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**Millridge Homeowners Association  
Meeting Minutes  
Board of Directors Meeting  
October 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 143<sup>rd</sup> Avenue, Portland, OR 97229 on October 3, 2019. The meeting was called to order by Justin Redd at 6:30 pm.

**II. Introductions and Director attendance.**

Introductions proceeded throughout the room.

**Board member attendance:**

*DIRECTORS PRESENT:*        **Justin Redd** (President)  
   **Tom Messecar** (Vice-President)  
   **Laura Holgate** (Secretary)  
   **Jim Bauer** (Director at Large)

*ABSENT:*                        **Sue Seaver** (Treasurer)

**III. Approve / modify agenda.** Tom Messecar moved to approve agenda. The motion was seconded and unanimously adopted.

**IV. Approve / modify 09-05-19 meeting minutes.** Upon motion duly made and seconded, the minutes of the board meeting held September 5th, 2019 were approved with corrections.

**V. President's Remarks.** Justin Redd announced that the sale of his house will be closing earlier than expected. He will be moving October 22<sup>nd</sup>, so this will be his last board meeting.

**VI. Committee Reports**

**a. Treasurer's Report.** Sue Seaver, Treasurer, was not in attendance. Laura Holgate read the "Community Manager's Remarks" from the financial statement for the period ending 8/31/19: *"1. Year to date, the association has assessed \$166k in operating income which is .1% above anticipated. The association has contributed \$44k to reserves and has collected 24k in serial assessments. Accounts receivable is at \$17k (down \$2k from last month). The association has \$203k in total reserve assets, which includes operating contingency and replacement reserves. Year to date, the association has spent \$59k from the replacement reserve account and \$0 from the serial assessment project account. 2. Electric, gas, and water are 4 over budget due to seasonal usage. All other utility expenses are below budget year to date. 3. Gutter/downspouts is over budget year to date due to gutter cleaning. All other facility expenses are below budget year to date. 4. Insurance is slightly over budget. Taxes/license fees/audit is over budget due to annual review. All other general and administrative expenses are below budget year to date. 5. Irrigation repairs and landscape maintenance are over budget. All other landscape expense are below budget year to date. 6. Clubhouse expense is over budget. Pool expenses are over budget year to date. 7. Year to*

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*date, all operating expenses are running 3.3% under budget, Year to date, total operating income exceeds total operating expense by \$5679.*

- b. Landscape Committee.** Christine Morris, Landscape Committee chairperson, reported. She's happy with how much the grass has greened up. If owners notice areas around them that are brown and don't seem to be coming back, they should let her know so it can be determined if it needs to be re-seeded. She's also taking note of areas that tend to get brown every year regardless of how much they water. One of the things she's working on with Glen Beckley, who has volunteered and is helping with irrigation, is to see if Pacific Landscape can adjust those sprinklers to give better water coverage. She's very happy to report that accounting line item 7690, landscape miscellaneous, is finally cleared up and shows the correct amount on the financial statement. The landscape committee met on 9/12/19. The committee did a comprehensive needs assessment of the grounds and then agreed on the highest priorities for the \$1330 remaining in the landscape miscellaneous budget. The committee is looking at solutions for places that go brown every. Pacific Landscape has been reminded to re-seed bare spots by 1642, which was dug up for irrigation repairs; 1676; and 1684, which was dug up for water main repair.
- c. Architecture Committee and Maintenance Items.** Jim Bauer, ACC chairman reported. He replaced the numbers that had fallen off some of the street signs. He also put a new cap on the last carriage light that had a missing top. The roof leak on the small pool house has been fixed. The end-unit fence caps project is basically done except for a couple of them that weren't done properly and need to be re-done. The process was more difficult than anticipated because, in order to save costs, flashing was used to wrap the wood caps instead of using custom-made caps. The materials were good for the purpose of protecting the fences from water, but the installation was complicated by the fact that some of the fence tops are 6 inches wide and those couldn't be wrapped in a single layer of the metal flashing. After the contractor finishes the couple that need re-doing, all of them will be looked at a final time before payment. An electrician has been out to look at the carriage light by 1632 and can't give an exact amount for repair until he gets into it but says he can't imagine it would be more than \$300. Lastly, he has received a bid to carpet the clubhouse from Paulson's Flooring for \$3325 materials and labor. The cost is higher than might be expected because the room has so many odd angles that require extra cuts and waste. The bid was for commercial grade carpet squares. A sample of the carpet was shown to owners in attendance. Additional bids are being sought.
- d. Pool Committee.** No pool committee report.
- e. Neighborhood Watch.** Carol Parker reported on behalf of Shirley Carlson, our Neighborhood Watch Committee. Shirley wanted owners to know that there have been reports of stolen cars in the surrounding areas and that it's important to know your license plate number in case of theft.
- f. Pool Committee.** Penny Moody, Pool Committee chairperson, reported. She thanked Kurt, Tom, Bruce, and Glen for getting all the outdoor furniture and equipment put away and covered for season. It was a good pool season, with the large pool being used right up to the closing day.

**VII. Owners Forum.** Owners were given time to make comments and suggestions.

- a. Marlo Rocci, 1676, questioned the accounting method used by CMI and the information included in the financial reports. He has asked CMI for additional information, specifically the complete general ledger, and has not received the documentation he has requested. His primary concern is how meaningful are the figures in the financial statement if they're not showing the actual amounts coming in and going out. CMI needs to provide the general ledger, YTD, per his request.
- b. Chris Morris, 1604, asked if we could have the Rainbird weather monitors put lower so that Pacific Landscape could adjust them. They're currently installed higher than 15' and in the Pacific Landscape contract it states they won't work on anything over 15'.
- c. Ron Burn, 1640, asked about paving. Justin Redd's response was that we're still working on identifying priorities and getting bids for each area for budgeting purposes.
- d. Ursula Locke, 1600, suggested that the spreadsheet and records of the serial special assessment that Justin has been keeping be passed along to another board member so it can be kept up to date. Justin explained his method of tracking the information and will pass it on to the remaining board members.
- e. Barbara Getty, 1760, thanked Penny Moody and all the volunteers that kept the pool
- f. Bob Hetzer, 1596, announced that he and his wife, Judy, will be moving on October 22<sup>nd</sup>. Bob and Judy have been active in the HOA, frequent volunteers, especially in landscape projects. Board members and other owners in attendance expressed how much Bob and Judy will be missed.
- g. Tim Jackson commented that all the lamps have been lit and it's appreciated now that it's getting darker sooner.

**VIII. OLD BUSINESS.**

- a. Sump pump inspections. **Status Report.** Laura Holgate reported that CMI has finally provided a list that answers all the questions that have been asked about the two rounds of sump pump inspections. The information received shows that all but four sump pumps have been inspected and any problems noted in those inspections have been resolved. The four units that have not been inspected were not inspected because the owners didn't respond to multiple scheduling requests or weren't home at the scheduled times. **Motion.** Laura Holgate moved that the board make one last attempt to contact these owners directly to let them know that they need to contact CMI to schedule the inspection and that they will be receiving violation notices, which will give them seven days to contact CMI before being subject to fines. The motion was seconded and, after discussion, was unanimously adopted.
- b. End-unit fences. *Status Report was given as part of Architectural/Maintenance Committee report. No motions or actions.*
- c. Paving bids and prioritization of work needed. **Status Report:** Justin Redd summarized the situation: CMI got us one bid but hasn't followed up with answers to the questions we had on that bid and we haven't heard whether any additional bids are coming, so we need someone to press CMI for action on getting more bids and clarification of the information on the bid from Vancouver Paving. After discussion, Laura Holgate volunteered to follow up on this with Steve Meyer.

## IX. NEW BUSINESS

- a. Fidelity insurance to cover management company. Justin Redd introduced the topic. An owner gave him some good information about the importance of having fidelity insurance to cover misdeeds of the management company. Justin asked the other board members if that's something included in our policy. Laura Holgate agreed to check the current policy and noted that the renewal will be an item up for discussion at the November meeting, so we can address it then.
- b. Back pool roof repair. Tom Messecar moved to ratify the roof repair made to the shed at the small pool; repair done by Ben Jones and the amount billed was \$75. Motion seconded and unanimously adopted.
- c. Landscape committee expenditure recommendations. Chris Morris summarized the committee's recommendations for spending the remaining \$1330 in the landscape miscellaneous account and a copy of the recommended plan is attached. **Motion:** Laura Holgate moved that a total amount not to exceed \$1330 be approved for completion of the committee's recommendation, with that amount to cover the \$848 for the work listed on the Pacific Landscape bid and the cost of materials for the projects being completed by volunteers. The motion was seconded and, after discussion, unanimously adopted.
  - i. Laura Holgate moved to amend item IX(c) – Landscape committee expenditure recommendations, already adopted. The motion to amend this previously adopted item was seconded and unanimously adopted. **Amended Motion:** Laura Holgate moved that instead of \$1300, a total amount **not to exceed \$1200** be approved for completion of the committee's recommendation, with that amount to cover the \$848 as per the Pacific Landscape bid and for the cost of materials for the projects being completed by volunteers. The amended motion was seconded and discussed. After discussion, **the motion as amended was unanimously adopted.**
  - ii. **LINE ITEM ADDED TO BUDGET FOR MAINTENANCE OF BIG TREES.** Jim Bauer moved that a line item be added to the expense categories in the annual operating budget, starting in 2020, for the maintenance of the big trees. The motion was seconded and, after discussion, unanimously adopted.
- d. Tree/magnolia trimming. Landscape committee's recommendation: The committee members were divided 50/50 on whether to recommend removal of the tree or to recommend the \$150 proposal from NW Tree Service. Discussion ensued prior to motion. Following initial discussion, Laura Holgate moved to table this item in order to make a motion to amend a previously adopted item in a way that could impact this item. **Motion to table IX(d) was seconded and unanimously adopted.**
  - i. Laura Holgate moved to take item IX(d) from the table. The **motion to take IX(d) from the table was seconded and unanimously adopted.**
  - ii. Laura Holgate moved to approve hiring NW Tree Service for minor pruning of the maple tree in front of 1584 and the Japanese maple in front of 1598 for the cost of \$70 and \$80, respectively. The motion was seconded and unanimously adopted.

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- iii. Laura Holgate moved to approve having NW Tree Service do extensive pruning on the magnolia in front of 1600 for the cost of \$150. The motion was seconded and unanimously adopted.

Note: bid from NW Tree Service included work on four additional trees located at 1604, 1762, 1760, and 1614. That work is not being paid for by the HOA.

- e. **Clubhouse flooring bid.** Jim Bauer presented the bid for the clubhouse flooring during the Architectural committee report. An owner suggested that bids for vinyl floors be obtained in addition to bids for carpeting. Jim Bauer moved to postpone this item to allow time for additional discussion and bids. The motion to postpone was seconded and unanimously adopted.
- f. **Next meeting date.** It was agreed that the next regular board meeting will be Thursday, November 4<sup>th</sup>, at 6:30 pm.

- X. **The meeting was adjourned by Justin Redd at 8:10 pm.**