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**Millridge Homeowners Association
Meeting Minutes
Board of Directors Meeting
August 1, 2019, 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 August 1, 2019. The meeting was called to order by Tom Messecar at 6:36 pm.

II. Introductions and Director attendance.

Introductions proceeded throughout the room.

Board member attendance:

DIRECTORS PRESENT:

Tom Messecar (Vice-President)

Laura Holgate (Secretary)

Sue Seaver (Treasurer)

Jim Bauer (Director at Large)

ABSENT:

Justin Redd (President)

III. Approve / modify agenda. Item VII(e) of draft agenda was removed and five new items were added; agenda as modified was adopted.

IV. Approve / modify 07-11-19 meeting minutes. Upon motion duly made and seconded, the minutes of the board meeting held July 11, 2019 were approved.

V. Committee Reports

- a. Treasurer's Report.** Sue Seaver, Treasurer, reported. Overall, we are still doing well for the year. YTD, we are 4.6% under budget, which is down from the 6.4% under budget that we were at last month. The difference is due to the increased expenses during summer for watering and pool maintenance. The figures we have now only include the expenses through the month of June. When the watering and pool expenses are added for July and August, we will likely see the amount under budget be used up. Still, all the work the budget committee did to prepare an accurate budget should keep us on target for the year as a whole.
- b. Landscape Committee.** Christine Morris, Landscape Committee chairperson, reported. There was no landscape committee meeting in July, but Chris read a statement about watering, irrigation system, quality and services provided by Pacific Landscape, the importance of volunteers, and Millridge funding shortfall. A copy of the written statement is attached.
- c. Architecture Committee.** Jim Bauer, ACC chairman reported. There were no new ACC requests, but he reported that in the process of replacing light bulbs in several of the carriage lights, he found that the lights nearest 1632 and 1656 are not working and likely need electrical repairs. He also reported that the fire-department access lock has been installed by TVFR on one end of the chain

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that runs across the alley-way entrance from 143rd. When TVFR was here, he asked them about testing the fire-hydrants, which was an issue that came up during the backflow device replacement. They explained they don't do that testing; it's done by the water bureau (TVWD) and lastly, he commented that the landscaping area near 1688 needs improvement because it's bare and ugly. Chris Morris addressed the comment about the bare area near 1688 by stating that she is aware of it as well as other areas that need improvement. There is \$1300 left in the landscape budget, and the committee will be deciding how to spend it after doing a comprehensive evaluation and prioritization of all the areas that need improvement.

- d. **Maintenance Committee.** In absence of a committee, Laura Holgate reported that no new maintenance requests were received from homeowners, that the repairs to end unit fences that were approved at the July meeting will be done in September, and that Pacific Landscape has made repairs to the irrigation system and replaced the backflow device in front of unit 1640 after it failed the annual backflow test.
- e. **Clubhouse Committee.** Sue Seaver, Clubhouse Committee, reported. There are three rentals scheduled so far for August: on the 10th, 11th, and 15th.
- f. **Neighborhood Watch.** Shirley Carlson, Neighborhood Watch Committee, reported that on a recent weekend, an owner had two large RVs and an additional vehicle blocking the alley behind building 1 all day. It's a fire lane and should never be blocked. Owners need to be reminded not to block any of our roadways.
- g. **Pool Committee.** No pool committee report.

VI. Owners Forum. Owners were given time to make comments and suggestions.

- a. An owner asked if there was a rule about leaving garage doors open. The answer given is that there is no specific rule, but owners should be reminded not to leave garage doors open because it presents a security issue for their neighbors, as well as for themselves, because once inside a private patio, a thief/intruder could go over the fence into the neighbors courtyard and potentially into the units since many owners don't lock the door from the patio into the unit. Suggestions were made that if you spot a garage door left open while the owner isn't in the garage or nearby, it's a good idea to give the owner a call to let them know. The Millridge community phone roster is given out to make that type of communication possible.
- b. An owner told meeting attendees that Steve Meyer will be taking time the next time he is here to explain the distinction between cash accounting, accrual accounting, and the modified accrual accounting system used by CMI, and that other owners are welcome to join in if they want a better understanding of the our financial statements. He stated that the reason he asked Steve Meyer for more information was because accrual accounting requires all fees due to be shown as income even if the fees haven't actually been received, and he was concerned that this can lead to a false impression of the difference between income (actual) and outgo (actual), and a false impression of how far behind we're really getting because of delinquencies. The only way to see the actual amounts are to look at the amount of delinquencies and how they change month to month. The delinquencies shown in the most recent financial statement was approx. \$16,000, which is up from the approx. \$14,000 shown the previous month. He then asked the board if any collection files have been opened

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with the attorney. The answer given was yes, there are delinquent accounts currently being handled by a collection attorney for the HOA.

- c. An owner reported that on 7/24 water came up through her toilets, leaving a lot of water all over both bathrooms, and she asked the board if they knew why this would happen. The board members didn't know, but another meeting attendee said it was related to the big roto-rooter type truck that was working at Millridge that day. He said the noise was alarmingly loud and that they had some water come through the toilet, too. He asked if the board hired that service and why owners weren't given notice. The board members explained they didn't hire any service involving a roto-rooter type truck and had no notice themselves and no idea why they were here. Laura Holgate volunteered to contact TVWD to find out if it was something done by the water district and, if not, an eblast will go out asking all owners if they had work done by such a service.

VII. OLD BUSINESS.

- a. Sump pump inspections. **Status report:** Sue Seaver reported. CMI sent an updated chart that added some new information, but doesn't look like it answers all the questions we had following the first round of inspections.

Sue Seaver moved to postpone this topic to next month so the board can review the list of questions and missing information we asked for after the first round of inspections and compare it to the new information received today. The motion was seconded and unanimously carried.

- b. Paving bids and prioritization of work needed. **Status Report:** Laura Holgate reported. CMI sent out bid requests to several companies and gave notice of the time for on-site onsite assessment for bid preparation. Steve showed up, but none of the paving companies came. Since that time, they have been able to get a confirmation from one company, Vancouver Paving, for an onsite meeting next Thursday. Laura Holgate moved to postpone this to next month pending receipt of at least one bid. The motion was seconded and unanimously carried.

- c. Collection services for delinquent fees. *Laura Holgate moved that the HOA accept and sign the revised CFE Representation Agreement sent to us by Vial Fotheringham, but on cases that the firm declines to accept in their CFE program (the program in which attorney's fees are advanced and assessed to debtor as part of the amount due for collection), we comparison shop for the best collections attorney for that particular matter. The motion was seconded, discussed, and unanimously carried.*

- d. Clubhouse Upgrades. Sue Seaver presented two bids for painting the clubhouse. One bid is \$1878.22, but there is a \$250 discount from that price if scheduled to be done between 10/15/19-12/31/19; the other bid is \$1975.00. *Laura Holgate made a motion to postpone this item pending receipt of bids for flooring. The motion was seconded and unanimously carried.*

- e. Serial Special Assessment Accounting. **Status report.** Laura Holgate reported. Steve Meyer has agreed to provide the delinquent account ledgers each month, from which the amounts not paid to Special Serial Assessment and what accounts have payments due for both regular fees and the special serial assessment payments can be extrapolated. Delinquent account Ledgers are usually

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prepared around the first of each month. The first ledger to be sent hasn't yet been received. Justin Redd is tracking this on a separate spreadsheet for the HOA.

- f. Backflow device in front of 1640. Report on actions taken at Emergency Meeting, given in lieu of separate minutes of the meeting. Sue Seaver reported:
Emergency Meeting time/place: held outside of clubhouse at 8:45 am on Saturday, July 20th.
Purpose: discuss and vote on bid received for replacement of backflow device.
Directors present: Justin Redd, Sue Seaver, Jim Bauer.
Action taken: Jim Bauer moved to approve Pacific Landscape's bid of \$1595 to replace the 2" backflow prevention device that failed the annual backflow test. The motion was seconded and unanimously carried.

VIII. NEW BUSINESS

- a. Blackberry plants spreading to common area from 1632 courtyard. *Laura Holgate made a motion to send a courtesy letter/1st violation notice to owner that she needs to eradicate the blackberry bushes that are encroaching onto the common ground.* The motion was seconded and discussed. In discussion, Jim Bauer explained that in the course of speaking with the owner on another matter, the owner told him that she knows it's her responsibility to take care of the blackberries that are spilling over onto the common area outside her fence and that she will take care of it; it was agreed that the courtesy letter/1st violation notice would be sent for the purpose of establishing a date by which the work needs to be done. After discussion, *the motion was unanimously carried.*
- b. Owner complaint about cat allowed to go into neighbor's private courtyards and to roam freely around common area. *Laura Holgate made a motion to send a courtesy letter/1st violation notice to the cat's owner requiring that the owner pick up waste left on common area by the cat.* The motion was seconded and discussed. In discussion, the following points were made: our bylaws prohibit unleashed dogs in common area, but as written, that rule applies only to dogs; the requirement that owners immediately clean up any waste left by their pet is not specifically limited to dogs; an owner stated that when he was president, he called the humane society and asked whether cats that roamed around the property could be turned over to them and was told you can't do that with cats, only with dogs; Laura Holgate pointed out that the motion being discussed doesn't suggest removing cats, or even requiring that they be leashed or restrained, but only that the rule that owners clean up after their pets be enforced; that enforcing the rule requiring the owner to clean up after any pet, including a cat, would likely reduce the amount of time the cat would be allowed to wander without being supervised by owner; and Sue Seaver suggested that before enforcing any rules with respect to cats, the board should check to see if there are laws that prohibit an HOA from enforcing any rule about cats.

After discussion, *Laura Holgate amended her motion and moved that she investigate an HOA's legal authority to enforce rules against outdoor cats going into neighboring owners' private property and wandering freely on common area of the HOA, and to send violation notice to the cat's owner to the extent allowed by applicable laws. The amended motion was unanimously carried.*

- c. People in pool after hours. Laura Holgate made a ***motion that if there are continuing instances of people in the pool after it closes at 10 pm or when closed for the season, then a padlock be used to block access during those times.*** The motion was seconded and discussed. In discussion, the following points were made: padlocking the pools every night would require multiple volunteers; there has only been one report of someone in one of the pools late at night and one instance of someone going in the front pool before it opened for the season; the person making the report of people in the pool at night was not certain and/or not willing to say who was in the pool; and that if someone is disturbed by loud or unruly behavior during overnight hours and want something done about it when it's happening, then that person should contact police because board members will not, and should not, confront people in such circumstances. ***After discussion, Laura Holgate withdrew her motion and no further action was taken.***
- d. Electrical problem in carriage light in front of 1632. Jim Bauer made a ***motion that the carriage light at 1632 be repaired,*** and volunteered to take a look at the wiring at the top of the post to see if it just needs to be tightened or connected. The motion was withdrawn and ***it was agreed that Jim Bauer will contact a licensed electrician to get an estimate of the cost to repair the light.***
- e. Authorization requirements and limitations for repairs in emergency situations. Sue Seaver made a ***motion that no changes be made to the maximum amount that can be approved by CMI without approval of the board of directors.*** The motion was seconded and discussed. The following points were made in discussion: what is considered an emergency isn't limited to fire/life/safety situations, but also includes roof or other urgent property repairs, so increasing or removing the limit on CMI's authorization to approve expenses for emergency repairs reduces the ability of the board to select the vendor and to make informed decisions related to the cost of repairs; in most emergency situations that are anticipated to cost more than CMI is authorized to approve, an emergency board meeting can be convened the day of the report is made or soon thereafter to discuss and vote on action to be taken; in situations that present an immediate risk of fire/life/safety, it's understood that, regardless of the limit, CMI may authorize immediate action on behalf of the HOA and can be ratified afterwards by the board of directors. ***After discussion, the motion was unanimously carried.***
- f. Monthly charge by CMI for storage of 16 boxes of documents transferred to them from previous management company, but only 13 boxes were being stored.
- g. Volunteer(s) needed to assist HOA secretary in organizing, filing, and scanning records. Laura Holgate gave brief explanation of work to be done, including reviewing and making record of information and documents that could be useful in future decision-making, including information and documents contained within the 13 boxes that were transferred 7 years ago from the former property management company to CMI and were recently released by and obtained from CMI. Laura Holgate announced that ***Curt Gallaher has already volunteered*** to assist, but additional volunteers would be helpful due to the volume of unsorted documents in the 13 boxes in stacks, binders, and drawers in the clubhouse office. ***Sue Seaver volunteered*** to assist.
- h. Broken or missing handles from outside waterline shut off valves. Laura Holgate ***moved that instead of installing new handles that would rapidly rust and fall apart since they are underwater all or***

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most of the year due to the high water table, inexpensive wrenches or water shut-off tools be purchased for all water shut off control boxes and affixed to the underside of the covers of the boxes in a way that can be detached for use by anyone needing to shut off that water valve in an emergency situation. The motion was seconded and ***unanimously carried.*** Laura Holgate will research cost of tools that would be suitable to the purpose.

- i. Site walk-through and review of Schedule of Services with new Pacific Landscape account manager. The proposed date and time of August 8 at 1:30 pm was confirmed for the site visit and it was agreed that Chris Morris would represent the landscape committee, Laura Holgate would represent the board of directors, and Steve Meyer would attend on behalf of CMI during site walk-through with Molly Rios-Nogales, the new Pacific Landscape account manager for Millridge.
- j. Designation of a board member or other volunteer to be first point of contact for maintenance-related requests or reports. Specifically, this is to designate someone to take first actions that would be done by maintenance committee chairperson if there were a current maintenance committee chairperson. Those actions include being first point of contact, review of the request or report and visual inspection of the subject area or property; obtaining bids if needed for board to make a decision, and providing the preliminary information to board members for review in advance of meeting. ***Tom Messecar made a motion that the president of the HOA be the designated person to perform these actions or to appoint someone to perform these actions.*** The motion was seconded, discussed, and ***unanimously carried.***
- k. Reimburse Sue Seaver for purchase of paper towels. ***Laura Holgate moved that Sue Seaver be reimbursed the amount of \$39.48 for paper towels. Motion was seconded and unanimously carried.***
- l. Reimburse Laura Holgate for purchase of Knox Lock required by fire department for access. ***Sue Seaver moved that Laura Holgate be reimbursed the amount of \$99 plus s&h (total amount shown on receipt) for the purchase of the Knox Lock required by the fire department. Motion was seconded and unanimously carried.***

IX. Next meeting dates.

- a. Set date and time for next board meeting. It was confirmed that the **next regular board meeting will be September 5th at 6:30 pm.**

X. The meeting was adjourned by Tom Messecar at 8:36 pm.

HOA 8/1/19 Landscape Chair Comments

(Note: Landscape Committee did not meet in July, but I know some homeowners have questions, so I've prepared some comments. Please allow me to completely share them and save questions and comments until I've finished.)

Re: watering: because of tight budget, the Landscape Committee was asked to look at ways to conserve water expense as much as possible. The committee discussed and agreed to cut back on watering, knowing that there would be brown spots, but the turf would come back. We were concerned about not losing plants in the beds so were monitoring those plants, with Committee and homeowners asked at HOA meetings and in some of the written monthly Landscape reports (distributed to homeowners) to us know. Because we knew watching everything get dry would be painful for everyone, we brought it up at an HOA Meeting to make sure that's what people wanted. Pacific Landscape was reluctant to reduce watering, knowing how much we at Millridge Value our grounds, but they followed our instructions. That being said, when I returned from a two week trip on July 25th, I was shocked to see how much things had dried out and asked Pacific to increase watering; they did so the next day. We do have water birds (that sense weather) in some areas...they will adjust quantity of water, but not frequency. We have four smart controllers and three battery operated controllers. We have been told for years that we need a new system, but the cost probably would be over \$50,000; Pacific patiently tries to make due with a system that is hard to work with.

Re overall Pacific crew performance: I think it's been acceptable, especially given the level of service we chose to pay for. Our account manager (Kelly) and the crew have been responsive to our prompts and requests. Because the chair cannot monitor all of Millridge alone, we divided up monitoring areas among Landscape committee members and have solicited homeowner input.

Re volunteering: I personally have been on the landscape committee for six years, chairperson for five. I am not an expert, but have a knowledgeable landscape committee. I volunteer because, as part of a community, I want to do my part/take my turn (as many homeowners have before me), and I am physically able and retired, so I have more time than homeowners that work and are raising children; I also don't want us to have to pay a management company to do the things for Millridge that volunteers do now.

Through my time at Millridge, I've come to realize how low our monthly dues are, compared to most communities like ours, and how tight our budget really is. As much as paying more in dues would be hard, I now...personally...support raising dues. I believe we have an excellent board and trust their judgment. I know they work very hard for us all.

Thank you. Chris Morris.