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**Millridge Homeowners Association
Meeting Minutes
Board of Directors Meeting
March 7, 2019**

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 March 7, 2019. The meeting was called to order by Justin Redd at 6:31 pm.

II. Introductions.

Introductions proceeded throughout the room.

III. Board member attendance:

DIRECTORS PRESENT: **Justin Redd** (President)
 Tom Messecar (Vice-President)
 Laura Holgate (Secretary)
 Jim Bauer (Director at Large)
ABSENT: **Sue Seaver** (Treasurer)

IV. Approve / modify agenda. The agenda was approved with modifications.

V. Approve / modify 02-07-19 meeting minutes. The minutes were approved with modification of section X(j).

VI. HOA President's Remarks. Justin Redd, President, expressed his appreciation of the hard work of everyone that helps the HOA run smoothly, including board members, committees, Deb Messecar for doing the newsletter, and all others that volunteer their time and skills.

VII. Committee Reports

a. Treasurer's Report. In the treasurer's absence, Justin Redd read the following "Community Manager's Remarks" from the financial statement for period ending 1/31/19.
"1) Year to date, the association has assessed \$20k in operating income which is .5% above anticipated. The association has contributed \$5k to reserves and has collected \$3k in serial assessments. Accounts receivable is at \$15k (up \$1k from last month) of which \$715 is considered doubtful accounts receivable. The association has \$197k in total reserve assets, which includes operating contingency and replacement reserves. Year to date, the association has spent \$0 from the replacement reserves account and \$0 from the serial assessment project account. 2) All utility expenses are below budget year to date. 3) Gutter/downspout is over budget year to date due to recent cleaning. General maintenance supplies are over budget. All other facility expenses are below budget. All other facility expenses are below budget year to date. 4) Office admin CMI is over budget. Insurance is slightly over budget. All other general and administrative expenses are below budget year to date. 5) Landscape maintenance is over budget. 6) All clubhouse and pool expenses are below budget year to date. 6) All clubhouse and pool expenses are below budget year to date. 7) Overall, year to date operating expenses are running 8.4% over budget. Year to date, total operating expense exceeds total operating income by \$1657.

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- b. Landscape Committee.** Christine Morris, Landscape Committee chairperson, reported. A copy of the written report is attached. In addition to what is included on written report, Chris said that she has a bid from Pacific Landscape for deep-root fertilization of 5 cherry trees, which the committee will consider at the next committee meeting to make recommendation to the board for the next meeting. She also reported that the Prince of Peace church has been working hard to remove ivy from the fence line between the church property and ours, and has requested that we remove the ivy on our side of the fence. Chris will obtain a bid for this from Pacific Landscape.
- c. Architecture Committee.** Jim Bauer, ACC chairman, reported. There is one project being considered that falls under maintenance and/or ACC, which is re-doing the way the west entrance to the alley behind building 5 blocked from thru-traffic. A bid has been given to the board and will be discussed later in the meeting agenda.
- d. Maintenance Committee.** Call for volunteers. In absence of a committee, Laura Holgate reported on new maintenance requests and recommendations received; the status of pending projects; projects completed since the last meeting. A copy of the written report is attached. Additionally, Tom Messecar proposed that there always be two persons appointed to handle maintenance projects. After discussion, it was agreed it would be a good procedure and that at the time a maintenance project is approved, a project lead and one other person will be designated. These two persons will be the contact person for the project, and will schedule and oversee the onsite work.
- e. Clubhouse Committee.** Laura Holgate reminded owners in attendance that Sue Seaver is the person to contact to reserve the clubhouse and asked that a specific reminder about this be included in the newsletter. CMI does not have the clubhouse schedule and is not able to provide the key or give detailed information about what is included and excluded in the clubhouse rental, so requests should always go through Sue.
- f. Neighborhood Watch.** Shirley Carlson, Neighborhood Watch Committee, reported. She told about someone trying to enter a person's car in a nearby parking lot while the car was occupied and reminded us all to keep our car doors locked.

VIII. Owners Forum. Owners made the comments and suggestions listed below.

- a.** An owner asked if there was a dollar amount used to determine which projects require multiple vendors. *The discussion of this led to the following motion made by Tom Messecar, and duly seconded:*
 - MOTION:** Obtain three bids for all projects expected to cost over \$1000. After discussion of situations that could call for exceptions to this rule, the motion was modified.
 - AMENDED MOTION:** As a general guideline, a threshold of \$1000 will be used in determining the need for multiple bids.
 - The amended motion was seconded and unanimously carried.*
- b.** An owner stated that he wants details about collection accounts, including how many owners are delinquent, the total of delinquent accounts, and what is being done to address the delinquencies. *Justin Redd responded: the first agenda item under "Unfinished Business" will cover this information in a summary report without specific names or unit numbers. The total amount of delinquent accounts is also provided in the monthly financial statements.*
- c.** An owner reported that CMI scheduled a sump pump installation and then never showed up. The owner waited all day. The owner called CMI to tell them the scheduled inspection wasn't done and was told that someone would call to reschedule. Nobody ever called him. This owner recently hired a plumber, and that plumber checked the sump pump and said it was working – but that doesn't change the dissatisfaction with

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CMI on the matter. *Response from Justin: When asked about status of sump pump inspections, CMI recently stated they were all complete. Laura Holgate will contact CMI for an explanation and to find out if the HOA was billed for an inspection that wasn't done.*

- d. An owner asked if the rat traps were still being used. *The discussion of this question led to the following motion made by Laura Holgate.*

MOTION: The contract for monthly baiting of rat bait stations, which costs approximately \$150 per month, will be cancelled.

The motion was seconded, discussed, and unanimously carried.

IX. UNFINISHED BUSINESS.

- a. **Homeowners delinquent on HOA payments.** *Status Report only.* Justin Redd reported:

As of 1/31/19, there were six owners 120+ days past due on HOA fees. The total amount of delinquent fees owed as of 1/31/19 was approximately \$15,000. Justin worked directly on getting payment on one of the delinquent accounts and the past due amount of approximately \$1300 on that account has now been fully paid, reducing the number of owners that are 120+ days past due to five. Of the five, one account owes approximately \$10,000 and the unit has a pending bank foreclosure. Another involves an owner that has a long history of paying on time but has had medical problems that are believed to have led to the past-due balance; Justin has discussed the balance with a family member of that owner and been assured the account will be brought current. A recent report from the collection attorney showed that activity had stalled on one collection file, but the board instructed the attorney to move forward, which she's now doing. The others are proceeding as expected through the collection process. Liens have been filed. Justin informed owners in attendance that he is determined to stay on top of getting accounts paid and preventing large past-due balances by taking aggressive collection action as early as allowed.

- b. **Meeting between two HOA board members and Pacific Landscape.** *Status report only.* Sue Seaver and Jim Bauer attended the meeting with Kelly Crouch of Pacific Landscaping, and Chris Scheiff attended as a representative of the landscape committee. Jim reported that the meeting seemed to be positive and productive, noting that Chris Scheiff was very useful in pointing out specific problems such as the schedule of pruning various types of shrubs and agreements were reached. A walk through was done following the discussion. Chris Morris reported that, as a result of the meeting, she's been provided with a map that divides Millridge into quarters and shows how work will be scheduled accordingly.

- c. **Moss removal on streets and sidewalks.** Prior to motions, Tom Messecar recommended that we postpone this until after he and Justin meet with Ben Jones and get the MSDS on the chemical to make sure everything checks out before recommending approval. After discussion, Tom made the motion below.

MOTION: to approve Ben Jones' bid with an NTE amount instead of the amount of the written bid.

The motion was seconded and, after further discussion, the motion was modified.

AMENDED MOTION: Approve having Ben Jones do the moss removal work described in his first proposal (1. **spray Moss Melt on moss on asphalt surfaces; 2. pressure wash common area sidewalks – not to include private walks to individual units; and 3. Pressure wash concrete around pools**), and to **remove dried moss as described in the second proposal.** The motion is conditioned on receipt of the MSDS on "Moss Melt," and on Tom and Justin being satisfied with the proposed process after discussing same with Ben Jones. **The motion includes approval of the combined cost of both bids (\$1810) plus a 20% cushion (\$362) IF NEEDED** to cover changes or additions to scope of work made as a result of the discussion between Tom and Justin and Ben Jones.

The amended motion was seconded and unanimously carried.

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- d. **Proposal to fix posts and chain at west entry to alley behind building 5: \$1110.** Laura Holgate moved to table this item until after discussion of reserve funding priorities, which is the first item of new business.
The motion was seconded and unanimously carried.
- e. **Establish process for obtaining updated Owner/Tenant info forms.** Laura Holgate made the motion below.
MOTION: To approve the steps outlined in the handout provided to directors prior to the meeting, which include: 1) re-title the Owner/Tenant Information Request form to clarify that it's the form used to collect the information described under article 13.7 of the First Amendment to 1989 Amended CCRs; 2) add a question to the form to identify which non-owner occupancy arrangements meet the definition of "Renting or Leasing a Lot," as found in that amendment; 3) send revised form to all owners to complete and submit within 10 days, giving notice that not returning it will be cause for 1st violation letter and may result in being fined and explaining that information will be kept confidential to be used only as allowed under Oregon law; 4) fine owners for non-compliance per the 2018 Fines and Enforcement Resolution.
The motion was seconded, discussed, and unanimously carried.
- f. **Fire department approved lock for alley entrance from 143rd Ave.** Laura Holgate made the motion below.
MOTION: Purchase and install Knox Padlock Model 3770 at a cost of \$99 to meet fire department requirement for access. The Knox padlock will be attached to one end of the chain, and the HOA padlock on the other end, allowing entry by either Millridge or TVF&R. The motion includes approval of reimbursement of the cost to Laura Holgate upon submission of receipt showing purchase.
The motion was seconded and unanimously carried.

X. NEW BUSINESS

- a. **2019 Reserve fund spending priorities.** The directors discussed the list of items slated for 2019 in the 2019 reserve study (list attached for reference). There was consensus that items 4-8 and 13, all relating to the pools, don't need to be done right now because they are still in satisfactory condition; that item 10 (Gutters & Downspouts-Partial Replacement, Garages) may not be necessary since the HOA has made repairs and replacements as needed over the last few years; and that items 3 and 9 (Buildings 1,2 & 3: Roof Contingency, and Composition Roofs: Buildings 1,2 & 3) go hand-in-hand since the contingency is merely a budgeted cushion to be used only if hidden conditions (such as no solid plywood sheathing) are discovered after the tear-off and result in costs that exceed the original bid amount. At the conclusion of discussion, the directors agreed that the priorities among the items slated for completion in 2019 are (not necessarily in order of priority) are:
 - i. *Item 1* - Touch up painting of buildings 9,10,11,12 (approved bid: **\$7040**);
 - ii. *Item 2* - Asphalt replacement of two areas (reserve study estimate: **\$53,357**);
 - iii. *Items 3 & 9* - Roofs of buildings 1, 2, & possibly 3, to include allowance for contingencies (reserve study estimate: **\$129,750**);
 - iv. *Item 11* - Gutters for buildings that are re-roofed (reserve study estimate: **\$3896**).Further, the board agreed that time is of the essence in gathering roofing bids. The board accepted Tim Jackson's offer to obtain three bids using the information from the re-roofing of building 14 as a guideline for preparing RFPs, and thanked Tim for volunteering.

- b. **2019 Reserve funding shortfall.** The directors discussed the shortfall between the cost of completing items slated for completion according to the 2019 reserve study and the current amount available in reserves. The total of ALL 2019 items listed in the reserve study is estimated in the reserve study to cost \$244,274. As of 1/31/19, the designated replacement reserves account had a balance of \$162,107 and the undesignated

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operating contingency fund balance was \$36,992, for a total of \$199,098; a shortfall of \$45,176. The four items the board agreed were priorities are estimated in the reserve study to cost \$194,043, essentially all of our available reserves, including the operating fund contingency. The directors agreed that it would be irresponsible to spend that much of the reserve funds since we have large projects needed in the next couple of years and the current amount of HOA fees that go to reserves each year won't be enough to do them. The discussion resulted in Justin Redd making the motion below.

MOTION: Board will work with owners this year on a proposal to raise the monthly dues to be effective for the start of the next budget year.

The motion was seconded, discussed, and unanimously carried.

- c. **Homeowner Request, Unit 1640 – HOA to repair peeling paint on front of unit.** Justin Redd made the motion below.

MOTION: Approve request and hire Verhaalen Painting to do the work when they are doing the painting on buildings 9, 10, 11 and 12.

The motion to approve was seconded and unanimously carried.

- d. **Homeowner Request, Unit 1640 – Request to plant lilies like between units 1662 & 1664.** Jim Bauer made the motion below.

MOTION: Deny Owner's request to plant lilies.

The motion was seconded and discussed. In discussion it was noted that lilies in the area near this unit were removed last year, at a cost to the HOA, because the dense roots of the lilies were obstructing drainage, and drainage has been an ongoing issue in that area. Also noted was that this same request was made and denied previously for the same reason.

The motion to deny was unanimously carried.

- e. **Homeowner Request, Unit 1742. Homeowner wants to install security camera and motion sensitive light.** Laura Holgate made the motion below.

MOTION: Approve Owner's request to install security camera and motion-activated light at front door area and behind garage.

The motion was seconded and discussed. After discussion, the motion was modified.

AMENDED MOTION: Approve Owner's request to install security camera and motion-activated light at front door area and behind garage, provided that 1) installation is done without putting screws into the Hardiplank siding, 2) the light won't be brighter than a standard porch light so it doesn't disturb neighbors, and 3) the camera won't be aimed at anyone's private property.

The amended motion to approve with restrictions was seconded and unanimously carried.

- f. **Spring turf moss treatment (Landscape Committee recommendation): \$500.** Laura Holgate made the motion below.

MOTION: Approve Pacific Landscape's bid to apply the turf moss treatment at a cost of \$500, to be paid from the landscape miscellaneous budget.

The motion to approve was seconded and unanimously carried.

- g. **Turf core aeration (Landscape Committee recommendation): \$795.** Laura Holgate made the motion below.

MOTION: Approve Pacific Landscape's bid to perform turf core aeration at a cost of \$795, to be paid from the landscape miscellaneous budget.

The motion to approve was seconded and unanimously carried.

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- h. NW Trees proposal – remainder of Phase 2: \$1700.** (Phase 3 addressed as X(j), below). Laura Holgate made the motion below.

MOTION: Approve NW Tree Specialist’s proposal to complete the remaining work of the second phase of the three-phase plan for big tree maintenance at a cost of \$1700 (only half of phase 2 was completed last year).

The motion was seconded, discussed, and unanimously carried.

- i. Maintenance/ACC request to fix posts and chain at west entry to the alley behind building 5.** (Item was tabled, above, to be continued after item X(a)-discussion of reserve fund priorities). Justin Redd made the motion below.

MOTION: Approve the proposal from Dick’s Evergreen Fence to do the work described and diagrammed on the proposal at a cost of \$1110. The motion does NOT include approval of barbed wire repair listed separately in proposal.

The motion was seconded, discussed, and unanimously carried.

- j. NW Trees proposal – Phase 3: \$2780.** Justin Redd made the motion below.

MOTION: Approve NW Tree Specialist’s proposal to complete the third phase of the three-phase plan for big tree maintenance at a cost of \$2780.

The motion was seconded, discussed, and unanimously carried.

- XI. Next Meeting Date.** The next meeting date is scheduled for WEDNESDAY, April 3, 2019. *Variation from usual schedule to accommodate Steve Meyer’s availability to attend meeting.*

- XII. The meeting was adjourned by Justin Redd at 9:33 pm.**

Millridge Landscape Committee Report
For 3/7/19 HOA Meeting

The landscape committee met on 2/21/19. In attendance were: Judy and Bob Hetzer, Jeri Old, Carol Parker, Chris Scheiff, Barbara Getty, Sue Seaver and Chris Morris.

The landscape committee recommends the following:

- 1) Spring turf moss treatment - \$500 (March or April)
- 2) Turf core aeration - \$795 (June or July)

The above would be paid for out of landscape miscellaneous budget.

The committee also recommends that the board approve funds to continue on with the care of our big trees. The money for this would come from reserves. Our NW Trees representative came on site (2/28/19) to make sure priorities/needs remain as before. We are currently in the third and final year of our bid to care for the trees, however last year, due to budgetary constraints, only half (\$1500) of the year's plans were done. Approximately \$4,200 remains (exact figure will be available at meeting next week). We hope that the board will approve this request. The general health and appearance of the trees, less falling debris, and keeping the roofs/gutters clear are the benefits.

Just a reminder...the committee meets on the third Thursday of each month in the clubhouse at 6:30 pm. All homeowners are welcome.

UPDATED 3/7/19

MAINTENANCE REPORT – 3/7/19

1. NEW HOMEOWNER REQUESTS RECEIVED:
 - a. **1640 - Ron Burn: Requests repair/repaint of area of peeling paint on front of unit.**
Bids: No bids received.
Comments: *Maybe a volunteer project or an NTE approval because contractors don't like to provide bids on such small projects. Exempt from requirements under lead-based paint laws.*

2. COMMON AREA MAINTENANCE MATTERS TO BE VOTED ON AT MEETING:
 - a. **Moss Removal on streets and sidewalks.**
Bids: Pacific Landscape \$13,384;
Ben Jones: Streets & Sidewalks-\$1300;
 Pools-\$150;
 Clean up & remove debris- \$360
Reyes: Streets & Sidewalks- \$1999.
 Pools- \$700
Comments:
Pacific Landscape bid includes 1) chemical treatment, 2) manual cleaning with power rotary brush and/or hand tools, and 3) sweep up and remove all debris. Does not include pool decks.
Ben Jones bid includes: 1) chemical treatment, 2) power washing; \$1300 for streets and sidewalks, additional \$150 for pool decks; additional \$360 for clean-up.
Rupert Reyes bid doesn't specify if it includes anything other than power washing. Bid for streets and sidewalks is \$1999; amount for pool decks is \$700.
 - b. **Fire department access is required at alley entry from 143rd Ave.**
Bids/Cost: We can install ourselves. The two types of KNOX padlocks (the required locks) for exterior use are \$99 and \$113 (specs included in board packets).
Comments: The option recommended is to use a KNOX padlock attached at the post so fire department can access and to connect our own padlock to the KNOX padlock so we can detach it for our own access.

3. STATUS OF PENDING PROJECTS
 - a. **Touch up painting on buildings 9,10,11, 12:** Verhaalen Painting scheduled to complete work in spring/summer.
 - b. **Install outlet for sump pump connection at 1606.** Work order issued to Jarmer Electric on 2/11/19, but work needs to be scheduled with homeowner (Megan Fisher). Megan said she'd schedule them this week.

4. PROJECTS COMPLETED SINCE LAST MEETING
 - a. Removal of maple trees in front of 1642 and 1644: **COMPLETED 2/18/19.**

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		
	SUB-TOTAL:	244,274	

