

MINUTES OF THE BOARD OF DIRECTORS MEETING OF MILLRIDGE HOMEOWNERS ASSOCIATION HELD SEPTEMBER 26, 2018 AT 6:30 P.M. AT THE MILLRIDGE TOWNHOMES CLUBHOUSE LOCATED AT 1610 ½ NW 143rd PORTLAND OR 97229.

I. Call to Order

Justin Redd called the meeting to order at 6:30 p.m.

II. Introductions

Introductions commenced throughout the room.

III. Board member attendance

Directors and Officers Present:

Justin Redd, President

Tom Messecar, Vice President

Sue Seaver, Treasurer

Jim Bauer, Director at Large

Steve Meyer, Vice President, Community Management Inc.

IV. Approve/modify agenda

Insurance discussion was added to the agenda.

V. Approve/modify meeting minutes of 8/23/18 August board meeting

AGREED: Tom Messecar moved to approve the meeting minutes of 8/23/18 August board meeting. The motion was seconded and carried without objection

Approve/modify meeting minutes of 9/4/18 special board meeting

AGREED: Tom Messecar moved to approve the meeting minutes of 9/4/18 special board meeting. The motion was seconded and carried without objection

VI. HOA President Remarks

Justin Redd reported that Barbara Osbourne passed away. The HOA remembered Barbara. We send our love and prayers for Barbara and her family.

The HOA thanks all that helped with the flat roofs replacement. We have a budget committee in place led by Sue Seaver. The committee members were introduced. Window AC units should be removed.

VII. Committee Reports

- Treasurer's Report

Sue Seaver reported. Ursula asked for a report on the serial assessment. Sue gave a report on the income/expenses of the serial assessment.

ACTION ITEM: CMI to create an income expense statement for the SA.

- Landscape Committee

Christine Morris reported. We are working with Pacific Landscape on the blackberries. Christine brought the HOA up to speed on several current projects. We have a bid to review the water system. The committee will be reviewing and will present to the Board at the next meeting. The could cost thousands for each island.

- Architecture Committee

Jim Bauer reported. We have a fence around an owner's unit and a fence rail issue from deterioration.

- Maintenance Committee

Tom Messecar reported. We are waiting on the final roof warranty paperwork before we pay this. The final inspection was discussed. Edge treatment was also discussed. All vendors agreed the edge treatment was not needed, but the HOA will address as needed. The flat roofs are completed.

- Clubhouse

No report.

- Neighborhood Watch

We will be working on an emergency plan in the future. Earthquakes were discussed. Steve Meyer spoke of other HOAs and their emergency plans.

ACTION ITEM: Steve will share other HOA's emergency plans.

- Pool Committee

We thank all of the volunteers for the pool committee. The pools are closed for the season.

- Volunteer Committee

We thank our volunteers, Bob, Glenn and others were recognized. This saves us expense!

- Budget Committee

Sue Seaver reported. The draft budget from CMI will be presented by Steve Meyer in the next few days.

VIII. Open floor to members – two minutes please

- One owner asked about a sump pump install.
- One item asked about the CMI portal and specifications of approved items posted. These items are on the website.
- We have 6 new owners at the HOA!
- Tree trimming and access / visibility was discussed.

IX. Unfinished Business

a. Reserve Funding compared to expected needs. Update based on discussion from last month's meeting. Justin Redd provided an update on this topic, expected funds to be needed and what the reserves actually have. The Board will be discussing the \$200k shortage in the reserve fund. This is over a 3-year period.

- b. 1738 Owner Request: rotting stump, front yard tree touching house, dead rhodie needs removal.** Item postponed from last meeting to allow time for landscape committee to review and make recommendation.

AGREED: Sue Seaver moved to approve the 1738 Owner Request: rotting stump, front yard tree touching house, dead rhodie needs removal. No second. All of the items were already completed.

- c. **Approve/Deny painting of buildings 9, 10, 11, and 12.** Bids received from Powers Painting and Verhaalen painting for touch up and remediation, extending the need for full repainting by approximately 5 years.

AGREED: Tom Messecar moved to acquire a detailed bid comparison before discussing further and work with Verhaalen on this. The motion was seconded and carried without objection.

- d. **Report on final completion of flat roof repair**

This was discussed earlier in the meeting.

- e. **Flat roof on unit 1770.** Additional small flat roof area – cleaned by Ben Jones? To be coated by Commercial Roof Coatings, LLC or by fixed by Ben Jones?

There were questions at the special board meeting. All of this was completed. It was cleaned by Ben Jones and coated by Commercial Roof Coatings, LLC.

- f. **Approve/deny suggestion to move reserve funds to an account that yields higher interest.** After discussion in last month's meeting, this motion was withdrawn and the matter postponed to allow time for further research; Justin Redd agreed to request written confirmation from CMI as to any one-time or ongoing administrative or accounting fees that would be charged by CMI if we switched to a different bank.

The Board agreed Justin will investigate and will work with CMI to move forward on setting up the account. The banking institution was First Internet Bank.

- g. **Discussion and Consensus. Reserve Study.** From last month's meeting: a portion of the undesignated operating reserves fund, the balance of which is given in the 7/31/18 as \$81,408.79, should be transferred to the replacement reserves fund. The amount needs to be determined.

AGREED: Sue Seaver moved to move \$40k from 1790 to 1980. The motion was seconded and carried without objection.

ACTION ITEM: CMI to move \$40k from 1790 to 1980.

- h. **Ratify sump pump installation at unit 1638.** From last month's meeting Laura Holgate moved to postpone until copies of all invoices are available, and until receipt of comparative cost information from CMI.

AGREED: Tom Messecar moved to ratify the sump pump install. The motion was seconded and carried without objection.

ACTION ITEM: The HOA will develop a sump pump install specification.

X. New Business

- a. **Detailed up-to-date report and accounting for flat roof serial assessment.** Present written report in response to request by Ursula Locke

This item has been taken care of.

b. 1638 Owner Request: Front landscape area in front of unit, surrounding sump pump.

AGREED: Sue Seaver moved to approve the 1638 owner request: Front landscape area in front of unit, surrounding sump pump for 1638. The motion was seconded and carried without objection.

c. 1638 Owner Request: Request to paint front door

AGREED: Sue Seaver moved to approve the painting of the door of 1638. The motion was seconded and carried without objection.

d. 1638 Owner Request: Request to paint window trim

AGREED: Sue Seaver moved to approve the 1638 Owner Request: Request to paint window trim. The motion was seconded and carried without objection.

e. 1642 Owner Request: Remove/replace top of patio fence.

AGREED: Jim Bauer moved to delay this item until the next meeting. The motion was seconded and carried without objection.

f. 1688 Owner Request: Facia in front and back of house – wood splintering, paint cracking

This has been completed.

g. Gutter cleaning: Once or twice per year? And when should it be done?

AGREED: Sue Seaver moved to perform gutter cleaning once a year. The motion was seconded and carried without objection.

h. Reimburse Jim Bauer \$15.49 for “no trespassing” sign

AGREED: Sue Seaver moved to reimburse Jim Bauer \$15.49 for “no trespassing” sign. The motion was seconded and carried without objection.

i. Insurance

The renewal is 11/15. We will have bids by late October.

XI. Next meeting date.

- a.** The October Board of Directors Meeting is proposed for October 25th (4th Thursday) at 6:30pm.

XII. Adjournment

The meeting was adjourned at 8:20 p.m.