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**Millridge Homeowners Association
Meeting Minutes
Board of Directors Meeting
February 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 February 7, 2019. The meeting was called to order by Justin Redd at 6:30 pm.

II. Introductions.

Introductions proceeded throughout the room.

III. Board member attendance:

DIRECTORS PRESENT:

Justin Redd (President)

Tom Messecar (Vice-President)

Sue Seaver (Treasurer)

Jim Bauer (Director at Large)

ABSENT:

Laura Holgate (Secretary)

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

V. Approve / modify previous meeting minutes. The minutes of the January 17th Board of Directors meeting were approved.

VI. HOA President's Remarks. Justin Redd, President, spoke about keeping track of reserve funding needs compared to reserve fund balance and income; reserve funding spreadsheet covering next three years using the information from the 2019 Reserve Study. Projected reserve account expenses total \$656,000, which is \$319,000 more than the projected income based on current contribution amount. Bridging the shortfall would require an additional \$91 per unit. *A copy of the spreadsheet is attached for reference.* Justin also spoke of wanting to work on delinquent accounts of homeowners.

VII. Committee Reports

a. Treasurer's Report. Sue Seaver, Treasurer, reported. Operating expenses for 2018 overall came in under budget by .4%; operating income for 2018 exceeded operating expenses of 2018 by \$1627 YTD.

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 that there was no new ACC business.

d. Maintenance Committee. The HOA does not currently have a maintenance committee. Volunteers interested in being members or chairperson of a maintenance committee should contact a board member. Summary of maintenance matters: The previously approved repairs of the gutter at 1640

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and the downspout at 1654 have been completed. The removal of trees in front of 1642 and 1644, approved at the last meeting to prevent maintenance issues caused by these trees, has not yet been completed. Chris Morris will contact NW Trees for scheduling information. A request that moss be removed from sidewalks and streets was received. Tom Messecar has obtained at least one bid for that work and the request is on agenda. Request to straighten post at the west entry to the alley behind building 5 was received and is on agenda.

- e. **Clubhouse Committee.** Sue Seaver, Clubhouse Committee, reported. Anyone wishing to reserve the clubhouse should send a message to Sue Seaver at dmeandsls@msn.com.
- f. **Neighborhood Watch.** Shirley Carlson, Neighborhood Watch Committee, reported that someone stole her decorative cabbage plant.

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

- a. The key to one of the large package mailboxes is missing again. Can HOA get a copy of the key? Please check your individual mailbox for a large package key.
- b. Unit 1682 is vacant and temperatures are very low – does HOA have authority to check for freezing pipes or take any steps to winterize the unit? Board agreed that Steve or attorney should be asked about this. Can water be turned off to the unit from the outside?

IX. UNFINISHED BUSINESS.

- a. **Report on annual sump pump inspections.** *Status Report only.* Sump pump inspections were completed as of February 6, 2019.
- b. **Homeowner's delinquent on payments.** *Status report only.* Justin Redd reported that the board is working hard to collect delinquent fees.

X. New Business.

- a. **Moss removal on sidewalks and streets.** This matter was postponed to next meeting to allow time to receive a second bid. Board reviewed the bid from Ben Jones and Justin will request bid from Pacific Landscape for comparative purposes.
- b. **Maintenance/ACC Request to straighten middle post at west entry to alley behind building 5.** This matter was postponed.
Action items: obtain a bid for a chain between two secure posts (with no center post), and also obtain a bid to fix the drain so it could be a through way and not need to be chained off.
- c. **Reimburse Jim Bauer for lightbulbs for exterior lights (\$5.97).** Sue Seaver moved that the HOA reimburse \$5.97 to Jim Bauer for purchase of light bulbs for sidewalk lanterns. Motion was seconded and unanimously carried.
- d. **Reimburse Laura Holgate for paper for clubhouse copier (\$20.55).** Sue Seaver moved that the HOA reimburse \$20.55 to Laura Holgate for purchase of printer paper.

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- e. **Establish process for obtaining updated Owner/Tenant information forms from ALL owners.**

This motion was postponed.

- f. **Outstanding HOA documents that need to be signed:** Sue Seaver moved that the 2020 Schwindt Reserve Study Proposal be signed and returned to CMI. The motion was seconded and unanimously carried. Justin Redd will sign and send to CMI with a copy to Laura Holgate, HOA secretary.
- g. **1606 – Outlet needed for sump pump.** Sue Seaver made a motion that Jarmer Electric be hired to install an outlet accessible from sump pump without need for an extension cord, conditioned on cost NTE \$400. Motion was seconded and unanimously carried. **Action item:** Sue Seaver will call each owner that has a sump pump and ask if they have cords.
- h. **1656 – Report of water on garage floor.** *Discussion only.* This was determined to be a homeowner responsibility (not caused by a roof or siding leak).
- i. **Sidewalk lantern (by building 4) still not working after lightbulb replaced.** *Status report only.* Jim Bauer asked Cindy McGowan to check her circuit breaker and to look for a switch that may control that light.
- j. **Additional notes:** There was an additional \$20 fee from Walker for pickup of Christmas tree and mattress; outside restroom door must remain locked (except when pool is open).

XI. Next Meeting Date. The next meeting date will be March 7th at 6:30 pm.

XII. The meeting was adjourned by Justin Redd.

Reserve Funding	Projected 2020 Shortfall =	656,901	minus	337,485	=	319,416	=	3,293	Per unit over 3 years	
								91	Per unit per month	
Detailed calculations to support above summary:										
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	
Annual Expenditure Detail (Pg. 32)										
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				
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							
			SUB-TOTAL:			193,473				
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							
			SUB-TOTAL:			219,154				
			3-YEAR TOTAL:			656,901				

Millridge Landscape Committee Minutes
1/24/19

The landscape committee met on 1/24/19. In attendance were committee members Chris Scheiff, Judy Hetzer, Kathleen Noss, Jeri Old, and Chris Morris.

Beginning in February, the landscape committee will meet on the third Thursday of each month. Homeowner requests for landscape issues must be submitted by the second Thursday in order to be discussed at that month's meeting.

Committee member Chris Scheiff volunteered to work with 1640 homeowner as regards the homeowner's request to do work in the common area in front of his unit.

The committee discussed possible 2019 expenditures, among them: spring turf moss treatment, turf aeration, blackberry weed control, arborvitae replacement, fertilizing flowering trees, big tree care. No decisions were made re recommendations to the HOA board. The committee will consider these and any other ideas next month.

No new homeowner requests have been submitted to the committee; the committee has no recommendations for the 2/7/19 HOA meeting.