

MINUTES OF THE BOARD OF DIRECTORS MEETING OF MILLRIDGE HOMEOWNERS ASSOCIATION HELD SEPTEMBER 5, 2019 AT 6:30 P.M. AT THE MILLRIDGE TOWNHOMES CLUBHOUSE LOCATED AT 1610 ½ NW 143rd PORTLAND OR 97229.

I. Call to Order

Justin Redd called the meeting to order at 6:30 p.m.

II. Introductions and board member attendance

DIRECTORS PRESENT:

Justin Redd (President)

Tom Messecar (Vice-President)

Sue Seaver (Treasurer)

Jim Bauer (Director at Large)

ABSENT:

Laura Holgate (Secretary)

III. Approve/modify meeting agenda

AGREED: Sue Seaver moved to approve the modified meeting agenda. The motion was seconded and carried without objection.

IV. Approve/modify meeting minutes of 8/1/19

AGREED: Sue Seaver moved to approve the 8/1/19 Board of Directors meeting minutes. The motion was seconded and carried without objection.

V. President's remarks: Serial assessment accounting, delinquent owners, water bills, moving in November
Justin Redd stated we have been keeping track of the SA accounting. Justin stated the accrual SA income as of the end of the month was stated in the accrual accounting. Justin provided an analysis of the cash/actual accounting. 4 units have not paid in full. Justin stated the facts on these units including one foreclosure. 2 units totaling \$900 is the amount we were will not be able to collect. We have a lien on the 3rd unit and are confident we will get this back. The 4th account will be collected through collections.

Steve Meyer answered questions about the new ClickPay system.

Justin Redd explained the situation with the delinquent owners and what is being done about this. Steve Meyer explained the differences between cash accounting and accrual accounting.

Justin Redd review the water usage and water bills for the property. Justin send out a few example invoices. Most of the money on the TVWD bills are fixed costs which is approximately \$5k per month.

Justin Redd stated he will be leaving Oregon in November and moving.

VI. Committee Reports

a. Treasurer's Report

Sue Seaver reported. The financial statement is being reviewed and we are getting this resolved with the help of CMI.

b. Landscape Committee

Christine Morris reported. We met in August. We were asked to reduce irrigation. We tried and reduced the turf watering but not the plants/trees. We increased the watering in July. We have been working with the irrigation technician. We have more detailed information about the costs of watering. Pacific landscape has been working on pruning. We will be reviewing the bed care. We will submit a report and budget in the Fall. We ask for your input with a photo. The names of the committee members were read out loud. The next meeting date will be posted. We will meet with Pacific to learn more about the irrigation system. The landscape report will be attached to the minutes.

c. Architecture Committee

The light pole that was leaning has been fixed and PGE repaired the pole, it is working.

d. Maintenance – Status Report

Laura Holgate stated the fence repairs are scheduled for Sept 10/11. We will need a Board member to work with the vendor.

e. Clubhouse

Sue Seaver stated we have no rentals this month.

f. Neighborhood Watch

We have raccoons on the property. There are 2 police vehicles parked in the Church lot at the evening. We have coyote on the property at times. Please do not feed the animals.

VII. Open floor to members – two minutes please

- One owner had information about the Cedar Mill historical society.

VIII. Old Business

a. Sump pump inspections. Status update – consider new information received 8/1/19

The Board received 2 reports on the inspections. The report says there were several owners that were not home, but the report stated the pumps were OK in the same report. The Board stated the 2nd report from April/May had a list of questions. We need to match up the questions the Board has with the units sump pumps that may or may have not been expected. CMI will assist the process of comparing the reports and questions.

b. End-unit fences. Status update.

This was discussed earlier in the maintenance report.

c. Potential paving work for next year. Status Update: one bid received, more bids? Steve Meyer met with Vancouver Paving. CMI will try to acquire bids from others now that we are at the end of the season. Laura Holgate discussed the bidding walk and the conditions of the paving/priorities/conditions. Marks were made on the pavement. We will continue to compare any bids requested.

d. Updating the clubhouse.
Sue Seaver reported. We have not had good communications with the bidders. We have 2 bids. Reserve funding is low. The carpeting was discussed. Vinyl tile was discussed. We may get volunteer help on the paint. The paint is OK.

AGREED: Sue Seaver moved to select the painter's bid. The motion was seconded and the motion was did not carry.

AGREED: Laura Holgate moved to continue to acquire clubhouse bids and continue to discuss option for painting. The motion was seconded and carried without objection.

IX. New Business.

a. Brown/dying/dead areas of grass. What can be done to fix this as soon as possible?
Justin Redd reported. We have already discussed portions of this. We have increased the watering. We will investigate the watering levels.

AGREED: Laura Holgate moved to investigate with Pacific Landscape to see what the watering levels were last year and have them increase to the 2018 watering levels. The motion was seconded and carried without objection.

b. 1718 Homeowner request. Watering common ground (turf, sidewalk, and road).
AGREED: Sue Seaver moved to deny this request. The motion was seconded and carried without objection.

The use of automatic sprinklers was discussed.

c. Landscape committee request. Accept Glen Beckley offer to work on irrigation system
AGREED: Sue Seaver moved to allow Glen Beckley to assess the sprinkler system. The motion was seconded and carried without objection.

d. Nomination committee. New director to replace Justin Redd starting in November
The Board makes the nomination. We would like to have volunteers to run for the Board. We will get the word out to owners.

e. Pool closure date.
AGREED: Tom Messecar moved that the pool will be closed September 29th. The motion was seconded and carried without objection.

f. Reports of large groups of loud motorcycles. Ongoing problem? What can be done?
No action taken.

g. Write off past debt for 1682?
This will be tabled for 1 month. Laura Holgate will investigate options.

X. Next meeting dates.

a. Set date and time for next board meeting. Proposed date/time: Thursday, Oct. 3rd at 6:30pm

XI. Recess To Executive Session

The meeting was adjourned at 8:15 p.m.

XII. Call To Order Executive Session

The executive session was called to order at 8:20 p.m.

XIII. Executive Session – Accounts Receivable & Attorney Advice

The Board discussed accounts receivable and advice from their attorney

XIV. Adjourn Executive Session

The executive session was adjourned at 8:25 p.m.

XV. Reconvene Regular Session

The regular session was reconvened at 8:25 p.m.

XVI. Decisions

AGREED: Laura Holgate moved to inform the attorney to start foreclosure. The motion was seconded and carried without objection.

Laura Holgate will inform the attorney.

XVII. Adjourn Regular Session

The regular session was adjourned at 8:30 p.m.