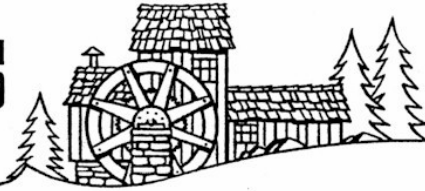


# MILLRIDGE TOWNHOUSES

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



February 7, 2019

## Meetings

The next regular Board of Directors Meeting will be held **March, 7<sup>th</sup> at 6:30 PM.**

The next Landscape Committee meeting will be held **February 21, 2019 at 6:00 PM.** Landscape questions regarding work that should be part of routine landscape maintenance (as opposed to a specific requests for a one-time project) can be directed to Christine Morris via email ([cgmorris48@gmail.com](mailto:cgmorris48@gmail.com)) who will then follow up with the Pacific Landscaping account manager.

## OWNER REQUEST DEADLINES

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

**Landscape committee requests** must be submitted by the **2<sup>nd</sup> Thursday of the month** in order for the request to be discussed at the landscape committee meeting.

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](mailto:lauraabsherholgate@gmail.com). A **blank form** is included in this newsletter.

**Why is it important to complete the Home Owner Request Form?** We must have this form filled out to act on any request. This form is used by the Board to track the decision, and the progress on the request by the board. When a request is made without using this form, we have found that it becomes very difficult if not impossible to track what is happening with a request. Remember that CMI receives literally tons of emails every day from multiple sources (homeowners, vendors, board members) and without the form, one email looks much like another. The homeowner request form helps in other ways too. If the request is filled out with good legible detail and with pictures, it really

facilitates and hastens the bidding and contracting process. Vague requests require investigation and fact gathering that slows the process considerably. A thorough, well-prepared request shortens the time it takes to seek a good outcome.

## Announcements

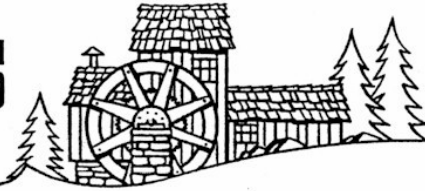
**Reserve Study – what was recommended for the next three years:** lists of repairs/replacements along with their projected costs for Millridge HOA appears in the attached spreadsheet. The list breaks down each repair or replacement by area, and by year. To do everything on this list, a total of \$656,901 dollars would be required. We have a little more than half of those funds, but still have a shortfall of \$319,416. Divided by 97 homeowners that is a total of \$3,293 per homeowner for three years, or \$91 dollars per month. Please note, the reserve list items, are recommendations, not necessarily immediate or emergency needs. But every HOA should be consistently working on accomplishing as much of the recommended maintenance work as is possible. This will require future study and planning. It is important to attend the monthly board meetings to be part of the discussion. *See attached spreadsheet for more information.*

**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 place the mail in a larger box, 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 the key was not returned and now we do not have ability for the mailman to leave small packages. If you have the key please return it to a board member asap.

**Please note important safety tip!** Electrical extension cords cannot be used for plugging in

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anything that is permanently installed. Extension cords are only for temporary connections. The National Electrical Code specifies that except for temporary wiring (not to exceed 90 days) cord-and-plug (extension cord) connection of equipment is not permitted. That means anything that is permanently installed such as a light fixture in your garage should not be connected via an extension cord. Please check to see around your home if an extension cord is being used inappropriately.

**Inappropriate Item Discarding Around Dumpsters.** Recently the HOA was charged a large fee for a mattress and a Christmas tree that were left by the dumpster. The excess charges from Walker Garbage will be passed along to the appropriate owner when that information is available. When the owner is not known, we all pay the extra charges as the bill is paid from our HOA fees.

**Recycling!** Please break down your cardboard boxes before putting them in the recycling bins. Boxes that have not been broken down take up considerable space and are an inefficient use of our bin space. Flatten your box and then put it in.

## COMMITTEE NEWS

### **Maintenance Committee**

Please consider volunteering for this committee. Please contact Justin Redd or a board member for more information. You do not have to be the chair, we are seeking members as well.

### **Landscape Committee**

If you have something for their consideration please submit a **Homeowner Request form** to CMI within the deadline. Contact Christine Morris at [cgmorris48@gmail.com](mailto:cgmorris48@gmail.com) with any questions.

### **Architectural Committee (ACC)**

Jim Bauer is the ACC chairperson. Committee members are Betty Lukins, Jeaneen Bestul, Elaine Clawson, and Chris Scheiff. If you have something for their consideration please submit a **Homeowner Request form** to CMI within the deadline.

### **Clubhouse**

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

## 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

<b>Reserve Funding</b>	Projected 2020 Shortfall =	656,901	minus	337,485	=	319,416	=	3,293	Per unit over 3 years	
								91	Per unit per month	
<b>Detailed calculations to support above summary:</b>										
2019 Reserve Study Suggested contribution:	170,000						2018 Actual Reserve Contribution =	61,332		
Recommended monthly assessment per unit:	146	x 97 units =	14,162	x 12 months =	169,944	=	632	per unit	= 53 per unit per month	
<b>Annual Expenditure Detail (Pg. 32)</b>										
Replacement Year 2019:										
1. 2019 Touch Up Paint			7,040	Already scheduled with Verhalen						
2. Asphalt Replacement - Areas #2 & #3			53,357							
3. Buildings 1, 2 & 3: Roof Contingency			30,750							
4. Clubhouse Pool Filter: Sand Replace			812							
5. Clubhouse Pool Pump: Motor Replace			922							
6. Clubhouse Pool: Chlorine Feeders - Replace			348							
7. Clubhouse Pool: Concrete Grouting Replacement			2,050							
8. Clubhouse Pool: Replaster			17,395							
9. Comp. Roof: Bldgs. 1, 2, and 3			99,000							
10. Gutters and Downspouts: Partial Replacement-Garages			14,065							
11. Gutters and Downspouts: Partial Replacement-Bldgs. 1, 2, & 3			3,896							
12. Insurance Deductible			10,000							
13. Small Pool: Replaster			4,639							
			<b>SUB-TOTAL:</b>			<b>244,274</b>				
Replacement Year 2020:										
1. Asphalt Replacement - Area #4 & #5			91,317							
2. Asphalt Seal Coat - (I)			12,208							
3. Brick Pillars: Light Fixtures - Replacement			1,605							
4. Brick Siding - Seal			9,867							
5. Clubhouse Water Heater - Replace			2,377							
6. Exterior Paint: Bldgs. 6,7 & 13			48,175							
7. Interior Light Fixtures - Replace			1,337							
8. Plumbing Study			16,971							
9. Siding Repairs: Bldgs. 6, 7 & 13			9,616							
			<b>SUB-TOTAL:</b>			<b>193,473</b>				
Replacement Year 2021:										
1. 6' Metal-Post Light Fixtures - Replacement			15,076							
2. Asphalt Overlay - Area #1			46,828							
3. Asphalt Replacement - Area #6 & #7			86,330							
4. Brick Entry Sign and Pillars - Seal			1,103							
5. Clubhouse Sliding Doors - Replace			6,092							
6. Clubhouse Windows - Replace			6,092							
7. Clubhouse: Interior Painting			2,154							
8. Concrete - Repair			10,478							
9. Exterior Paint: Bldgs. 2 & 3			34,671							
10. Fence Power Wash			2,971							
11. Plants and Tree Removal and Replace			5,197							
12. Small Pool Pump: Motor Replace			609							
13. Small Pool: Pool Heater Replace			1,553							
			<b>SUB-TOTAL:</b>			<b>219,154</b>				
			<b>3-YEAR TOTAL:</b>			<b>656,901</b>				