures (Asset ID 1099), described as twelve 20-foot wood post lighting fixtures. These fixtures are owned by PGE, not by the HOA.
 - iii. ADD an asset item for the seventy 6-foot metal-post lighting fixtures located along sidewalks and in front of units throughout the community. I don't know if these are original to the development, but they appear to be quite old - many are crooked (they are anchored into the turf with concrete).
- V. 2019 Reserve Study.** Laura Holgate moved to hire Schwindt & Co. to conduct a 2019 Level III Reserve Study Update with no Visual Site Visit and Maintenance Plan Update (\$750) per the terms outlined in the Engagement Letter dated May 30, 2018. The motion was seconded and unanimously carried.
- VI. Adjournment.** The meeting was adjourned by Tom Messecar.