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**Millridge Homeowners Association
Meeting Minutes
Board of Directors Meeting
July 11, 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 July 11, 2019. The meeting was called to order at 6:33 pm by Justin Redd, President.

II. Introductions and Board Member Attendance.

Introductions proceeded throughout the room.

DIRECTORS PRESENT: **Justin Redd
Laura Holgate
Sue Seaver
Jim Bauer**

ABSENT: **Tom Messecar**

III. Approve/modify agenda. Item IX(g) of the draft agenda was removed and the revised agenda adopted.

IV. Approve / modify June 6, 2019 board meeting minutes. Sue Seaver moved that the draft version of the minutes of the 6/6/19 regular board of directors meeting, a copy of which was provided to the Directors for review prior to this meeting, be approved without changes. The motion was seconded and unanimously carried.

V. President's remarks. The serial assessment is well underway. We made it through the winter after the application of the coating to the garage roofs and had no reports of leaks so it appears it was a good investment. Justin reminded attendees that he's been tracking the money coming in for the special assessment and what has been spent to date on his own spreadsheet. The CMI financial statements show the total amount scheduled to be paid for the special assessments, but not the actual amount received. Justin has asked for the specific amounts paid to date by each homeowner, since we know that some accounts haven't made all the payments that have come due already (example – the account for the property that was foreclosed and for other accounts that are currently in collections or are delinquent in fee payments).

VI. COMMITTEE REPORTS

- a. Treasurer's Report.** Sue Seaver, Treasurer, reported. Overall, as of May 31, 2019, which is the ending date of the most recent financial statement available, operating expenses are 6.4% under budget, and operating income exceeds operating expenses by \$6,744.
- b. Landscape Committee.** Chris Morris, landscape committee chair, reported that there were no new homeowner requests. Pruning of the rhododendrons has been a concern. Pacific Landscape said the rhodies would be pruned this week but she hasn't had a chance to walk the property to check whether it's been completed yet. There also continues to be reports of certain areas getting too much water and other areas not getting enough. Chris explained that when she became landscape committee chairperson six years ago, and every year since, she's been told by Pacific Landscape that our sprinkler system needs to be replaced. Due to its age and condition, the system requires a continual maintenance and frequent adjustments to keep it operational, but even when working as it's supposed to, it doesn't have the control options that are available in newer systems. A copy of the written report of the landscape committee is attached.
- c. Architecture Committee.** Jim Bauer, ACC chairperson, reported that three of the five ACC members looked at the front door that the owner of unit 1632 had been given conditional approval to install (subject to ACC recommendation) and unanimously recommended the owner be given final approval. Jim also reported that

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he replaced burned out lightbulbs in 7 carriage lights. The carriage light by 1598 doesn't work at all so it seems to have an electrical problem.

- d. Maintenance Committee.** No maintenance committee – volunteers needed. Laura Holgate reported on new and pending projects since the last meeting. A copy of the written report is attached.
- e. Clubhouse Committee.** There was one rental in June and one in July and there are two scheduled in August.
- f. Neighborhood Watch.** Millridge needs to have an emergency plan for earthquake or other disaster. After discussion among those in attendance, Justin agreed to talk to his wife, Anna, about heading up the organization of an emergency plan for the community.
- g. Pool Committee.** There was no committee report.
- h. Rental Committee.** Laura Holgate, rental committee, reported. Millridge currently has 6 units that have been confirmed as rentals pursuant to the definition given for “To Rent or Lease a Lot” in the definitions section of the First Amendment to the 1989 Amended and Restated Conditions, Covenants, and Restrictions (the “2010 CCR Rental Amendment”). Further information has been requested from an additional non-resident owner to determine whether it is considered a rental. Five units previously categorized as rentals have been removed from the rental count for various reasons, including: 1) one unit previously counted as a rental has been removed from the rental count because of documentation adding the occupant to the title of the property; 2) two units formerly included in the rental count are occupied by family members of the record owner and no consideration is paid in exchange for the right to occupy the property, so they aren't rentals as defined in the 2010 CCR Rental Amendment; 3) one unit that was a rental has been sold and the new owner occupies the property; and 4) one unit previously categorized as a rental is occupied by a person that is now listed as an owner based on available documentation. Laura Holgate is working with CMI to ensure that complete records, including the documentation required from owners of rental units, are maintained and updated annually and/or when a new tenant moves in.

VII. OWNERS' FORUM

- a.** An owner said the bushes by 1642 need to be trimmed.

VIII. OLD BUSINESS

- a. June 15th Pool opening. Feedback request.** Justin Redd asked fellow Directors and other owners in attendance if they had feedback about the later opening of the pool and whether they'd like to do a June opening in future years. A board member brought up an incident that was reported to her, after the fact, with a resident and his friends going in the pool before it was open for the season. Penny told them the pool was closed and that they needed to get out. Instead of getting out, Penny reported that he was rude and confrontational and that she was very upset after the incident. An owner suggested that a padlock be used to lock the gates during the off-season to prevent access. Water isn't treated with chemicals to prevent bacteria and isn't tested for safety until the pools open for the season. It was agreed that padlocks should be installed when the “closed” sign goes up at the end of the season to keep people out until it reopens next spring.
- b. Sump pump inspections. Status report.** CMI has not yet provided information about whether all of the sump pumps that weren't inspected in the first round of inspections were inspected during the 2nd round of inspections scheduled for May 14 and 15th, nor have they provided results of any of the 2nd round of inspections that may have been completed. Sue Seaver reported that she hasn't approved any inspection invoices from CMISD and won't approve any of them until we have a report indicating the results of all inspections. Justin Redd will ask Steve Meyer again for this information.
- c. Inspections and bids for end unit fences.** Summary given: Laura Holgate was the point person on this in the absence of a maintenance committee and the results of the visual inspections were reported on during committee reports. A copy of a bid from Hedgehog Home Services was given to Directors prior to meeting

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and reviewed. **MOTION:** Laura Holgate moved that Hedgehog Home Service be hired to install metal fence caps and make needed repairs at a cost not to exceed \$1300, pursuant to the bid as follows: install metal caps on the top of 8 fences at a cost of \$2 per linear foot for labor-only, plus the cost of materials; to replace approximately 5 fence posts at a cost of \$150 per post including labor and materials; and to make other repairs needed at a cost of \$55 per hour. The motion was seconded. After discussion, **the motion was unanimously carried.**

- d. **Paving work needed.** *Status update.* Sue Seaver moved that this be postponed to next month, pending information from Steve Meyer about the date and time for at least three paving contractors to do a group walk-through for visual inspection and prioritization of paving needs, and the receipt of bids from each contractor for the highest priority work. **The motion to postpone was seconded and unanimously carried.**
- e. **Occupancy and ownership forms.** *Status update.* Laura Holgate has organized this effort, and will continue as point-person until all forms are received and CMI confirms that all updates have been made in their records. Of the occupied units, all but four owners have submitted completed forms. Of those four, one is a new owner that was just provided with a form and given notice that it's required. Another is a non-resident owner that was provided with the form and given notice of requirement later than other owners. A third owner asked for and was given an extension through September, when he will return from fishing in Alaska. No fees have been added to any HOA member accounts. The second part of this effort will be ensuring that CMI receives the additional documentation required from owners of units that have been confirmed as rentals.

MOTION: Laura Holgate moved that fees described in second violation notices and 2018 fee resolution be charged for not submitting forms by the date given on the second violation notice and continue as described in the notice and resolution, but the fees will be removed from the HOA member's account or waived upon receipt of the completed form. The motion was seconded. After discussion, **the motion to reverse or waive fees upon receipt of completed occupancy form was unanimously carried.**

IX. NEW BUSINESS

- a. **1640 request to lease.** Summary given: At the 4/3/19 board meeting, a request submitted by Ron Burn was approved with certain conditions. One condition was that the approval would expire on 7/3/19 if not rented by that date. **MOTION:** Sue Seaver moved that the conditional approval given to Ron Burn be extended through 10/11/19. The motion was seconded and discussed. In discussion it was noted that no new requests have been made by other owners; we are not at the limit of rental units even with 1640 being counted as a rental; and the unit is currently vacant. **The motion to extend conditional approval to 10/11/19 was unanimously carried.**
- b. **1642 patio gate.** Summary given: the patio gate on this unit has rotted wood and is in disrepair. The owner recently passed away and the unit is vacant. A board member nailed the gate closed as a temporary measure since it was left hanging on one hinge at an angle across the opening. Owners of end units are required to maintain the gates to their patios and the HOA has authority to enforce this obligation because the gates are visible from common area. **MOTION:** Sue Seaver moved that a violation notice be sent to the representative of the estate of Paul Blomquist, deceased. After discussion, **the motion to send violation notice was unanimously carried.**
- c. **Water line shut off valves.** Summary given: this item was an online request by an owner to replace handles to the water line shut off valves in the control box nearest to 1614 and 1616. **MOTION:** Sue Seaver moved to strike on basis that the box is always filled with water due to high water table so handles don't last and valves can be easily shut off with a crescent wrench. **Motion to strike was seconded and unanimously carried.**

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- d. **Backflow device.** Summary given: the backflow device in front of 1640 failed the required annual test and the company that performed the test reported that the entire backflow device needed to be replaced, which they advised could be done by a qualified landscape company or licensed plumber. **MOTION:** Laura Holgate moved to postpone this pending receipt of bids that have been requested are expected next week. **Motion to postpone was seconded and unanimously carried.**
 - e. **Front pool – approve or deny Clear Water Services’ bid of \$375 for repairs of sand filter.** **MOTION:** Sue Seaver moved that the bid to repair the sand filter be approved. **The motion was seconded and unanimously carried.**
 - f. **Back pool – request to keep chemical room door unlocked.** Summary given: some volunteers that do chemical checks at back pool have difficulty at times with the lockbox that holds the key to the chemical room at the back pool. **MOTION:** Sue Seaver moved that if there are still problems with the lockbox, or if problems return, the lockbox will be replaced. During discussion, Justin Redd agreed that if it becomes necessary to replace the lockbox, he will purchase it and has seen them for less than \$40. The motion was amended to specify that if a replacement is purchased in connection with the original motion, Justin Redd is authorized to purchase one at a cost not to exceed \$40, which would be reimbursed by the HOA. **The motion, as amended, was unanimously carried.**
 - g. **Collections policy changes by Vial Fotheringham.** Summary given: Vial Fotheringham sent a letter describing the changes they’ve made to their policy and fees for collection matters they handle and the HOA has been asked to acknowledge and accept the changes. **MOTION:** Laura Holgate moved to postpone this item to allow time to research other options in the marketplace that may be less expensive. The motion was seconded and discussed. After discussion, **the motion to postpone was unanimously carried.**
 - h. **Carriage light in front of 1598.** Summary given: the light didn’t work. Jim Bauer replaced the bulb but the light still didn’t work. The light is connected to the electrical service at 1598, which is owned by Justin and Anna Redd. **MOTION:** Justin Redd moved that he, an electrical engineer, investigate the problem himself and make repairs, if possible, in his role as the owner of the unit to which the electrical service is connected. The motion was seconded and discussed. After discussion, **the motion was unanimously carried.**
 - i. **Clubhouse upgrades.** Sue Seaver, clubhouse committee, stated she’d like to see the clubhouse get some basic improvements to make it more attractive for residents to host events. At least one owner has told her they’d likely rent it several times a year if it was less worn and outdated. Justin Redd said he’s heard similar comments from other owners. Ms. Seaver didn’t have anything specific to recommend at this time, but wanted it on the agenda to start the process of considering improvements such as new flooring and paint. She is in process of getting bids from painters and will also look into flooring options to be considered at a future meeting. **MOTION:** Laura Holgate moved to postpone item to next month to allow time to obtain bids. **The motion to postpone was seconded and unanimously carried.**
- X. **Next meeting date.** Upon motion by Justin Redd, which was seconded and unanimously carried, the **next regular board meeting will be held on Thursday, August 1, at 6:30 pm.**
- XI. **Adjournment.** The meeting was adjourned by Justin Redd at 8:01 pm.

Following adjournment of the regular board meeting, the directors convened in an executive session to discuss confidential collections and legal matters related to specific owners.



Laura Absher Holgate <lauraabsherholgate@gmail.com>

Landscape report for 7/11/19 HOA meeting

1 message

Christine Morris <cgmorris48@gmail.com>

Sat, Jun 29, 2019 at 12:08 PM

To: justinredd@comcast.net, Laura Holgate <lauraabsherholgate@gmail.com>, bonbau100@yahoo.com, dmeandsls@msn.com, tommessecar@yahoo.com

Cc: ellyfont@frontier.com, gistigram12@gmail.com, bjhetzer@spiretech.com, cgmorris48@gmail.com, kathleen.noss@live.com, jeriold@msn.com, crs0791@gmail.com

The landscape committee met on June 20, 2019. There were no homeowner requests (which went beyond services provided under our regular contract with Pacific Landscape) to discuss.

The committee continues to work with the crew to adjust sprinklers to correct levels; we appreciate input from homeowners about areas receiving too little or too much water

The landscape committee does not plan on meeting in July unless something comes up which requires us to meet. Our next regular landscape committee meeting is scheduled for Thursday, August 15, 6:30 pm, in the club house. All homeowners are invited to attend.

Sent from my iPhone

MAINTENANCE REPORT – 7/11/19

HOMEOWNER REQUESTS RECEIVED SINCE LAST MEETING:

- ❖ 1614 – request to replace broken handles for water line shut off valve. Other water line control boxes may also have broken handles.

ADDITIONAL COMMON AREA MAINTENANCE MATTERS:

- ❖ **A few end-unit fences are in disrepair.** All end unit fences were assessed, and most are solid and in fairly good condition, but a few need repairs or metal rail caps.
 - **1712, 1684, 1682, 1670, 1656, 1654, 1642, 1634** – these need metal fence caps.
 - **1748** - needs trim piece reattached and nail holes caulked (volunteers?)
 - **Small section of fence adjacent to a parking area near 1736** has some rotted posts, crossbars, and slats – probably needs to be rebuilt because replacing the posts can't be done without taking it apart and at least 8 of the slats are also rotted.
 - **1698** - Needs a couple nails to reattach trim (volunteers?)
 - **1670** - two posts have rot and should be replaced; and repairs are needed to wood along the bottom along a small section on another part of the fence.
 - **1654** - no rot, but paint is peeling and some bare wood exposed along bottom.
 - **1610** - needs repair – some rot along bottom of slats, posts appear to be ok.
 - **1596** - needs repair – some rot along bottom of slats, posts appear to be ok. **Note: this is a “good neighbor” style fence, and the rotted slats are on the owner’s courtyard side of the fence in a corner that has stuff up against it that is probably leading to the water damage. Board to determine whether this is an HOA or an owner responsibility.**

BID: Hedgehog Home Services (CCB #216957) provided the bid. **Recommendation: approve Hedgehog bid for cost of labor for metal caps and labor and materials for other repairs, not to exceed \$1300.**

- End caps: \$2 per linear foot plus cost of materials (HOA to choose) – approx. 120 linear feet for total of approx. \$240 plus materials;
- Posts: \$150 each for labor, post, cement – approx. 5 posts for total of approx. \$750;
- Other repairs: \$55 per hour plus materials (with 20% markup).

Note: gate at 1724 needs minor repairs and gate at 1642 needs replacement (owners' expense).

- ❖ Backflow device in front of 1640 needs replacement; bids have been requested.
- ❖ Carriage light in front of 1598 not working (not due to light bulb).

PENDING PROJECTS

- ❖ Sump pump inspections (2nd round)
- ❖ Paving