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**Millridge Homeowners Association
Meeting Minutes
Board of Directors Meeting
May 2, 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 May 2, 2019. The meeting was called to order by Justin Redd at 6:34 pm.

II. Introductions.

Introductions proceeded throughout the room.

III. Board member attendance:

DIRECTORS PRESENT: **Justin Redd** (President)
 Laura Holgate (Secretary)
 Sue Seaver (Treasurer)

ABSENT: **Tom Messecar** (Vice-President)
 Jim Bauer (Director at Large)

IV. Approve / modify agenda. The agenda was approved with modifications: added pool committee report to section V; removed VII(e) and (d) – to be covered in maintenance status report; added VIII(e).

V. Approve / modify 04-03-19 meeting minutes. The minutes were approved without modifications.

VI. Committee Reports

a. Treasurer's Report. Sue Seaver, Treasurer, reported. As of 3/31/19, operating expenses were 5.1% under budget and operating income exceeds operating expenses by \$739. It is expected that operating expenses during the months the pools are open will run higher than the budget for those months because the annual budget is divided equally over 12 months without variation for seasonal expenses.

b. Landscape Committee. Sue Seaver read the written landscape committee report, a copy of which is attached to these minutes.

c. Architecture Committee. Laura Holgate stated that chain and posts at entrance to alley behind building 5 are complete; no new homeowner requests were received and no new ACC recommendations were made.

d. Maintenance Committee. In absence of a committee, Laura Holgate reported on new maintenance requests and recommendations received; the status of pending projects; projects completed since the last meeting. A copy of the written report is attached.

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- e. **Clubhouse Committee.** Sue Seaver, Clubhouse Committee, reported that there are no new reservations.
- f. **Neighborhood Watch.** Shirley Carlson, Neighborhood Watch Committee, mentioned that she recently heard about gas being siphoned from a car and cautioned owners to lock their gas tank latches.
- g. **Pool Committee.** Penny Moody, Pool Committee chairperson, reported that she and Jeaneen Bestul are seeking volunteers to check pool chemicals/temperature. Checks are needed 3 times daily for both pools and they're trying to get enough volunteers so that no one volunteer needs to do more than one check per week. Owners and residents that use the pools are especially encouraged to volunteer, as many of the current volunteers don't even use the pools. She also reported that Kurt Gallaher has offered to help on some pool tasks this year; owners in attendance and board members made comments of appreciation for Kurt's willingness to assist.

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

- a. A resident stated she is very concerned about fire hazards present in garages since the garages are all attached to the neighboring units' garages with no firewall between them. Suggestions were made that working fire extinguisher be kept handy, and working smoke detectors be placed in garages and on both floors of units, and that a rope ladder be kept by owners/residents in two-story units as an escape in case of fire. A request was made to include this topic in the newsletter.
- b. An owner asked if the asphalt areas mentioned in the reserve study are shown on a map somewhere or how else they can be identified. Laura Holgate responded that she will try to locate the map with the areas labeled and/or create another method of identifying areas.
- c. The board was asked whether trees will be removed where tree roots have buckled the asphalt before any repaving is done. A board member responded that will be part of the discussion and decision-making during the process of evaluating specific areas and getting bids.
- d. An owner asked about the occupancy status of 1682, which was recently sold at foreclosure. She stated we have 14 rental units and asked if the board had a back-up plan for what happens if a unit is sold to someone that intends to rent it, or if someone rents a unit when we already have 14 rentals, and what the board can do to keep investors from buying at Millridge. Laura Holgate, rental committee, responded: there are 12 units currently occupied by renters and one unit with a conditional approval to rent that expires on 7/3/19 if not rented by that date, for a total of 13 rental units, so we are not yet at our maximum limit of 14. The count is based on the definition of "to rent or lease a unit" as defined in the 2010 rental amendment. We have no authority to tell anybody not to buy a unit at Millridge, only to make the rental restriction known to potential buyers by having the restrictions be part of public record. Potential buyers are responsible for reviewing the CCRs, including the 2010 rental amendment, that attach to all properties here and are public record and disclosed on title reports. All purchases are made subject to those conditions and restrictions, regardless of whether the buyers are aware of or pay attention to the restrictions in advance. When we know there is a sale pending, we can contact the realtor and/or escrow officer to point out the rental restrictions, but in the case of a foreclosure by Sheriff's sale, there's no realtor, escrow officer, or potential buyer to inform in advance. People intending to bid at a Sheriff's sale have the opportunity to review the CCRs that are of public record since the notice of Sheriff's sale lists the address of all properties up for auction. Winning bidders of a Sheriff's sale are

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subject to the same property restrictions as any other purchaser. We don't have a "back-up" plan for what to do if someone buys with the intention to rent, or if they rent out a unit when we already have the maximum number of rental units because there are remedies already written into the 2010 rental amendment to the CCRs; these include the authority to require the owner to evict the tenant and are enforceable through means already included in our governing documents.

- e. An owner asked why the last phone roster is from January, and stated that the January roster showed 14 rental units. Laura Holgate responded that since adding the phone roster to her list of HOA tasks, the roster will be done quarterly, not monthly, and even then, a new one will only be issued if there have been changes. In April, the foreclosure sale of 1682 was pending so a decision was made to postpone the phone roster until new information was available. Another change that should be noted is that it doesn't include a rental count or specifically identify units as rentals. Instead, it is a community phone roster with contact information for residents of Millridge. The asterisk beside some units indicate that contact information for non-resident owner(s) of the unit is on file with CMI and the board instead of being included on the community phone roster – and the meaning of the asterisk is stated at the bottom of the roster.

VIII. OLD BUSINESS.

- a. **Sump pump inspections.** *Status report only.* CMI is in process of scheduling a second round of sump pump inspections to be done on May 14th and 15th since several of them weren't inspected during the first round due to owners not being available to give inspectors access to pumps. Sue Seaver suggested that one of the guys look for an inspector or company other than CMISD to conduct the annual inspections because of high cost and lack of thorough inspection and reporting process by CMISD. The other board members in attendance agreed.
- b. **Homeowners delinquent on HOA payments.** *Status Report only.* Justin Redd reported that some of the delinquent fees are due to the illness and recent death of an owner, but those fees are expected to be brought current by the family members of the owner that passed. Justin also reported that the HOA will likely be writing off the delinquent fees for 1682 now that it's been sold at foreclosure auction without proceeds available to pay HOA lien. Laura Holgate added that HOA liens, no matter when they're recorded, are inferior in priority to a mortgage or trust deed secured by the property. Other delinquencies are in various stages of collection and all available collection efforts will continue.
- c. **Future roofing plans - bldgs 3 and 15.** *(Postponed from last month.)* Laura Holgate moved that no additional roof replacements be done during 2019 and for future planning purposes, roof replacements be prioritized according to condition. The motion was seconded and discussed. In discussion it was noted that buildings 3 and 15 were listed in the reserve study as expenses for 2019, but there aren't sufficient funds in the reserve account to complete all the projects listed for 2019. Additionally, the independent roofing consultant stated last year that both roofs still had life in them. Of the two, the roofing contractors bidding on recent roof replacements agreed that the roof of building 15 was in worse condition than that of building 3.

By unanimous vote, it was agreed that no additional roof replacements will be done in 2019 and that for expense planning purposes, roof replacements will be scheduled in order of which are in worst condition.

IX. NEW BUSINESS

- a. **Nominations for Director term starting in June.** Appoint nominating committee. Sue Seaver moved that Shirley Carlson be appointed as member of the nominating committee and nominated Laura Holgate to be the board-member to chair the committee. The motion was seconded and unanimously carried. ***The board voted that Laura Holgate and Shirley Carlson be the chair and member, respectively, of the nominating committee.***
- b. **Set opening date for pools.** Sue Seaver moved that the pools open June 15th. The motion was seconded and discussed. In discussion, it was noted that for the past few years, there has been very light use of the pools during the first couple of weeks. Additionally, the closing date has been extended past Labor Day in recent years because the weather is often warmest toward the end of summer and that if that trend continues, opening later in the season would create a normal-length season that more closely matches the typical weather patterns in our area. ***The motion to open the pools on June 15th was unanimously carried.***
- c. **Repairs needed to some end-unit fences.** Laura Holgate moved to postpone this matter until bids are obtained, and volunteered to get at least 3 bids and to do a walk through with the bidders to identify which end-unit fences need to be repaired or replaced. ***Decision on end-unit fence repairs or replacement was postponed pending receipt of bids.***
- d. **Paving work needed.** Laura Holgate moved to postpone decision on paving until bids are obtained. The motion was seconded. After discussion, Justin Redd and Sue Seaver agreed to do a walk-through of the community and identify paving priorities and to obtain at least 3 bids to re-pave the areas in worst condition and to seal-coat any areas where that's still an option for preventive purposes. ***Decision on paving projects was postponed pending receipt of bids.***
- e. **FOR RENT sign in window of 1640.** Laura Holgate motioned that the board ratify the placement of the "for rent" sign in the window of 1640. The motion was seconded and unanimously carried.

X. Next meeting dates.

- a. **The 2019 annual association meeting will be held in the Millridge clubhouse on Thursday, June 6th, at 6:30 pm.** Steve Meyer of CMI will run the meeting and CMI will mail notices to all owners for receipt by May 22nd).
- b. **The next monthly Board of Directors meeting will be held on Thursday, June 6th at 7:00 pm** (immediately following annual association meeting).

XI. The meeting was adjourned by Justin Redd at 7:50 pm.

Millridge Landscape Committee Report
for 5/2/19 HOA Meeting

The landscape committee met on 4/18/19. We had no homeowner requests to consider and have no agenda/recommendations for the board. We discussed possible expenses and projects for the future.

The final part of our three year contract with NW Trees was completed on 4/23/19. We are pleased with the results... our big trees had been neglected..they are healthier and look better now. Big thank you to Bob Hetzer and Curt Gallagher for overseeing this project.

1. NEW ITEMS BEING CONSIDERED AT MEETING

- a. **Repairs to end unit fences.** While completing painting project on buildings 9 – 12, the painters weren't able to clean or do paint repairs to two end unit fences because portions of the wood were rotted and they were concerned that cleaning would do further damage. They also noted that some of the end unit fences had metal rail caps and others didn't and though they repainted those that didn't have metal fence caps, they expect they will need repairs and repainting every year to prevent damage to the fence boards.
- b. **Roofs of buildings 3 and 15.** Per Joe Sardotz, independent, certified roof inspector, both of these roofs have at least a couple years more life in them. Building 3 is in better shape than building 15, and building 15 is wearing faster due to the direction it's facing and the location of trees.
- c. **Paving.** In the reserve study, the roads and alleys were divided into areas to break up the cost and the order of doing specific areas was based on how the cost of a particular area affected the reserve funds in a given year, and was not based strictly on which area was most in need. Prior to getting bids, or as part of the bidding process, a determination should be made as to which areas are in the worst condition and most in need of repair AND if any areas are still in good enough condition to benefit from a seal coat treatment.

2. STATUS OF PENDING PROJECTS

- a. **Fire department access at alley entry from 143rd Ave.** Knox lock order had a problem that was cleared up this week. Lock should be here soon.

3. PROJECTS COMPLETED SINCE LAST MEETING

- a. The initial pressure washing of sidewalks and pool decks to remove moss and moss treatment application on streets and parking areas was completed in late March and early April. The chemical treatment used on the streets and parking areas was not as effective as expected, so the contractor (Gerard Brooks) came back out later in April to re-treat the areas where further moss removal was needed. **
- b. **Painting repairs on buildings 9, 10, 11, and 12.** Verhaalen Painting completed this work on April 20th. Work included scraping, sanding and repainting all exterior areas where paint was worn through, bubbling, cracking, or peeling on all exterior surfaces, including front of and back siding of units and garages, fascia, trim, and chimneys. repainted. Gaps at seams were re-caulked. End unit fences that needed paint repairs and were in good enough conditions for cleaning and repairs to be done, were painted as needed. Dry rotted wood was replaced and repainted. Painters noted that 1) some end unit fences weren't in good enough condition to repaint; 2) they recommended adding metal fence caps to end unit fences that don't have them already; 3) paint on cedar siding wears faster than on Hardiplank and there is a lot of cedar siding mixed in with the Hardiplank on the fronts of buildings – mostly on 10 and 11; 4) in most areas, these paint repairs should delay the need for complete repainting by 3 years, but cedar siding may show wear sooner.
- c. **Roof replacement on buildings 1 and 2.** The roof replacement was completed on Monday. Inspections were done by an independent, certified roofing inspector who checked the work at various times throughout the process and provided reports, photos, and recommendations. His final report indicated that it is among the best roof installs he has seen. For future information, he stated that we should always do as we did on this project and hire roofers that bill on an hourly basis rather than piecework as the savings can be significant. He also recommended that on future roof replacements we should use lead pipe flashing (which were used on building 14, but not on 1 and 2) and that shingles should be installed with a "rake-edge," which is placement of the shingles so that they slightly overlap the edge instead of being cut even with the edge as it doesn't require any additional labor and is the finish that the shingle manufacturers recommend (it's recommended but not required).

**An owner complained today that there's still a lot of moss in the alley behind bldg 15 or 16 and that the dead moss in the parking area around the cul-de-sac is a big mess.