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**Millridge Homeowners Association  
Meeting Minutes  
Board of Directors Meeting  
March 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 March 22, 2018. 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)  
**Sue Seaver** (Treasurer)  
**Laura Holgate** (Secretary)  
**Jim Bauer** (Director at Large)

Christine Prince resigned from the board and as President. Sue Seaver read the resignation: "It is with regret that I announce my resignation from the board, effective immediately. I had an accident in August and still have not healed completely. That, coupled with other obligations I currently have, has been too much. I appreciate the hard work you have done and wish you luck."

**IV. Approve / Modify Agenda.**

The agenda was approved with one addition.

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

Sue Seaver moved that the minutes of the 1/30/18 and 2/22/18 Board of Directors Meetings be approved. Motion was seconded and unanimously passed.

**VI. Committee Reports**

- a. Treasurer's Report.** Sue Seaver, Treasurer, reported. February financial statement hasn't been received, so no report on the financials was made. Sue summarized some of the necessary items from the budget that are covered by the HOA fees [all amounts stated are approximate]. Annually, some of the big items are: Water/Sewer: \$36,500; Landscape: \$36,000; Insurance: \$27,300; CMI: \$27,300; Garbage: \$17,600; pools: \$8000; Electricity: \$5400; pest control: \$1600. Just those items total \$159,800, which is \$137 per month per owner. After the additional expenses are added in, only \$52 per month of each owner's HOA fees goes into the reserve account. When owners are asked for a special assessment, and figure they already pay enough, they need to take a look at the budget and see where that money is going. It's not just going to fluff. It's going to necessary services, many that you'd have to pay if you were an individual homeowner and some, garbage for instance, are less than you'd pay as an individual homeowner.
- b. Landscape Committee.** Chris Morrison, Landscape Committee Chairperson, reported. She reported that the large beautification rocks will be placed as soon as the turf is dry and hard enough to support the heavy loading equipment. She reported that the committee's primary concern this year is doing the second part of the plan for the big trees and the committee can cut certain things from the landscape miscellaneous budget to have those funds available to put towards the big tree maintenance. A copy of the written report is attached as Exhibit A.
- c. Architectural Control Committee.** There were no new ACC requests from homeowners and no report.
- d. Maintenance Committee:** Glen Beckley, Maintenance Committee Chairperson, reported. There are two major projects that need to be done. The first is the flat roofs. We did a lot of research on

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the best and most affordable method of resurfacing the garage roofs, and recommended they be given two coats with a product called GE Enduris. The board approved a bid from the contractor the committee recommended, but only on the condition that the owners vote to pay for it because there's not enough money in the budget without a special assessment. We really need to do this and do it this year - many of the roofs are leaking and the patches are only temporary. The roofs are at the end of their life expectancy. The other big project is the roof replacement on Bldg. 14. [Pictures of roof condition passed around room.] Asphalt shingles are layered over cedar shake shingles. Multiple contractors and inspectors have confirmed that the roof is in need of immediate replacement. The roof hasn't lasted as long as predicted in the last reserve study, probably because the asphalt shingles were layered over the cedar shakes and because of the extra wear caused by the moss and debris from the big trees in front of the building. After talking to the roofers who were bidding, the committee recommends applying a zinc treatment twice per year instead of only once, and this would be instead of having zinc strips added to the new roof. The committee strongly urges the board to approve the bid from Aylwin Construction in the amount of \$29,700 to replace that roof. In addition to these two major projects, the committee received three new homeowner requests. 1) The gutter at 1690 is configured in a way that allows water to pour directly onto the lower level roof, where it could potentially cause dry rot to the fascia or siding. Ben Jones looked at it and bid \$150 to repair the problem. The committee recommends the bid be approved. 2) Paul Blomquist reported two cracks in the sidewalk near his front entry that were trip hazards. A masonry/concrete contractor came out to inspect the cracks, and while he was here, we walked the community and found additional cracks that were potential trip hazards (using ADA guidelines as a reference). The committee recommends the board approve the bid from William H. Pitts Construction to repair all 5 cracks for \$600. 3) The downspout at 1600 was overlooked when all the new downspouts were installed by Gutter Pros in 2016, so it still has the narrow downspout that isn't sufficient for the weather we get. Ben Jones will replace it with a wider downspout, consistent with the rest of the community, for \$75. The committee recommends the board approve that bid.

- e. **Clubhouse.** Sue Seaver, Clubhouse Committee, reported that there is one reservation made for next month.
- f. **Neighborhood Watch.** Shirley Carlson, Neighborhood Watch Committee, reported. The white truck that owners and residents were previously asked to report to police if seen on property, is now back on the property but it's no longer of interest to the police because the suspect isn't in possession of the truck. An Earthquake/Disaster preparedness presentation should be scheduled for May, if possible.
- g. **Pool Committee.** No report.
- h. **Volunteer Committee.** Sue Seaver, Volunteer Committee, gave special recognition to Bob Hetzer for all the work he has done and for his recent work replacing a dead azalea tree. He dug up the old, dead one, bought the new one and planted it himself. The community is better because of Bob and other volunteers that do like he did and fill a need where they see it.
- i. **Ad hoc Funding Options Committee.** Deb Messecar, Committee Chairperson, reported. There is a slight change in the proposal made to the board for obtaining the funding for the flat roof project. The original proposal was for a Special Assessment of \$50 per month per unit for 36 months, with a 5% discount for paying it in one lump sum, with all funds dedicated solely to re-doing all the garage roofs. We have since learned that an assessment with monthly payments is now called a Serial Assessment, so we are modifying the proposal to call it a Serial Assessment, but everything else stays the same. It still ends after 36 months, it's still \$50 per month, there's still a 5% discount for prepayment, and all funds will still be dedicated only to the flat roofs.

**VII. Owners Forum.**

- a. Shirley Carlson commended Deb on all the work she's done on the Funding Committee and gave recognition to the time and hard work she's put in for Millridge by chairing the committee.
- b. Shirley Carlson also reported that her payment to CMI was lost in the mail because the mail in LA is a mess. She drove to CMI's office in Portland to make her payment and was told that other

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payments were lost or took a very long time to arrive, She cautioned people that mail their payments to mail them far in advance to avoid a late fee.

- c. Ron Burn asked why the requests he submitted weren't on the agenda. Response: they were Landscape Committee Requests received after the Landscape Committee had already met for the month and will be considered at the next Landscape Committee meeting and on next month's board meeting agenda. *After discussion, It was agreed that the submission deadline for landscape committee requests should be noted in the newsletter since it's earlier than the deadline for other types of request. The Landscape Committee meets the second Thursday of the month, and needs to have requests a week prior to their meeting so committee members have time to review requests before meeting.*
- d. Ron Burn complained about the ACC not giving notice of their meetings. Response: Committee meetings aren't required to be open meetings. Only board meetings need to be open meetings with notice given to owners.

**VIII. Unfinished Business.** No unfinished business (vote on big tree maintenance plan remains postponed).

**IX. New Business.**

- a. **Call for volunteers to fill the remainder of the Board of Directors term vacated by Christine Prince (term ends June, 2019).** There were no volunteers.
- b. **Call for volunteers among board members to fill office of President.** [Item skipped.]
- c. **Unit 1690 - Gutter repair.** Sue Seaver moved that the bid from Benjamin Jones to repair the gutter at a cost of \$150 be approved. The motion was seconded and, after discussion, unanimously carried.
- d. **Sidewalk Safety.** Sue Seaver moved that the bid from William Pitts Construction to repair 5 sidewalk cracks at a cost of \$600 be approved. The motion was seconded and, after discussion, unanimously carried.
- e. **Unit 1610 - Gutter repair.** Sue Seaver moved that the bid from Benjamin Jones to install a wider downspout at a cost of \$75 be approved. The motion was seconded and carried with no objections; Tom Messecar abstained from vote to avoid appearance of conflict of interest.
- f. **Building 14 Roof Replacement.**
  - i. Laura Holgate moved that the bid from Aylwin Construction, in the amount of \$29,700, be approved on the condition that the company adds into the contract that they will clean debris from attic spaces, re-attach all roof vents, and that the final payment is subject to a satisfactory inspection report from roof inspector of Millridge HOA's choosing. The motion was seconded and, after discussion, unanimously carried.
  - ii. Sue Seaver moved to approve the bid from Oregon Roof Consultant to do the inspection of the roof replacement, including mid-point and final inspections, with an NTE amount of \$500. The motion was seconded and discussed. Discussion was that the fee is a minimum of \$275 which includes two hours onsite, plus an additional \$75 per hour for each hour of labor over two hours. The motion was unanimously carried.
- g. **Unit 1716 - Request to plant mini rose bush in planting bed next to front door.** Laura Holgate moved that the request be approved. The motion was seconded and unanimously carried.

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- h. Ratify additional \$84 paid to Pacific Landscaping over approved bid amount.** Background: In January, the board gave approval for Pacific Landscape to dig up potted plants being donated by Allison Payne to the HOA, split them, and plant them in locations designated by the Landscape Committee. The approval was for a maximum of two hours at their contract rate of \$57/hour (total of \$114). When work was completed, an invoice of \$198 was received and paid. Laura Holgate moved that the additional \$84 paid be ratified. The motion was seconded and discussed. *In discussion, Landscape Committee chairperson was requested to discuss limits of approval with Pacific Landscape before work is started and to get additional time or charges approved before going forward with it.* After discussion, the motion was unanimously carried.
- i. Envelope Building Component Inspection.** Laura Holgate moved that this item be postponed until the April meeting and combined with discussion regarding finalization of reserve study. The motion was seconded and carried unanimously.
- j. Amendment to previously approved funding proposal.** Laura Holgate moved to amend the proposal for a Special Assessment that was adopted at the 3/20/18 Special Board Meeting as follows: **The proposal to be voted on by owners will be for a series of special assessments which, collectively, are referred to as a Serial Assessment, using the following terms as recommended by the Funding Options Committee:**
- 36 monthly assessments of \$50 per month per unit;
  - 5% discount for prepayment of all 36 assessments in a lump sum;
  - All funds dedicated solely to costs related to the resurfacing of all garage roofs with GE Enduris, as recommended by Maintenance Committee.
- k. Authorize attorney services.** Sue Seaver moved to approve hiring the HOA's attorney, Jason Grosz, to perform the work listed in the agenda [prepare Resolution for Serial Assessment; prepare Ballot, prepare Legal Memorandum detailing potential legal consequences and issues facing under-funded HOAs, make a presentation about Serial Assessments at Town Hall meeting]. The motion was seconded and discussed. After discussion, it was agreed that CMI would be instructed to prepare the ballot and that the attorney would not make a presentation at a Town Hall meeting; the motion was then modified as follows:
- Sue Seaver moved to authorize the HOA attorney to prepare the Resolution required for the board to propose a Serial Assessment as described in IX(j), above and including a stated definition of the term, "Serial Assessment." The motion, as modified, was carried unanimously.
- Related Motion: Laura Holgate moved to postpone consideration of whether HOA attorney should prepare a Legal Memorandum about potential legal consequences and issues facing HOAs with under-funded reserve accounts. The motion was seconded and carried unanimously.
- l. Reimburse Sue Seaver \$10.96 for purchase of paper towel for the clubhouse.** Laura Holgate moved that Sue Seaver be reimbursed the amount of \$10.96 for purchase of paper towels for clubhouse.

**X. Next Meeting Dates.**

- a. Special Association Meeting to vote on Serial Assessment: 4/12/18 at 6:30 pm.
- b. April Board of Director's Meeting: 4/26/18 at 6:00 pm.

**XI. Adjournment.** The meeting was adjourned at 7:20 pm.