

Millridge Townhomes

DECEMBER 2017

2018 Budget / Collections & Insurance Resolutions

A copy of the 2018 Budget is enclosed and other important documents are available on the website. The Board of Directors and CMI have worked very hard to keep the HOA fees as low as possible; there will be a small increase due to an increase in utility costs and additional reserve funding. If you are not enrolled in the automatic debit program (ACH), you will soon be receiving your coupon payment books for 2018.

HOA Payment Information

Please review the following payment information for your 2018 HOA fees:

- If you are enrolled in CMI's automatic debit program (ACH), your assessment amount will be automatically updated starting with your January 2018 payment. If you use ACH, you **WILL NOT** receive a coupon book for 2018.
- If you use your bank's bill pay service, please be sure your account number is included in your instructions to your bank; payments received with no coupon and no account number must be forwarded to our office for research, causing delays in posting.
- Please make all checks payable to *Terra Linda Park Condominiums* be sure to write your CMI account number in the memo line of your check. Checks should be addressed as follows: *Terra Linda Park Condominiums, c/o CMI, PO Box 54568, Los Angeles, CA 90054-0568.*
NOTE: All checks made payable to CMI take extra time to process, as they must be endorsed by a CMI corporate officer.
- For more payment option information, please visit - <http://www.communitymgt.com/index.cfm/your-community/payment-options/>.

24/7/365 Emergency Service

Call 503-233-0300 "CMI Emergency 24x7 Service" for any emergency related to the Association. If your problem can wait until normal business hours, please do so to save emergency vendor call-out costs to your Association. Examples of emergencies:

- **Emergency:** plumbing leak (break in a water pipe) VS. **Not an emergency:** plumbing noise (usually air in the pipes).
- **Emergency:** irrigation pipe flooding lawn VS. **Not an emergency:** brown spots.

Emergency's not related to the Association: Fire - call 911 immediately; Power Outages - contact PGE; Safety and Health Emergencies - call 911 immediately.

Oh Christmas Tree!

We are writing to remind you about the proper way to dispose of your Christmas tree after the holiday season; please refer to The House Rule below:

"Large Objects: Unit owners will be charged a fee for hauling away tires, appliances, furniture or landscape materials [this includes Christmas trees] Place large objects next to the dumpster or by your garage on Thursday night. Large objects will not be picked up unless the owner calls Walker Garbage." Walker Garbage: 503.531.6330

If a resident uses Walker Garbage, a fee will be assessed to the Unit's HOA account (fee depends on size and weight of item).

Community Management, Inc.

COMMUNITY MANAGEMENT, INC.
2105 SE 9TH AVENUE
PORTLAND, OR 97214
503-233-0300 PHONE, 503-233-8884 FAX

COMMUNITY MANAGER
STEVE MEYER, VICE PRESIDENT
503-445-1216 (DIRECT LINE)
STEVE@COMMUNITYMGT.COM

COMMUNITY ADMINISTRATOR
JEN HOEKSTRA
503-445-1117 (DIRECT LINE)
JENNIFERH@COMMUNITYMGT.COM

YOUR BOARD OF DIRECTORS

Christine Prince- President

Tom Messecar- Vice President

Sue Seaver - Treasurer

Laura Holgate - Secretary

Jim Bauer - Director

Please remember that your Board of Directors are volunteers. Be sure to thank them for their time and service to the HOA!



Holiday Entertaining - Guests and Noise



Many choose to celebrate the holiday season by hosting friends and family for gatherings.

Whether you are entertaining a few guests or are having a party for several people, please be aware of the extra noise generated by music and voices.

It may be helpful to post a sign at your door reminding guests to be aware of noise levels, especially as they leave your event. Your neighbors will appreciate it!

Freeze Alert Information

Below are a few helpful tips to prepare for freezing weather this winter:

- Locate your water shut-off. If your pipes freeze and break, you are going to want to locate the water shut-off . . . FAST! These shut-offs are usually near the point where the pipes enter the unit or near the hot water heater.
- If it gets really cold, wrap all the pipes you can easily reach with newspaper, they make excellent temporary insulators.
- Leave the heat on. You should maintain electricity to your Unit at all times. A minimum temperature of 56 degrees must be maintained when exterior temperatures are 32 degrees or below. When temperatures drop below freezing, leave cupboard doors open (kitchen, bathroom, etc.) so pipes within those cupboards are exposed to interior heat.
- Open both hot and cold taps, and allow faucets to drip!. **This tip is especially vital.**
- If your water heater is located on a balcony or in a garage, make sure the storage area is well insulated and exposed pipes are wrapped.
- If you are going to be away and there is a continued freeze, you or someone you have notified should turn off your hot water supply line at the source and drain your lines. This is especially necessary if you will not be using your hot water for a long period of time, or if your unit is vacant for any reason.
- If you are going to be away for an extended period of time during the winter months, please ensure you have appointed someone to inspect your Unit on a regular basis. Additionally, please ensure your unit is inspected immediately if there is freezing weather, as it is your responsibility to minimize any damage occurring from frozen water pipes.
- Bring in water hoses and cover outside faucets. Wrap exposed pipes. Close or cover outside foundation vents. Allow sink faucets to drip on extremely cold nights to prevent freezing pipes under your unit.
- Owners, residents, and/or rental agents are responsible for ensuring there is a heat source in the Unit at all times.
- Observing freeze alert requirements/recommendations is extremely important. Many insurance companies are inclined to deny claims and tender them to the individual homeowner's insurance company if a vacant Unit has not been winterized and freeze damage



*Your Board of Directors and Management Team wish
you a safe, happy, and healthy
holiday season and wonderful
New Year.*