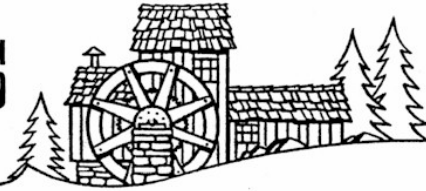


MILLRIDGE TOWNHOUSES

1610½ N.W. 143rd Avenue • Portland, Oregon 97229



December, 2018

Call for New Maintenance Committee Chair and Members!

The Board is calling for volunteers to form a new maintenance committee. Due to health issues, Glen Beckley has resigned from his many roles with this group. Glen was not only acting as chair, and as a member of this committee, but was also doing the bulk of the volunteer work. Robert Hetzer has also decided he can no longer serve on the committee or volunteer his services to assist with small projects at Millridge due to his age. We all are profoundly grateful for the excellent maintenance supervision, planning and often-times free work that was done by Glen and Bob, and the many hours both devoted to volunteering.

Going forward, we envision that the role of the maintenance committee chair and members will need to change to a model more similar to how our Architectural and Landscape committees operate. For example, the committee chairperson will act as a point of contact with the contractors we have to perform the HOA's maintenance projects and lead a monthly committee meeting to determine priorities for maintenance of the buildings and common area elements and to decide on the recommendations the committee will make to the board of directors related to the owner requests and general maintenance needs. The committee chairperson will also respond to owner requests for maintenance. It will often be necessary to let owners know that all requests for maintenance need to be submitted to CMI, and CMI will forward the requests to the board of directors and the committee. Upon receipt of an owner request forwarded by CMI, the maintenance committee members will evaluate the situation and, if the committee deems the request should be recommended for approval, will obtain bids for completion of the work. Following the monthly committee meeting, but at least a week before the

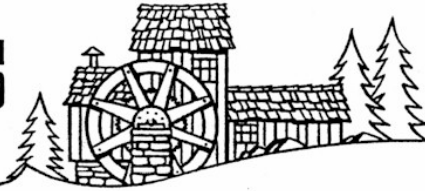
monthly board meeting, the chairperson will prepare and submit a committee report to the board of directors. The report will include a list of all owner requests for maintenance, the committee's recommendation of whether or not the board of directors should approve the request, and the cost of completing the work on the projects recommended for approval. The report should also include recommendation for board actions on general maintenance needs not related to owner requests. In addition the committee chair, in coordination with the committee members, will advise the board annually on the priorities and best approach for projects listed in the reserve study maintenance plan. It's important to note that the committee chair and members are not expected to do the maintenance work, but instead seek out vendors to complete the projects it is recommending to the board of directors. From time to time there may be small projects suitable for volunteers to complete, and volunteers may be sought by the volunteer committee to perform that work. However, it's not a requirement that maintenance committee members volunteer for those projects; a volunteer may be any owner or resident with the skills needed and a desire to help.

Glen has prepared a list of trusted contractors for some of the most common maintenance issues (roofing, gutters, etc.) that will be passed on to the new chair and committee members.

As you can see, the committee chairpersons and committee members are very important to the HOA, and the maintenance committee in particular is very busy due to the numerous requests received and the size of our community. If you are interested in volunteering for this position, please contact Justin Redd or another board member to express your interest and obtain a more detailed job description.

MILLRIDGE TOWNHOUSES

1610½ N.W. 143rd Avenue • Portland, Oregon 97229



December, 2018

Meetings

The December Board of Directors Meeting will be held January, 10th at 6:30 PM.

NOTE- New schedule for monthly board meetings!

Regular monthly board meetings will be held on the 1st Thursday of each month to conduct the business arising in the previous month. The January meeting is being held on the 2nd Thursday due to scheduling issues related to the New Year holiday.

OWNER REQUESTS

Millridge Bylaws require prior approval for any additions or modifications to Common Area, or any additions or modifications to exterior portions of your unit (windows and doors, for example) that are part of your individually-owned property, but visible from Common Area. HOA Board approval must be received in advance of any such changes.

OWNER REQUEST DEADLINES! To have a request considered at the next meeting, please note these deadlines:

Maintenance, architectural and general HOA requests must be submitted to CMI 10 days prior to the board meeting (the 4th Monday of the preceding month).

Landscape Committee requests:

This month, the landscape committee will not meet to consider requests. IF an urgent request comes up please contact the committee chairperson. The deadline for landscape requests is determined by the date of the landscape committee. **The next meeting of the Landscape Committee is January 17th, and the deadline for submitting requests is January 10th.**

You can find Homeowner Request forms at the *entrance to the clubhouse*, on the *CMI website*, or by *contacting Laura Holgate*, Millridge HOA Secretary at lauraabsherholgate@gmail.com.

Request Submission Process: ALL REQUESTS MUST BE SUBMITTED TO CMI. Email is the preferred method of receipt but if you don't have a way to email the request you may mail it to CMI's Portland office (not to the payment address) OR drop the request in the HOA office mail slot at the clubhouse for a board member to email it to CMI. If you drop a request in the mail slot at the clubhouse you must notify a board member that you've deposited it there because the office isn't regularly checked for requests. Within a day of receipt, CMI will forward your request to the appropriate committee chairperson and the board of directors.

COMMITTEE NEWS

Maintenance Committee

Please consider volunteering for this committee. Contact Justin Redd or a board member for more information.

Landscape Committee

Landscape questions regarding work that should be part of routine landscape maintenance (as opposed to a specific request for a one-time project) can be directed to Christine Morris via email who will then follow up with the Pacific Landscaping account manager.

Architectural Committee (ACC)

Jim Bauer is the ACC chairperson. Other committee members are Betty Lukins, JeaneenBestul, Elaine Clawson, and Chris Scheiff.

Budget Committee

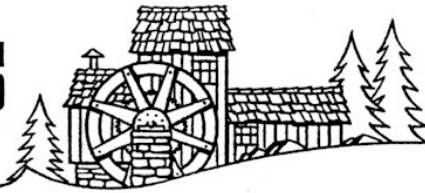
The ad-hoc 2019 budget committee has completed their work! See the breakdown of how your homeowner dues are spent in the attached table and figure!

Clubhouse

Now is a good time to call Sue Seaver at 503-629-9049 to make your reservations for the clubhouse!

MILLRIDGE TOWNHOUSES

1610½ N.W. 143rd Avenue • Portland, Oregon 97229



December, 2018

Announcements

Prepare your crawlspace for winter! Make sure your crawl space is properly insulated. Block all vents that lead to the outside using cardboard or wood. Don't forget the hose bibs. Hose bibs are normally left unattended causing them to burst in the middle of the night. Drain hose bibs and insulate with covers. Once this has been completed, deactivate bibs at the shutoff valve.

Be wary of turning left on NW 134rd Avenue! Recently a resident of Millridge was nearly hit while trying to turn left on NW 143rd. Others have noted that crossing this street on foot can also be difficult. Look carefully before crossing NW 143rd.

Process for package delivery at Millridge! Please return the key!! Our mailman for Millridge will occasionally have mail that will not fit in a homeowner's box. When this happens, he places the mail in a larger box next to the individual boxes, then leaves the key for that box in the homeowners mail box. After you retrieve your package, you need to return the key to the lock on the box from which the package was retrieved. Recently one of the keys was not returned and now we do not have ability for the mailman to leave small packages in that . If you have the key please return it to a board member asap.

Energy Saver Kits. Energy Trust offers free Energy Saver Kits filled with products that can help you lower your energy costs right away—and installing them is as easy as ordering. Tell them a little about your home and Energy Trust will create an Energy Saver Kit tailored just for you. 866-691-1766.

Millridge Volunteer Corner

Thank you!

Thank you to all the committee members, Board members, and all other volunteers who put their time, efforts, and skills to work to make our community a better place!

If you are interested in volunteering for community projects, please contact Sue Seaver, the Volunteer Committee Chairperson at 503-629-9049.

Thanks to Deb Messecar for volunteering to do the newsletter.

Community Contacts

HOA Contact Information (Call for emergency!)

CMI: 503-233-0333

Steve Meyer, Direct Line: (503) 445-1216

Board Members:

Jim Bauer: 503-747-2027

Laura Holgate: 503-453-4172

Tom Messecar: 971-801-9347

Justin Redd: 503-799-6065

Sue Seaver: 503-629-9049

To Reserve Parking in East Alley (back fence):

Elaine Clawson: 503-466-9925

To Update Contact Info in Directory:

Laura Holgate: 503-453-4172

To Reserve Clubhouse:

Sue Seaver-503-629-9049

Committee Chairpersons:

Architecture-Jim Bauer: 503-747-2027

Landscape-Chris Morris: 503-737-7353

Maintenance-OPEN

Pools-Penny Moody: 503-308-1225

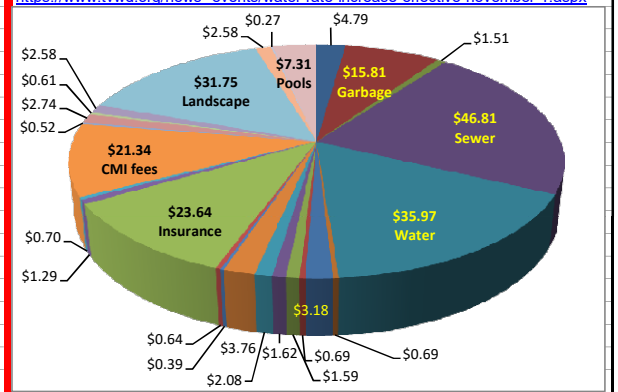
Neighborhood Watch-Shirley Carlson: 503-645-3894

**MILLRIDGE HOMEOWNERS ASSOCIATION
2019 OPERATING BUDGET**

2019 Millridge Budget With Committee Adjustments								
The increase approved by the Board can be inserted into cell G-9; the Income and Reserves totals will automatically populate								
Fiscal Ending Date: 12-31-19								
CODE	INCOME	2018	2018	2019		% Change 2019 Over 2018 Actual	Monthly \$ 2019 Over 2018 Budget	2019 Per Owner Per Month
		MONTHLY BUDGET	12 MONTH AVERAGE Actual	Monthly BUDGET	Annual BUDGET			
5000	Homeowners' Fees	25,503.33	25,503.33	26,140.91	313,690.96	2.5%	637.58	269.49
5230	Clubhouse Income	41.67	\$16.67	29.17	350.07	75.00%	-12.49	
5830	Interest Income	3.67	\$25.26	25.26	303.12	0.00%	21.59	
5845	Late Charges	38.33	\$71.41	71.41	856.92	0.00%	33.08	
	TOTAL INCOME	25,587.00	25,616.67	26,266.76	315,201.07	2.54%	679.76	
6060	Electric	450.00	443.01	464.27	5,571.29	4.80%	14.27	\$ 4.79
6090	Garbage	1,470.50	1,475.00	1,534.00	18,408.00	4.00%	63.50	\$ 15.81
6105	Gas	141.67	149.88	146.73	1,760.79	-2.10%	5.07	\$ 1.51
6150	Sewer	4,208.33	4,340.60	4,540.27	54,483.21	4.60%	331.93	\$ 46.81
6195	Water	3,041.67	3,075.20	3,489.12	41,869.46	13.46%	447.46	\$ 35.97
6225	Plumbing Maintenance	66.67	41.75	66.67	800.10	59.70%	24.92	\$ 0.69
6540	Gutters & Downspouts	308.33	479.58	308.37	3,700.44	-35.70%	0.04	\$ 3.18
6585	General Maintenance Supplies	25.00	67.12	67.12	805.44	0.00%	42.12	\$ 0.69
6675	Pest Control	140.00	154.58	154.58	1,854.96	0.00%	14.58	\$ 1.59
6690	Property Maintenance	833.33	156.82	156.82	1,881.84	0.00%	(676.51)	\$ 1.62
6735	Roof Maintenance	416.67	161.25	201.56	2,418.75	25.00%	(215.10)	\$ 2.08
7105	Office Expense - CMI	166.67	364.39	364.39	4,372.68	0.00%	197.72	\$ 3.76
7330	Office Expense - HOA	41.67	37.50	37.50	450.00	0.00%	(4.17)	\$ 0.39
7120	Consulting Fees	145.83	291.67	62.50	750.06	-78.57%	(229.17)	\$ 0.64
7225	Insurance	2,274.33	2,220.89	2,292.62	27,511.50	3.23%	18.29	\$ 23.64
7255	Legal	125.00	318.04	125.02	1,500.26	-60.69%	0.02	\$ 1.29
7285	CMI Management Expense	41.67	67.50	67.50	810.00	0.00%	25.83	\$ 0.70
7300	CMI Management Fee	2,019.00	1,998.31	2,070.25	24,842.99	3.60%	51.25	\$ 21.34
7375	Website Expense	50.00	50.00	50.00	600.00	0.00%	-	\$ 0.52
7465	Taxes, Licenses, Fees & Audit	250.00	265.92	265.92	3,191.04	0.00%	15.92	\$ 2.74
7480	Bad Debts - Uncollectable	60.00	59.58	59.58	715.00	0.00%	(0.42)	\$ 0.61
7630	Sprinkler System Repair	250.00	269.70	250.01	3,000.14	-7.30%	0.01	\$ 2.58
7675	Landscape Maintenance Contr	2,983.00	2,933.17	3,079.83	36,957.94	5.00%	96.83	\$ 31.75
7690	Landscape Improvements	250.00	500.00	250.00	3,000.00	-50.00%	(250.00)	\$ 2.58
8455	Club House Expense	50.00	25.91	25.91	310.92	0.00%	(24.09)	\$ 0.27
8530	Swimming Pool Maint & Chem	666.67	708.69	708.69	8,504.28	0.00%	42.02	\$ 7.31
	TOTAL FROM OPERATIONS	20,476.00	20,656.06	20,839.26	250,071.09	0.89%	363.26	\$ 214.84
1790	General Operating Contingenc	-	-	-	-			
1908	Replacement Reserves	5,111.00	4,960.61	5,427.50	65,129.98	9.41%	316.50	\$ 55.95
	TOTAL OPERATIONS & RE	25,587.00	25,616.67	26,266.76	315,201.07	2.54%	\$ 105.95	\$ 39.3%

2019 Average Fees, Per Owner, Per Month \$ **262.92** 2018 Average Increase Per Month \$ **6.57**

<https://www.nwnatural.com/AboutNWNatural/RatesAndRegulations/GasPriceInformati>
<http://cleanwaterservices.org/media/2338/adopted-budget-2018> page 37
<https://www.twrd.org/news-events/water-rate-increase-effective-november-1.aspx>



Each Owner's Share of Monthly Operational Expenses

20.8% Going to Reserves (average)
39.3% With Serial Assessment

CURRENT US CPI AT BUDGET FORECAST = 2.5% <https://www.bls.gov/news.release/cpi.t01.htm>

These projections are subject to increase or decrease to reflect changes in operating policies, and/or level of service, inflation or other causes. These projections are only estimates, prepared with due care.

**ARTICLE VII
Budget, Expenses and Assessments**

7.1 **Budget.** The Board of Directors shall, from time to time and at least annually, prepare a budget for the Association; estimate the Common Expenses expected to be incurred, less any previous overassessment; and assess the Common Expenses to each Owner in the proportion set forth in this Article. The maximum annual assessment may be increased each year by the Board of Directors at a rate not greater than the published U.S. Cost of Living Index in effect at the time of such increase. However, such assessment may be increased above said rate pursuant to the approval of a majority vote of Owners, either in person or by proxy, at a duly constituted meeting called for such purpose.