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**Millridge Homeowners Association  
Meeting Minutes  
Board of Directors Meeting  
June 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 143<sup>rd</sup> Avenue, Portland, OR 97229 on June 25, 2018. The meeting was called to order by Steve Meyer at 6:41 pm.

**II. Introductions.**

Introductions proceeded throughout the room.

**III. Board Member Attendance:**

*DIRECTORS PRESENT:*

**Justin Redd  
Tom Messecar  
Laura Holgate  
Jim Bauer**

*ABSENT:*

*Sue Seaver*

**By invitation: Steve Meyer, CMI, Millridge Community Manager**

**IV. Election of Officers.** After discussion, the board voted to approve the following slate of officers:

- a. Justin Redd - President
- b. Tom Messecar - Vice-President
- c. Sue Seaver - Treasurer
- d. Laura Holgate - Secretary
- e. Jim Bauer - Director at Large

**Action Item:** *Board of Directors to schedule a work session (with required 72 hour notice to owners) to review board procedures and establish a division of duties with respect to board member tasks and duties that aren't specifically covered in the descriptions of officer positions in the Bylaws.*

**V. Approve / Modify Agenda.** The agenda was approved.

**VI. Accept / Modify Minutes of Previous Board of Directors Meeting.** Laura Holgate moved that the Minutes of the 5/30/18 Board of Directors Meeting be approved. The motion was seconded and unanimously carried.

**VII. Committee Reports.** Committee reports were given during the immediately-preceding Annual Association Meeting.

**VIII. Owners Forum.** Owners Forum was held during the preceding Annual Association Meeting.

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**IX. UNFINISHED BUSINESS.**

- a. **Approve/deny revised phase 2 of big tree maintenance plan proposed by NW Trees.** Laura Holgate moved to approve the 5/16/18 proposal from NW Trees to do the big tree maintenance as specified in the proposal at a cost of \$1500 to be paid from the "Landscape Miscellaneous" line item of the operating budget. The motion to approve was seconded and unanimously carried.
- b. **1704 - Owner request for HOA to repair/replace dry-rotted trim.** Laura Holgate moved to approve the \$125 bid from Ben Jones Construction, to repair/replace the dry rotted trim around the back door, to be paid from the operating account. The motion was seconded and discussed. After discussion, in which the previous denial of the decision and reason for reconsideration was reviewed, the motion to approve was unanimously carried.
- c. **1596 - Owner request for gutter/downspout repair.** Jim Bauer moved to approve the \$35 bid from Ben Jones Construction to adjust and seal leaking gutter spikes and extend drip edge flashing by downspout, to be paid from operating budget. The motion was seconded and discussed. After discussion, the motion to approve was unanimously carried.

**X. New Business.**

- a. **Building 14 - Paint new plywood under eaves.** Jim Bauer moved to approve the \$820 bid from Mark Powers Painting to perform the work as specified in the proposal, to be paid from the replacement reserves account. The motion to approve was seconded and unanimously carried.
- b. **Unit 1600 - Water not routed properly into gutter/downspouts.** Tom Messecar moved to approve the \$75 bid from Ben Jones Construction to install bridge flashing to direct water from upper level of roof to garage gutter, to be paid from operating budget. The motion to approve was seconded and unanimously carried.
- c. **Unit 1640 - Owner's Request for HOA to paint siding at back of unit where downspouts and neighbor's plants were removed.** Laura Holgate moved to deny the motion and asked for a second in order to discuss the request. The motion was seconded and discussed. After discussion, during which advice was obtained from Steve Meyer about whether approval would set a precedent, Laura Holgate withdrew her motion to deny and replaced it with the following:  
Motion to approve the request as a one-time exception to the schedule of building painting, and not to set a precedent, and with the understanding that Glen Beckley and Bob Hetzer have personally volunteered to do the painting. The motion to approve as a one-time exception was seconded and unanimously carried.
- d. **Patio trees that may interfere with garage roof coating project.** Jim Bauer moved that the Board determine action needed in relation to trees that have branches overhanging the garage in a way that may interfere with the garage roof coating project. The motion was seconded and discussed. In discussion, Steve Meyer explained that the HOA has an easement over the owners' property for maintenance of the common area. Laura Holgate moved to modify the motion on the table to: the

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Board will send notices to owners that trees in owners' private courtyard areas that overhang the garage roof with 3 feet or less of vertical clearance from garage roof will need to be trimmed so no branches or foliage is hanging 3 feet or less above garage roof. Owners will be given notice that they have the following options for meeting this requirement: ON OR BEFORE 7/15/18, they may 1) trim their own trees; or 2) hire an arborist, tree care specialist, or other contractor of their choice (the notice from HOA will include contact information for NW Trees as a possible option) to trim the trees; AFTER 7/15/18, trees that are still overhanging garage roof with 3 feet or less of vertical clearance above roof will be trimmed by a licensed arborist hired by the HOA and the cost of trimming will be billed to the respective owners. The modified motion was seconded and unanimously carried.

**e. Parking violations: visitor spaces.**

- i. Laura Holgate moved that the board confirm and agree that the designation of ten parking spaces as visitor-only parking, which was approved by the Board of Directors on 2/23/17, constitutes a House Rule that owners are prohibited from parking in spaces marked "visitors;" and that violations are subject to the same enforcement measures and penalties as other HOA rules and regulations, including fines as described in Schedule of Fines Resolution dated June 4, 2016. Motion was seconded and, after discussion, it was **AGREED: Millridge homeowners are prohibited from parking in spaces marked "visitors," and violation is subject to the same enforcement measures and penalties as violation of other HOA rules and regulations, including fines as described in Schedule of Fines Resolution dated June 4, 2016.**
- ii. The board reviewed a recent violation of the visitor parking rule. A first violation Courtesy Letter was mailed to the owner on 6/20/18. As of 6/24/18, the owner's vehicle was no longer in a visitor-only parking space. Pursuant to the Schedule of Fines Resolution, if this owner parks in a visitor space at any time within the next 180 days, it will be considered a second violation subject to immediate fine without additional Courtesy Letter.

**f. Unit 1638 - Owner request for sump pump.** Laura Holgate moved that the owner's request for a sump pump be approved and that CMIDS/HOA services be authorized to install a new sump pump according to the usual procedure. Motion was seconded and unanimously carried.

**g. Building 3 roof - Replace pipe flashing collars.** Jim Bauer moved to approve the \$100 bid from Ben Jones Construction to replace the pipe flashing collars, to be paid from operating budget. The motion was seconded and unanimously carried.

**h. Relocate dumpsters away from garage buildings.** This item was tabled. Dumpsters will not be moved at this time.

**i. Pavers in North alley.** Discussion only; no action taken.

**XI. Next Meeting Date.** The July Board of Directors Meeting will be 7/26/18 at 6 PM.

**XII. The meeting was adjourned by Steve Meyer at 7:36 PM.**