

**DRAFT**

**Millridge Homeowners Association  
Meeting Minutes  
Special Board of Directors Meeting  
October 25, 2019**

A Special Meeting of the Board of Directors of the Millridge Homeowners Association was held at 1610 ½ NW 143<sup>rd</sup> Avenue, Portland, OR 97229 on October 25, 2019 to discuss and vote on payment of the final invoice for end-unit fence caps

I. **Call to order.** The meeting was called to order at 5:58 pm by Thomas Messecar.

II. **Board Member Attendance:**

DIRECTORS PRESENT:

**Tom Messecar** (Vice President)

**Sue Seaver** (Treasurer)

**Laura Holgate** (Secretary)

**Jim Bauer** (Director at Large)

III. **Final invoice for end-unit fence caps.** Preliminary explanation: Initial bid that was approved in the July 11<sup>th</sup> meeting of the board of directors was for \$2 per linear foot for installation of end-unit fence caps and was for labor only; the bid included additional work; the total amount approved, as reflected in the minutes of that meeting, was not to exceed \$1300 plus the cost of the fence cap materials; the final payment requested by the contractor is \$3526, which includes labor at \$3 per linear foot instead of \$2 per linear foot as initially bid and also includes the cost of materials.

**After summary of facts stated above, Laura Holgate moved to approve the increased payment amount requested by Hedgehog Home Services.** The motion was seconded and discussed. Among others, the following points were part of the discussion:

- the \$1300 NTE amount initially approved was for labor only, and the final bill is for labor and materials;
- when making the estimate, the contractor was expecting different materials would be used and the materials the HOA ultimately chose required more labor to install – particularly on the fences that had 6" wide rails;
- there were eleven (11) fence sections without metal caps, not eight (8), which was mistakenly used in calculating the initial NTE approval amount.
- the measurement of each section was itemized in an email from Hedgehog and covered a total of 557 linear feet;
- some owners have been showing paperwork to a board member as a cost comparison, but it shows the cost of materials only, not labor and materials so it's not equivalent;
- ideally, three bids should be obtained;
- when a project in process appears to be more involved than initially estimated, the contractor should be asked if it's expected to cost more than the written bid, and if so, the work should be halted until the board can meet to discuss and vote on additional costs.
- the record should reflect the breakdown of the final invoice amount between labor and materials.

Following the discussion, the **directors voted unanimously to approve the final bill amount of \$3526, which includes \$1671 labor cost for installation of fence caps, \$300 labor cost for additional fence repairs, and \$1555 for materials.**

IV. Tom Messecar adjourned the meeting.