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**Millridge Homeowners Association
Meeting Minutes
Board of Directors Meeting
October 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 143rd Avenue, Portland, OR 97229 on October 25, 2018. The meeting was called to order by Justin Redd at 6:33 pm.

II. Introductions.

Introductions proceeded throughout the room.

III. Board Member Attendance:

DIRECTORS PRESENT: **Justin Redd** (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 the addition of four new items; a fifth new item was added later in the meeting.

V. Approve / Modify Minutes of 9/27/18. Sue Seaver moved to approve the Minutes of 9/27/18 Board Meeting with the following correction: **correct date to 9/27/18**. The motion was seconded and carried by majority.

VI. Committee Reports.

a. Treasurer's Report. Sue Seaver, Treasurer, reported. Financial statement wasn't received from CMI until shortly before the meeting so a complete report isn't possible. At the last meeting, CMI was directed to prepare a separate accounting record of the Serial Special Assessment, and Steve Meyer reports he is working on it. Roofing contractor for garage roof project has been fully paid, legal fees and administrative costs directly attributed to the Serial Special Assessment are being/have been moved to the Serial Special Assessment account. Future activity on the Serial Special Assessment account could include collection costs related to delinquent assessment payments and late fee income related to assessment payments. The CMI contract calls for financial statements to be issued by the 25th of each month and are generally not available earlier than that. In order to allow time for review of financial statements prior to meetings, Sue suggested changing the monthly board meetings to the first Thursday of each month.

b. Landscape Committee. Chris Morris, Landscape Committee Chairperson, reported. A copy of the written report is attached as Exhibit A. Special emphasis made on need for owners to report any landscape elements that need attention, including overgrown areas, shrubs or trees needing pruning, large weeds or tree starts that need removal, etc. Reports should be as specific as possible and made to Chris Morris. Owners/residents should not ask the Pacific Landscape crew to do

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things, as their instructions must come from their employer. Chris will communicate the issues reported to her to our account manager at Pacific Landscape and he will instruct the crew.

- c. **Architecture Committee.** Jim Bauer, ACC chairman, reported. The ACC recommended that if the board authorizes installation of a fence cap at 1642, the color of the cap should be the same color as the fence. There was one homeowner request regarding the pavers currently located in front of 1612. The request was not reviewed by the full committee because it was initially thought to be a landscape request, but Jim looked at it prior to the meeting and his recommendation as ACC chairperson is that the existing pavers be sunk in to the ground and level them so as not to be a tripping hazard and to improve the general appearance.
- d. **Maintenance Committee.** Tom Messecar, Maintenance Committee member reported. A copy of the written report is attached as Exhibit B. In addition to what is on the report, the committee recommends approval of the Verhaalen bid for touch-up/painting repairs to buildings 9,10,11 and 12 (postponed last month to clarify scope of work) approval of Jarmer electric repairing light at entry; and approval of fence cap and fence repairs at 1642 (postponed last month).
- e. **Clubhouse Committee.** Sue Seaver, Clubhouse Committee, reported. There was a child's birthday party held this month. Call Sue to reserve space for a private party or event.
- f. **Neighborhood Watch.** Shirley Carlson, Neighborhood Watch Committee, reported. There have been recent incidents of packages being stolen from porches in Oak Hills. None have been reported stolen at Millridge, but please let your neighbors know they have a package if you see it sitting out - some people don't use their front doors much and may not know a package has been left for them.
- g. **Budget (ad hoc committee).** Sue Seaver, chairperson, and Tim Jackson, committee member, reported. The committee has met once and is in process of obtaining information from utilities about upcoming rate increases. Tim Jackson will provide hook-up and screen for viewing budget spreadsheet in clubhouse so owners attending budget meeting can follow along as proposed budget is reviewed and as changes are made. Steve at CMI estimates that our water/sewer alone could cost as much as \$120,000 in 2019. Proposed 2019 budget will be based on 2018 spending and anticipated rate increases. A Special Board Meeting will be scheduled for finalizing and adopting the 2019 budget.

VII. Owners Forum. Owners were given time to make comments and suggestions.

- a. An owner requested that the stump left after removal of the dead tree in the center island be chopped close to the ground and the stump ground up. Sue Seaver replied that Dave Edwards, as a volunteer, will chop the stump closer to the ground.
- b. An owner inquired about distribution of updated phone roster. Laura Holgate will prepare and distribute updated roster in the first week of November.

VIII. UNFINISHED BUSINESS.

- a. **Reserve Funding compared to expected needs.** Justin Redd, President, reported that he wasn't able to prepare an update because the 9/30/18 financial statement wasn't received until shortly before the meeting. He reiterated his comments from the last two months that our level of reserves is inadequate and solutions will continue to be sought.

ACTION ITEM: Laura Holgate will follow up with Schwindt and CMI regarding receipt of first draft of 2019 Reserve Study, which was request to be delivered by 11/15/18.

- b. **Review: CMI's income/expense statement for the Serial Special Assessment.** Laura Holgate moved to postpone this to next month since we haven't yet received this statement from CMI. **The motion to postpone was seconded and unanimously carried.**
- c. **Approve/deny Verhaalen's bid for remediation painting to buildings 9, 10, 11, and 12.** (Decision postponed last month for clarification of scope of work included in bid). Sue Seaver moved to approve the bid from Verhaalen Painting to do remediation/partial painting of buildings 9, 10, 11, and 12 at a cost of \$7040, with approval conditioned on receipt of satisfactory updated contract that includes the expanded scope of work agreed to verbally with Glen Beckley and communicated to board via email on 10/8/18. **The motion to approve, conditioned on satisfactorily updated contract, was seconded and unanimously carried.**
- d. **Follow up: moving reserve funds to an account that yields higher interest.** Justin Redd reported he will continue to work with CMI regarding this change.
- e. **Follow up: CMI to move \$40K from line 1790 (operating contingency) to line 1980 (reserves).** Sue Seaver reported this will show up on the next financial statement since CMI was directed to move it in October.
- f. **1642 Owner request to remove/replace top of fence and add metal fence cap.** (Decision on this was postponed last month to consider lower cost options.) Tom Messecar moved to approve the repairs and install the fence cap. The motion was seconded and discussed. After discussion, Tom agreed to amend his motion to include ratification of the expenses incurred prior to board's approval, with the stipulation that it be a one-time exception and not be used as precedent for future policy. The motion, as amended, received two yes votes and two no votes, prompting the president's tie-breaker vote. Justin Redd, President, voted to deny the request to approve the repairs and ratify unauthorized expenses.
- Sue Seaver introduced a new motion, which was to pay the contractor, Ben Jones, for the time he's already spent (3 hours at \$40/hour), to reimburse him for the cost of materials (\$144 for fence cap and \$44.56 for lumber), and to take the materials into HOA possession to be stored for future use. The motion was seconded and discussed. **After discussion, the motion to pay Ben Jones for his time, reimburse him for materials, and take the materials into HOA possession was unanimously carried.**
- g. **Insurance Policy for 11/15/18 - 11/15/19.** (Postponed last month for receipt of proposals). Laura Holgate moved to accept the policy renewal proposal from American Family Insurance with an annual premium of \$27,511.32. **The motion to renew the American Family policy was seconded and carried without objection.**

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- h. Approve/deny gutter cleaning bid.** (Decision to clean gutters once per year was made last month; decision on contractor and approval of bid was postponed last month for receipt of bid). Laura Holgate moved that the company that cleaned the gutters last year be hired to clean them this December at a cost of \$3950, which is the amount communicated by contractor to Glen Beckley, but the approval proposed in this motion is conditioned on receipt of a satisfactory written contract. The motion was seconded and discussed. After discussion, **the motion for conditional approval was unanimously carried.**

IX. New Business.

- a. Blackberry and ivy clearing along fence by church.** Justin Redd moved to postpone the matter indefinitely. The motion was seconded and discussed. Justin reported that he walked by recently and it appeared that it had already been cut back significantly, presumably by Pacific Landscape. **The motion to postpone indefinitely was unanimously carried.** The motion may be renewed at a later date if the church requests additional trimming or removal.
- b. Approve/deny electrical work to replace front entry light.** Laura Holgate moved to approve hiring Jarmer Electric to repair the wiring and replace the light at a cost not to exceed \$500 labor plus \$90 for a new light fixture. The motion was seconded and, after discussion, was unanimously carried.
- c. Approve/deny Owner's request that HOA clean up common area at NW corner of building 4 (in front of 1612).** Jim Bauer moved that the existing pavers be sunk securely into the ground so they are level for improved safety and appearance. **The motion to sink the pavers securely into the ground so they are level was seconded and unanimously carried. The maintenance committee volunteered to do this work.**
- d. Approve/deny repainting of speed bumps.** Sue Seaver moved to accept the offer of Glen Beckley, Bob Hetzer, and Tom Messecar to volunteer to repaint the speed bumps, and to reimburse them for costs not to exceed \$50. The motion was seconded and unanimously carried.
- e. Approve/deny reimbursement to Bob Hetzer.** Sue Seaver moved to reimburse Bob Hetzer the amount of \$21.97 for his purchase of a specialty light bulb for front entry light. Motion was seconded and unanimously carried.
- f. 1744 - Approve/deny Owner's request for letter from HOA to her contractor confirming that Owner may install a heating unit for her garage.** Sue Seaver moved that the president and secretary sign the letter confirming the owner is allowed to install the heating unit as pictured in her request, which will not be on any common area. **The motion was seconded and, after discussion, was unanimously carried.**
- g. Mitsubishi Service Sue nte \$250 unanimous.**

- X. Next Meeting Date.** Sue Seaver moved to change the monthly meetings from the 4th Thursday of each month to the 1st Thursday of each month to allow sufficient time for the board to review the financial

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statement in advance of the monthly meeting. The motion was seconded and discussed. After discussion it was amended to add that the new meeting date would begin with the business for the month ending 12/31/18 being covered in a meeting on the 1st Thursday of January and the motion was unanimously carried. After the vote, Justin Redd suggested we start it a month earlier since the November meeting is already pushed back a week due to Thanksgiving. The previous vote was unanimously rescinded.

Justin Redd made a new motion to hold monthly meetings on the first Thursday of each month to conduct the business of the previous month; the new meeting schedule to be effective with the November meeting being held the first Thursday of December and continuing on that schedule going forward. **The motion to have all monthly meetings on the first Thursday of the month, beginning with the November 2018 meeting being held on December 6th, 2018 was unanimously carried.**

The next meeting date will be December 6, 2018 at 6:30 pm.

XI. The meeting was adjourned by Justin Redd at 8:30 pm.

Millridge Landscape Committee Report
For 10/25 HOA Meeting

The landscape committee met on Thursday, 10/11/18.

The committee had two homeowners requests to consider. One was basically a request for pruning in the common area around unit 1722; the committee discussed and a request for specific pruning in this area has been passed on to our Pacific landscape crew. The other was a request for a walkway and clean-up at the NW corner of building 4; this request is being forwarded on to the maintenance committee and to the ACC.

The committee discussed needs for 2019 and developed recommendation amounts for the budget committee. We are recommending:

*7630-sprinkler system repair-\$3,000

*7690-landscape miscellaneous-\$4,000

*Plan for continuing on with (3 year) plan to care for neglected trees (currently half way through 2nd year...about \$4,000 worth of tasks yet to do)...either add new line item, pass along more funds to landscape miscellaneous so we can address, or have plan to take from reserves. The committee feels that our big trees, even with issues, add much to the value of our properties and to our enjoyment of the place where we live.

The committee discussed possible expenditures for the rest of 2018: remove blackberry/ivy from fence between church and Millridge, replacing trees on islands, winter turf moss treatment, fertilizing flowering big trees...we are currently gathering more information and will make decisions at our November 8 meeting.

The committee is setting up a meeting with Kelly, our Pacific Landscape liaison. We want to improve communication with the crew, letting Kelly know our goals and expectations, and finding out from him things we can do on our end to supply better input.

Ex B to 10.25.18 Minutes

Maintenance report Board Meeting 10.23.2018

Unfinished business (Add on to current agenda)

H. Gutter cleaning bid

New Business (Add on to current agenda);

D. Paint speed bumps

E. reimburse Bob Hetzer for test light \$22.00.