

**Millridge Homeowners Association
Meeting Minutes
Board of Directors Meeting
April 3, 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 April 3, 2019. The meeting was called to order by Steve Meyer at 6:30 pm.

II. Introductions and attendance.

Introductions proceeded throughout the room.

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

ABSENT: Justin Redd (President)

Also in attendance: *Steve Meyer, Community Management, Inc.*

III. Approve / modify agenda. The agenda (draft2) was approved without changes.

IV. Approve / modify 03-07-19 meeting minutes. On motion of Jim Bauer, seconded, the minutes were approved.

V. Committee Reports

a. Treasurer's Report. Sue Seaver, Treasurer, reported. For the 2018 year, the HOA's total expenses were \$904.22 under budget. That money remains in the operating account as operating contingency funds. This was achieved despite having some serial assessment expenses charged to the operating account, which was not anticipated when the budget was set. Sue reminded attendees that the board tries to stay as close as possible to the budget, but some variation is expected. In 2018, the board did a good job at setting an accurate budget and on staying within that budget. It is her hope that we do as well this year.

As of 2/28/19, YTD operating expense exceeds operating income by \$739. Expenditures may vary from the budget on a monthly basis with some expenses being higher during certain months and lower during others, but the expectation is that they will average out over the year as they did in 2018. There is a discrepancy in the accounting categorization of one expense that is currently shown as an operating expense and charged to the landscape misc. category. The correct categorization of that expense is on the agenda to be decided. The operating contingency balance as of 2/28/19 is \$35,688 and the reserves account balance is \$215,233. The balance of the serial assessment account is at \$-44,514. There are two years remaining on the serial assessment and the negative balance of this account will be reduced as monthly payments are received.

b. Landscape Committee. Christine Morris, Landscape Committee chairperson, reported. A copy of the written report is attached.

c. Architecture Committee. Jim Bauer, ACC chairman, reported. The work being done by Dick's Evergreen Fence will be scheduled soon. There were no new ACC requests.

d. Maintenance Committee. In absence of a committee, Laura Holgate reported on new maintenance matters. A copy of the written report is attached.

- e. **Clubhouse Committee.** Clubhouse looks good and is ready to rent for your next event. Contact Sue Seaver to reserve.
- f. **Neighborhood Watch.** Shirley Carlson, Neighborhood Watch Committee, reported. She told about a man that had his wallet stolen from his back pocket and a woman that had her purse stolen from the bathroom floor as a reminder to keep your wallet and purse secure. Steve Meyer said there have recently been scams involving people spoofing HOA management company email addresses and sending emails asking for money to be wire-transferred for some type of emergency. Steve said that If you receive an email or call like that from someone purporting to be from CMI, call CMI immediately. That topic led to a group conversation about phone and email scams and the importance of not sending any money or giving out any information in response to a call or email without independently confirming that the call or email is from the person or company they claim to be by calling the person or company yourself at the number or email you have for them - not by replying to the email or calling the number given in the call or email.

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

- a. An owner reported that a door has been left near the dumpster in the alley behind building 16. *CMI will send eblast to owners that the owner that left it needs to have it removed because Walker Garbage won't take it. If it's not removed by the party responsible, it will be hauled away at HOA expense.*
- b. An owner reported finding people going through the Millridge dumpsters nearest to 143rd. *A board member suggested calling the police if trespassers are found on the property.*
- c. An Owner wants a reminder given to all owners that cardboard boxes need to be flattened before putting them in the recycling bins. Large boxes should be flattened and tucked behind the recycling bin.

VII. OLD BUSINESS.

- a. **Replace roofs – buildings 1 and 2.** The bids and comparison information were reviewed. Sue Seaver moved to approve the bid from Aylwin Construction. The motion was seconded. Following discussion, the motion was amended and restated as follows:

AMENDED MOTION: to approve the bid from Aylwin Construction to replace roofs on buildings 1 and 2 as described in the bid, including torch-down at transition to flat roof, for the amount of \$36,200, and also to approve the add-ons of 9 permanent safety anchors at a cost of \$405 and replacement gutters (excluding downspouts) at a cost of \$2200, for a total approved cost of \$38,805. *The amended motion was seconded and unanimously carried.*

Further, Laura Holgate made the motion below, which was seconded and discussed:

MOTION: to hire the certified roof inspector that was used for the building 14 roof replacement, at a cost not to exceed \$1000. *The motion was unanimously carried.*

- *Justin Redd will appoint a volunteer to act as onsite coordinator/contact person for the roofing project and establish job description for that role; Tim Jackson volunteered.*
 - *Laura Holgate will provide board members with name of roof consultant used for building 14.*
- b. **Replace roof – building 15.** Laura Holgate made the motion below, which was seconded and discussed. During discussion, it was noted that the roofing contractors that bid on buildings 1 and 2 all agreed that building 15 was in worse condition than building 3, and board members informally agreed that it is likely the next roof that will need to be replaced.

MOTION: to postpone this item to next month's meeting so Justin Redd can participate in discussion, particularly as it relates to scheduling of reserve account expenditures. *The motion was unanimously carried.*

c. Paint touch-ups at buildings 9, 10, 11, 12 – recommendations by Verhaalen Painting during walk-through.

Laura Holgate made the motion below, which was seconded and discussed.

MOTION: to approve, in addition to what is on the touch-up painting contract, the following additional work on these four buildings: 1) prep and paint tops of the 3 end-unit fences that don't have metal fence caps; 2) prep and paint exterior side of end unit fences where paint is in need of repair or excessively worn; 3) replace and paint rotted fascia, with wood repairs done by separate contractor at \$60/hour, to be coordinated by Verhaalen Painting; and 4) prep and paint any siding or trim in need of repair but not visible during initial walk-through. *The motion was unanimously carried.*

d. Paint touch-ups of buildings 9, 10, 11, 12 – siding and trim not visible from common area (approve or deny). Laura Holgate made the motion below, which was seconded and discussed. In discussion, it was noted that section 10.3.1 of the Amended and Restated CCRs may be confusing and interpreted differently by different people, and that the long-standing precedent has been for the HOA to be responsible for the maintenance/painting of all exterior siding and trim, a policy which is also shown in the chart of owner/HOA responsibilities in the Homeowners Manual. Steve Meyer explained that when interpreting language in governing documents that is unclear, responsibility usually reverts to the HOA. He also advised that having the HOA cover the painting on all exterior siding instead of leaving it to individual owners is the best business decision.

MOTION: to confirm that all exterior siding and trim needing touch up painting, including siding and trim not visible from common area, is included in the painting contract with Verhaalen Painting and approved by the Directors. *The motion was unanimously carried.*

e. Sump pump inspections. *[Status report and proposed plan from CMI.]* Contrary to information given to Directors earlier this year, the annual sump pump inspections for 2018/2019 have not been completed. CMI was not able to access sump pumps at several units either because the owners didn't respond to attempts to schedule an appointment, or owners scheduled an appointment but wasn't home at the appointed time when CMISD came to inspect. Information noted in inspections but not reported to Directors included the need to replace the sump pump at 1604. Steve Meyer outlined a plan to complete the inspections, which includes creating a process document to follow each year, CMISD making another 2 dates available for inspections that haven't yet been completed, reaching out to owners by phone and email to schedule appointments, and letting Directors know of any owners they're not able to reach so someone here can try to communicate with them in person. He also stated that it's appropriate to charge owners a travel or cancellation fee if they schedule an appointment and aren't there to provide access at appointed time and will let owners know that during appointment-setting process. He confirmed that his plan includes reporting all inspection results when inspections are complete.

f. Serial assessment accounting. *[Questions for CMI.]* Laura Holgate asked Steve to contact the owners that have large credit balances to confirm whether the amounts paid in excess of the monthly HOA and monthly serial assessment were intended as advance payment toward the serial assessment. Steve agreed that CMI would do that. Sue Seaver asked Steve to provide a separate accounting within the financial statement that itemizes all expenses and income in one place so the amounts are easier to track and it can be seen how much is left in the account after all payments have been received and reserve account has been reimbursed for amounts advanced. Steve agreed to provide that.

g. 2018 year-end accounting. Sue asked Steve Meyer to get an explanation to the board about all the amounts ending in either \$.04 or \$.96 in the final accounting for 2018. Steve agreed to find out and send answer.

- h. **Expense category for trees removed at 1642 and 1644.** Sue Seaver made the motion below, which was seconded and discussed. In discussion, attendees were reminded that removing these trees was done for long-term roof and gutter maintenance issues.

MOTION: Move the charge for the tree removal of the two trees by 1642 and 1644 out of the landscape miscellaneous category of the operating account and charge it to reserves instead. *The motion was unanimously carried.*

VIII. New Business.

- a. **Deep root fertilization of 5 cherry trees behind front pool.** Laura Holgate moved to approve deep root fertilization of all cherry trees on property. The motion was seconded and discussed. Directors were told that the tree expert said that only the 5 by the front pool really needed it at this time because they are older than the others. *Laura Holgate withdrew her motion.*

Sue Seaver made the motion below, which was seconded.

MOTION: to approve the bid from NW Tree Specialists for deep root fertilization of 5 cherry trees behind the big pool at a cost of \$375. *The motion was unanimously carried.*

- b. **Building 7 – request for painting repairs (peeling paint on chimney of 1654, paint worn or scraped off of fascia along roof peak of 1642 and 1646).** Sue Seaver made the motion below, which was seconded and discussed.

MOTION: to hire Verhaalen Painting to 1) prep and paint area of peeling paint on chimney of 1654, 2) to prep and paint fascia along roof peak of 1642 where paint has been worn or scraped off, and 3) to inspect fascia along back side of roof peak of 1646 where it overhangs 1648 and paint if needed.

The motion was unanimously carried.

- c. **1640 – unit leasing request.** Sue Seaver made a motion to approve the request, which was seconded and, after discussion, amended as follows:

AMENDED MOTION: approve the owner's request, conditioned on all required forms being signed and submitted within 90 days. *The amended motion was unanimously carried.*

- IX. **Next meeting date:** The next monthly meeting will be held Thursday, May 2nd, 2019 at 6:30 pm.

- X. **Adjourn.** The meeting was adjourned by Steve Meyer at 8:01 pm.

Millridge Landscape Committee Report
For 4/3/19 HOA Meeting

The landscape committee met on 3/21/19.

We recommend that the board approve spending \$375 to fertilize the five cherry trees behind the front pool. These trees are older than other cherry trees on the property and our tree experts recommend that we do this.

The committee is pleased with what our Pacific crew was able to do (at no additional charge) to contain the ivy crossing the fence between Millridge and the church next door.

Northwest Trees will be coming to the property on 4/22-4/23 to finish up the work on our three year bid. Bob Hetzer will oversee preparations for this; it is important that areas under the trees which are being worked on be clear of vehicles etc. Yay!

MAINTENANCE REPORT – 4/3/19

1. NEW ITEMS BEING CONSIDERED AT MEETING

- a. Additions to scope of work for painting touch up project on bldgs. 9, 10, 11, 12
- b. Building 7 painting repairs:
 - 1642 – Prep and paint fascia board at roof peak in back (paint worn off down to bare wood)
 - 1654 – Peeling paint on chimney
 - 1648 – Prep and paint fascia board on roof peak in back/courtyard side

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.

2. STATUS OF PENDING PROJECTS

- a. **Touch up painting on buildings 9,10,11, 12:** Verhaalen Painting scheduled to start work late this week or next week, when weather permits.
- b. **Moss Removal:** Ben Jones is scheduled to return on 4/15/19 to remove moss in streets and parking areas that have been sprayed with Moss Melt.
- c. **Fire department access at alley entry from 143rd Ave.** Knox lock has been ordered and will be attached upon receipt.
- d. **New posts and chain at west entrance to alley behind building 5.** Expected to be completed this month.

3. PROJECTS COMPLETED SINCE LAST MEETING

- a. Pressure washing of sidewalks and pool decks to remove moss was completed during the last week of March.
Statement for record: Approved amount for moss removal (pressure washing sidewalks, chemically treating moss in parking areas, removing dried moss from parking areas): up to \$2172 (bid amount of \$1850 plus up to 20% overage if necessary); total amount of final bill: \$2150.