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**Millridge Homeowners Association
Meeting Minutes
Board of Directors Meeting
May 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 May 30, 2018. The meeting was called to order by Tom Messecar at 6:02 pm.

II. Introductions.

Introductions proceeded throughout the room.

III. Board Member Attendance:

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

IV. Approve / Modify Agenda.

The agenda was approved with additions.

V. Accept / Modify Minutes of Previous Board of Directors Meeting. Laura Holgate moved that the Minutes of the 4/26/18 Board of Directors Meeting be approved with date and grammar corrections and that the 5/9/18 Special Board of Directors Meeting be approved with identity of owners removed.

VI. Committee Reports

- a. **Treasurer's Report.** Sue Seaver, Treasurer, reported on financial statement ending 4/30/18. There are still some corrections needed to landscape entries. Due to mis-categorization of entries, the April statement incorrectly shows that the landscape miscellaneous line item is over budget. Overall, we're 2.7% over budget YTD. Operating expense exceeds operating income by \$2,360. A lot of that is due to legal fees and administrative expenses related to the serial assessment for the garage roof project, and also for gutters. The gutters are a seasonal expense that's budgeted on a monthly basis over the whole year, so we are over budget now but the gutter expenses will balance out as we head into summer season. There was discussion about whether attorney fees, accounting services, and administrative fees that are specifically related the serial assessment should be charged to the serial assessment category. Laura Holgate will ask Steve Meyer for guidance regarding accounting for those expenses.
- b. **Landscape Committee.** Chris Morris, Landscape Committee Chairperson, reported. In addition to what is covered on the written report, a copy of which is attached, Chris discussed watering problems. This month had a record number of dry days, with a few unseasonably hot days as well. In addition, the sprinkler system hasn't been reaching all of the planting areas, leaving many shrubs and plantings showing the stress of not getting enough water. Chris will do another walk-through of the property in the next couple days to determine areas that haven't been getting water. Some owners have been watering areas near their own units with hoses, but the committee recognizes this it's not possible everywhere and is only a temporary measure. The landscape committee suggested that owners be asked in the next newsletter to report any areas where the sprinkler system doesn't seem to be working properly. The topic of dead and dying trees was discussed. There is a dead tree in the second island, and another in front of unit 1762. There are two vine maples that have multiple trunks with one or more dead trunks on each. One of those is near the

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dead tree in front of unit 1762 and the other one is at the west end of building 15. Sue Seaver suggested that the dead trees be cut down and the trees with multiple dead trunks either be cut down or have the dead trunks removed, and that Dave Edwards is willing and able to do the work with assistance of other volunteers. Chris Morris will look into options for stump removal and make a recommendation to the board. Only the dead tree in the second island will need to be replaced. The other dead or dying trees are in areas that are currently crowded or will look fine without those trees because of other trees and plantings nearby. There won't be money in the budget to replace the tree in the island this spring because the committee's priority is to have a portion of the big tree plan completed. Depending on how much is in the landscape misc. budget, which will be confirmed after CMI makes corrections, they may be able to replace it in the fall. Otherwise, the replacement won't be until next year.

- c. **Architectural Control Committee.** ACC chairperson Justin Redd wasn't able to attend the meeting, so there was no report. Laura Holgate stated that the ACC chair recommended the board approve the three architecture items on the agenda.
- d. **Maintenance Committee:** Tom Messecar reported for the maintenance committee. He announced that the first check for the garage roof project has been sent. He also reported that a new photo cell has been ordered for the sensor that controls the outdoor lights in the back that have been staying on throughout the day. Tom requested there be a reminder in the next newsletter telling owners the importance of reporting dry rot as soon as they notice it, especially in areas that aren't visible from common area - like siding or trim on the back of units or garages. The HOA is responsible for repairing exterior siding and trim, but can't repair what isn't reported and can't be seen from common area. All reports should be made by completing a Homeowner Request form and submitting it to CMI. Tom reported that the committee has been busy, as shown by the items on the agenda. Laura Holgate reported that the maintenance committee recommends patching a small hole in the sidewalk in front of unit 1702 and recommends approval of the following homeowner requests: repair of dry rot at 1704 (bid \$125); covering/screening vent near roofline where squirrels are getting in (bid \$35); removal of moss from brick exterior and chimney at 1748 (bid \$35); and Glen Beckley (committee chair) has volunteered to work with Bob Hetzer to fix the garage gutter issue at Hetzers' unit. Laura Holgate further reported that the following projects have been completed since last month's meeting: new roof installed on building 14; gutter repair at unit 1690; flashing and fascia board replaced at unit 1736; leak and dry rotted fascia repaired, downspout moved away from siding, and siding repaired at unit 1686.
- e. **Clubhouse.** Sue Seaver, Clubhouse Committee, reported that there are two reservations for June and that cleaning service will be here monthly during summer months. Laura Holgate requested that cleaning service include vacuuming of office and will give cleaning service access to the office on scheduled cleaning days.
- f. **Neighborhood Watch.** Shirley Carlson, Neighborhood Watch Committee, reported. The emergency preparedness meeting went well, but more community organization is needed. She will get additional handouts to be distributed to all owners, since many didn't attend.
- g. **Pool Committee.** Pool committee chairperson, Penny Moody, wasn't able to attend the meeting so there was no report. Tom Messecar requested an item be included in the next newsletter reminding pool users to put table umbrellas down after use so they don't get broken. Sue Seaver suggested that pool rules be a newsletter item each month during pool season. Laura Holgate will see that copies of the full rules are distributed to every unit and Sue Seaver will laminate a copy of the rules to place near each pool. Laura Holgate announced that Penny Moody and Jeaneen Bestul

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have recruited volunteers for all the required chemical checks and thanked the volunteers. Chris Morris suggested that people who have volunteered be reminded of the importance of making the checks they volunteered to do because last summer many people signed up as volunteers but never completed the chemical checks. If an owner/resident has volunteered and is then unavailable for any scheduled day, they should contact Penny, Jeaneen, or a board member to arrange a substitute. Washington County inspects our records each year, so we need to be sure we complete the required three checks per day at each pool.

h. Volunteer Committee. No report.

i. Nominating Committee. Tom Messecar, Nominating Committee Chairperson, announced the nomination of Laura Holgate and Justin Redd to fill the two director terms that will be vacant when the terms of Jim Bauer and Laura Holgate expire next month. In the process of recruiting nominees, the committee was also able to secure a commitment from Jim Bauer to fill the remainder of the term currently vacant due to the resignation of former board member, Christine Prince. Jim will assume the remainder of that term when his term expires this June, and the term he's assuming expires next June. Since the vacancy is due to a mid-term resignation and not expiration of a term, it will be filled by a vote of the Board of Directors rather than a vote of owners.

VII. OWNERS FORUM.

An owner reported that CMI had problems handling her payment, initially saying one of the two checks sent in the same envelope was lost, but was later found. She expressed concern about disorganization at the CMI office.

VIII. UNFINISHED BUSINESS.

a. Election of Director. Sue Seaver moved to elect Jim Bauer to fill the remainder of the term vacated by resignation of a former board member. The motion was seconded and the board members in attendance voted unanimously to elect Jim Bauer to assume the remainder of the vacated term immediately upon expiration of his current term, which occurs at the annual meeting next month.

b. Reserve Study.

i. Two versions. Laura Holgate moved to eliminate draft version 4 in its entirety, and designate the 5/24/18 updated draft version 3 as the draft that will be used as the basis for changes needed to finalize the reserve study. The motion was seconded and unanimously carried.

ii. Roofs - Useful Life Expectancy. Laura Holgate moved that the useful life estimate for roofs be changed from 20 years for all roofs to 25 years for roofs with 3-tab shingles and 30 years for roofs with architectural shingles, conditioned on getting written confirmation from Joe Sardotz, the certified roofing inspector of Oregon Roof Consultants, that 25 years for roofs with 3-tab shingles and 30 years for roofs with architectural shingles are accurate and realistic useful life figures for Oregon. The motion was seconded and discussed. In discussion, it was pointed out that the previous reserve study by Schwindt used a 25 year life expectancy for all roofs instead of the 20 year useful life estimate used in the 2018 draft report. The motion was unanimously carried.

iii. Laura Holgate moved that the \$10,000 roof contingency (per roof) be removed for buildings 5 and 14 because the recent re-roofing of these buildings included a complete tear-off and installation of solid plywood decking, making the contingency unnecessary

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since the purpose of it is to account for the potential additional cost of installing plywood decking if the tear-off of existing roof layers exposes an initial layer of cedar shakes with no solid plywood decking underneath. The motion was seconded and discussed. Sue Seaver said that building 12 has also had a complete tear off with solid decking installed, and there may be others. After discussion, the motion was modified as follows: **that the \$10,000 roof contingency (per roof) be removed for buildings 5, 12, 14, and other roofs determined to have had complete tear-offs with solid plywood decking installed under existing roof.** The motion, as modified, was seconded and unanimously carried.

- **Action Item:** Board to review roof records to determine which other buildings, if any, have had solid plywood decking installed as part of a complete tear-off and new roof installation so roof contingency can be removed for any that don't have that issue.
- **Action Item:** Board will schedule a reserve study work-session before the annual meeting. Board members will bring a list of suggested changes for discussion in order to compile a joint list of requested revisions to submit to Schwind for preparation of final report.

IX. New Business.

- Unit 1640 - Request to dig up rhododendron near his unit and plant something else.** Sue Seaver moved to deny the request. The motion was seconded and unanimously carried.
- Unit 1648 - Owners request to plant annuals in planting bed in front of their unit.** Tom Messecar moved to approve the request. The motion was seconded. After discussion, the motion was unanimously carried.
- Ratify planting of arborvitae donated by Shirley Carlson and planted by Pacific Landcaping.** Sue Seaver moved to ratify the payment of \$57 to Pacific Landscape for planting a donated arborvitae to replace a dead one along the east fence. Motion was seconded and unanimously carried.
- Big tree maintenance.** Laura Holgate moved that a decision on the landscape committee's request to use \$1500 from the landscape miscellaneous budget to complete a portion of phase 2 of the big tree plan proposed by NW Trees be postponed until next month. The motion was seconded and unanimously carried.
- Add sprinkler head.** Laura Holgate moved to approve the bid from Pacific Landscape to install an additional sprinkler head, at a cost of \$88, near the walkway to the clubhouse. The motion was seconded. After discussion, the motion was carried by a majority of two yes votes.
- Final bill for Building 14 roof.** Sue Seaver moved to ratify payment of the final cost of \$31,380, which included add-ons not previously approved. The motion was seconded and , unanimously carried.
- Painting "Visitors Only" on ten spaces previously designated exclusively for visitors.** Sue Seaver moved that the bid from Advanced Line Painting to paint "Visitors Only" on ten spaces at a cost of \$175 be approved. The motion was seconded and unanimously carried.
- Small hole in sidewalk near unit 1702.** Sue Seaver moved to have the maintenance committee fill the hole in the same manner as previously done in the alley behind building 8, and to approve the cost of supplies not to exceed \$40. The motion was seconded and unanimously carried.
- Reimbursement to Justin Redd.** Sue Seaver moved to approve reimbursement of \$13.99 to Justin Redd for his purchase of a replacement photo cell for the sensor that controls the lights in back that have been staying on in the daytime. The motion was seconded and unanimously carried.

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- j. **Unit 1704 - Owner request for HOA to repair dry-rotted wood around door.** Laura Holgate moved to approve the bid from Benjamin Jones, in the amount of \$125, to repair dry rotted trim around the back door. The motion was seconded and discussed. After discussion and closer examination of the photo showing the location of the dry-rot, Laura Holgate rescinded her motion. Tom Messecar then moved to deny the request based on the dry rot being to the door frame, which is part of the door and therefore is the homeowner's responsibility. The motion was seconded and unanimously carried.
- k. **Unit 1722- Owner request for HOA to fill hole near roof line where squirrels are getting in.** Sue Seaver moved to approve the request and approve the bid of \$35 from Ben Jones Construction to fill the hole. The motion was seconded and unanimously carried.
- l. **Unit 1596 - Owner request to reattach gutter to garage where water is running between gutter and building.** Glen Beckley offered to work with Bob Hetzer (the homeowner) to adjust gutter so that water runs into gutter instead of between gutter and wall.
- m. **Unit 1748 - Owner requests HOA remove moss from the chimney and brick-work that runs down the front of the unit.** Tom Messecar moved to approve owner's request that HOA remove the moss from the chimney and brick along front of unit and approve the bid of \$35 by Ben Jones to complete the job.
- n. **Unit 1748 - Owner request for permission to place a portable AC unit on common area ground in front of her unit (which is an end unit).** Sue Seaver moved to deny the request. The motion was seconded and discussed. After discussion, the motion to deny was denied by a majority with two no votes and one yes vote.
Laura Holgate then made a motion to approve the request for the portable AC unit, provided it is in the same location as it was last summer and will be removed by September 30th, 2018. The motion to approve was seconded and carried by a majority with two yes votes and one no vote.
- o. **Unit 1620 - Owner requests authorization to replace the glass of an existing window with new glass due to broken seal in existing window.** Sue Seaver moved to approve owner's request. Motion was seconded and unanimously carried.
- p. **Unit 1656 - Owner requests authorization to install new windows.** Sue Seaver moved to approve owner's request to replace existing windows with white vinyl-framed windows to be installed by a licensed contractor. The motion was seconded and unanimously carried.
- q. **Unit 1656 - Request to lease unit.** Sue Seaver moved to approve the request. The motion was seconded and discussed. After discussion, the motion to approve was modified as follows: motion to give conditional approval that is valid for 90 days, and conditioned on tenant occupying the property and receipt by the board of all required documentation within 90 days of approval; the approval will be revoked and the owner must submit a new request if required documents aren't submitted and/or tenant doesn't occupy the property within that 90 day period. The modified motion was seconded and unanimously carried.
- r. **Approve/deny having the small, flat, extension roofs coated by Commercial Coatings at the same time garage roofs are done, using same silicone coating.** Laura Holgate moved to approve coating the small, flat, extension roofs of units 1608, 1630, and 1754 with the same silicone coating process being used for garage roofs at a cost of \$100 each, paid from reserves and not from special assessment funds, with work to be done by Commercial Coatings, LLC when the garage roofs are being done; except that the payment by the HOA for small, flat, extension roof of 1630 is conditioned on confirmation that the roof was part of the original construction, which has already been confirmed for units 1608 and 1754. If it is determined that the roof extension is a later

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addition by an owner, the \$100 cost will be charged to the homeowner. The flat portion of the clubhouse roof is not part of this motion. The motion was seconded and, after discussion, was unanimously carried. The motion did not include doing the flat portion of the clubhouse roof.

- s. **Unit 1640 - Owner request for permission to use pressure washer to clean siding on his unit.** Sue Seaver moved to deny this request based on potential moisture problems that can result from pressure washing Hardiplank siding. The motion to deny was seconded and unanimously carried.
- t. **Unit 1640 - Owner request to wash outside of his windows.** No motion made for this. Owner will be informed that it's not necessary to ask for permission to wash the windows.

X. Next Meeting Dates.

- a. Annual Association Meeting to be scheduled for Monday, 6/25/18 at 6 pm, subject to availability of Steve Meyer from CMI.
- b. Next Board of Director's Meeting will immediately follow Annual Association Meeting.

XI. The meeting was adjourned at 7:39 pm, but reconvened at 7:41.

XII. Reimbursement to Bob Hetzer. Laura Holgate moved that Bob Hetzer be reimbursed the amount of \$15.99 for his purchase of a hose for the pool. The motion was seconded and unanimously carried.

XIII. Adjournment. The meeting was adjourned at 7:43 pm.

Millridge Landscape Committee Report
For 5/30/18 HOA Meeting

The landscape committee met on 5/10/18. Two homeowner requests were considered: Ron Burn asked permission to dig out a rhody in the common area next to his courtyard/garage (1640) and then replace it with another plant. The committee recommends that his request not be approved. We want to try fertilizing the plant first. Laura Holgate asked permission to plant annuals in the common area in front of her unit (1648). The homeowners will maintain the annuals and then remove them in the fall. The committee recommends approving this request.

The committee recommends using \$1,500 from the landscape miscellaneous budget to do part of the phase two plan for caring for our big trees. Landscape committee chairperson Chris Morris and homeowner Bob Hetzer did a "walk-around" with NW Trees representative, Scott Failla, to update the plan, giving priority to those trees most in need of care, especially as pertains to the trees' proximity to buildings.

Committee members Jeri Old and Chris Morris, and homeowner Spencer Morris planted the three lemon cypress plants in the memorial garden in front of building 14.

Shirley Carlson donated an arborevitae to the HOA which the pacific crew will plant in the hedge along the back fence. It will replace a plant that has died. Matt Curtis has volunteered to water the plant over the summer. Because the plant needs to get in the ground soon and because it keeps falling over and blocking garage access, the crew will plant as soon as possible; the board will need to ratify this expenditure.

The committee recommends having Pacific add a sprinkler by the walkway to the clubhouse. The existing sprinkler does not reach one of the new rhodys. These were planted last year...the furthest one (from the door) died last year for lack of water.

The beautification rocks ordered and paid for last year were delivered. American Landscape will send a front loader to Millridge on Saturday, May 19, to distribute and position the rocks according to the plan developed by the committee and approved by the board.