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**Millridge Homeowners Association
Meeting Minutes
Board of Directors Meeting
January 17, 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 January 17, 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)
 Laura Holgate (Secretary)
 Jim Bauer (Director at Large)

IV. Approve / modify agenda. The agenda was approved with the addition of two new business items.

V. Approve / modify 12/6/18 meeting minutes. The minutes were approved.

VI. HOA President's Remarks. Justin Redd, HOA President, addressed owners in attendance He outlined his priorities as President, which are: 1) keep track of every dollar in and out and spend those dollars wisely; 2) make sure the records are clearly documented and transparent; 3) reduce past due accounts; 4) develop solutions to adequately fund the reserve account. Regarding transparency: he's obtained a better breakdown of the serial special assessment accounting and he will continue to track that to make sure the statements from CMI are accurate and understandable. Regarding reserve funding: the shortfall for long term projects is more than \$200,000. He pointed out that, while that sounds like an insurmountable amount, it's not as hard to imagine when you divide it by 97 HOA members and spread it over three years. He stated that options will need to be considered for bringing the reserve account up to a sufficient level and for contributing an annual amount that will maintain adequate funding of major projects as they become necessary.

VII. Committee Reports

a. Treasurer's Report. Sue Seaver, Treasurer, reported. Year to date, operating expenses are running .6% over budget; total operating expense exceeds total operating income by \$789. Some categories may level out and not be over budget by the end of the year. The administrative expenses by CMI will remain over budget for the year because of fees and expenses that were related to the Serial Special Assessment, but paid from operating expenses instead of from the Serial Special Assessment funds. Since the CMI contract allows CMI to charge hourly for special assessment accounting, it wouldn't be cost effective to have them move those charges over to the

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serial special assessment accounting after-the-fact, so that budget category will remain over-budget for 2018.

- b. **Landscape Committee.** There was no landscape meeting in December. There was one request reviewed by committee members, which was Ron Burn's request to make changes to the ground in front of his home (1640) to help keep water from draining toward his foundation. The committee approved this request, conditioned upon Mr. Burn working with the landscape committee's oversight.
- c. **Architecture Committee.** Jim Bauer, ACC chairman, reported that there were no ACC requests or recommendations since the last meeting.
- d. **Maintenance Committee.** Following the resignation of Glen Beckley, the HOA is currently without a landscape committee. Justin Redd asked if there were volunteers; none came forward. Tom Messecar submitted a Homeowner's Request Form for a maintenance project that was submitted to him by Bruce Bjerke (1654) on the meeting date, and it was added to the agenda. Tom also reported that the gutter cleaning project was completed earlier in the day. Laura Holgate proposed that in absence of a maintenance committee, the Directors make a plan for working together as a team to handle all of the tasks related to maintenance. The following procedure was proposed and generally agreed upon: **1)** homeowners should submit all requests to CMI per the usual procedure for CMI to forward to all board members; **2)** each Director will need to review all incoming requests and gather whatever information they deem necessary to make an informed vote since there won't be a committee recommendation; **3)** Laura Holgate volunteered to maintaining a spreadsheet to track requests received and the status as they progress in the queue (bids received, board decision to approve or deny, date work is scheduled, date work is completed, and final cost) and provide that to board members prior to each meeting in place of a maintenance committee report; **4)** Justin Redd volunteered to be present whenever possible to meet with the vendor onsite and to do a final check of the work when it's complete; **5)** when Justin is not available, he will find another board member or volunteer with knowledge of the project to meet with the vendor; **6)** upon receipt of a request, a board member will need to volunteer or be appointed by the President to gather bids and deliver a copy of the bid to the other Directors prior to the meeting date; **7)** contractors on the list of preferred providers compiled by Glen Beckley will be contacted first for bids or estimates; **8)** as part of any vote to approve a request, the board will need to specify whether CMI will issue the work order, forward the signed contract to the contractor, and communicate the scheduling information to board members, OR appoint those tasks to a specific Director.
- e. **Clubhouse Committee.** Sue Seaver, Clubhouse Committee, reported that everything is fine with the clubhouse.
- f. **Neighborhood Watch.** Shirley Carlson, Neighborhood Watch Committee, reported that she's witnessed, and other owners have told her that some people are driving too fast and coming around corners too fast and that everybody needs to be very careful.

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

- a. Several Owners reported carriage lights that were out, including the light between buildings 4 and 5, one by the back pool, one in front of 1756, and that the top was off of the light in front of building 12. Jim Bauer volunteered to replace the burned out bulbs.
- b. Ron Burn complained about inefficiency in how Owner requests are handled.
- c. Ursula Locke brought a copy of the 2012 Collections Resolution and wanted to make sure that all Directors were aware of it.

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- d. Bob Hetzer shared that someone had left a Christmas tree by the dumpster. Discussion followed about charges related to things left by dumpsters.

IX. UNFINISHED BUSINESS.

- a. **Ratify the expense of \$600 for sump pump replacement on north side of 1640** (postponed last month for receipt of final invoice). *Background: CMI authorized this replacement as an emergency repair, but the cost ended up exceeding the \$500 limit that CMI is approved to authorize for emergency repairs.* Sue Seaver moved that payment of \$600 to Rescue Rooter for replacement of the sump pump on the north side of 1640 be ratified. The motion was seconded and unanimously carried.
- b. **Landscape contractor: concerns about quality of service.** Status report only. Meeting needs to be scheduled with board members and Pacific Landscape account manager to discuss contract provisions and areas needing improvement.
- c. **1722 - Homeowner request to assess possible crawl space moisture issue and whether sump pump is needed** (request for assessment approved last month). Status report only. The assessment was done by CMISD, and it was determined that a sump pump isn't needed. The moisture appeared to be from a prior plumbing problem. Chris, from CMISD reported findings to the owner.
- d. **1640 - Homeowner request to have gutter reattached where it has come loose** (request approved last month). Status report only. Owner stated that it's been re-attached.
- e. **1640 - Homeowner request to add soil and make changes to area in front of his unit to grade the ground away from the unit** (postponed from last month to allow time for landscape committee to review and make recommendation). Sue Seaver moved that the request be approved on the condition that the process is overseen by the landscape committee. The motion was seconded and unanimously carried.
- f. **Justin Redd's report on request to CMI to waive \$50 monthly fee.** Status report only. CMI will not waive website fee. It's a flat monthly fee that covers the time of the CMI employee that maintains and updates the website.
- g. **Removal of trees at 1642 and 1644** (removal of trees approved at last month's meeting, subject to receipt of a satisfactory bid NTE \$750 per tree). Status report only. Tom Messecar provided bid from NW Trees to remove both trees and grind both stumps for a total cost of \$670. Contract will be signed and work scheduled.
- h. **Report on annual gutter cleaning.** Status report only. Work completed as of meeting date. Final cost: \$3950.

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- i. **Report on violation notices for commercial activities at Millridge.** Status report only. First violation notice sent 1/17/19; if violation continues and no hearing is requested by 1/24/19, second notice can be sent and fines initiated on 1/25/19 or on any date the stated violation is repeated.
- j. **Report on writing off of \$715 "doubtful recovery" amount on financial statement.** Status report only. In December, Sue Seaver requested that the \$715 doubtful recovery amount be written off and removed from financial statements. The reply from Steve indicated that old collection accounts like that are usually left on the books because there is a judgment that may be collectible at some time in the future.
- k. **Report on annual sump pump inspections.** Status report only. In December, Laura Holgate requested that CMI schedule sump pump inspections since they are usually done in December and January. Lauren at CMI sent work order to CMISD on 1/15/19 and they will be calling owners with sump pumps to schedule the inspections.

X. New Business.

- a. **Homeowners delinquent on HOA payments.** Due to confidentiality concerns and discussion of potential and pending legal actions, this item was addressed in executive session that was convened immediately following adjournment of the regular meeting.
- b. **Approve/deny bid for tree removal at 1642 and 1644.** This item was removed from agenda because the tree removal was approved last month with a NTE amount; satisfactory bid was received and reviewed as item IX(g), above.
- c. **Approve/modify the draft of the 2019 Reserve Study prepared by Schwindt & Co.** Sue Seaver moved to approve it without changes. The motion was seconded, discussed, and unanimously carried. Discussion points: the reserve study is a guide to aid in planning and funding long term maintenance projects. As such, it is somewhat fluid. The maintenance projects listed in a given year will be evaluated that year to determine, according to condition, if the maintenance is needed at that time or should be rescheduled to a later date; the board of directors will also need to prioritize what work is most important within the confines of the funds available since the reserve account is currently underfunded according to the results of the study; the final version of the study will be sent by email to all owners that have email and will be loaded on the Millridge portal of the CMI website. Due to the size of the study (120 pages) and the costs of printing, printed copies will only be provided on request to people who cannot otherwise access it.

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

XII. The meeting was adjourned by Justin Redd at 7:55.