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**Millridge Homeowners Association  
Meeting Minutes  
Board of Directors Meeting  
February 13, 2020**

**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 January 9, 2020. The meeting was called to order by Tom Messecar at 6:00.

**II. Introductions and Director attendance.**

Introductions proceeded throughout the room.

**Board member attendance:**

*DIRECTORS PRESENT:*        **Tom Messecar** (Vice-President)  
   **Laura Holgate** (Secretary)  
   **Jim Bauer** (Director at Large)  
   **Sue Seaver** (Treasurer)

**III. Approve / modify agenda.** Laura Holgate moved to approve the draft agenda with addition of new business items k, l, and m. Motion was seconded and agenda was adopted.

**IV. Approve / modify minutes of January 9<sup>th</sup> board of directors' meeting.** [Draft of minutes were distributed to board members for review prior to meeting.] Jim Bauer moved to approve the minutes of the prior board meeting. The motion was seconded and unanimously carried.

**V. Director needed.** A call was made to fill the vacancy on the board of directors. There were no interested volunteers in attendance and no new director appointed.

**VI. Committee Reports.**

- a. **Treasurer's Report.** Sue Seaver, Treasurer, reported. As of 2019 year-end, the association assessed \$249,000 in operating revenue, which is .1% below expected revenue. In 2019, \$65,000 was contributed to reserves and \$59,000 was spent on reserve expenses; and \$38,000 was collected in serial special assessments and \$0.00 was spent on the serial special assessment project. Accounts receivable is \$10,000, which is down \$12,000 from November. There is \$237,000 in total reserves, including operating contingency and the replacement reserve account. Gas is over budget and all other utilities are below budget.
- b. **Landscape Committee.** Christine Morris, landscape committee chairperson, reported. Written report is attached.
- c. **Architecture Committee.** Jim Bauer, ACC chairperson, reported. Written report is attached.
- d. **Maintenance Report.** Deb Messecar reported on status of maintenance projects. Written report is attached. In addition, Sue Seaver announced that TVWD has re-seeded area where they dug up turf to make repairs and they plan to be assessing all their waterlines and making necessary repairs this year.
- e. **Clubhouse Committee.** Sue Seaver, clubhouse committee, reported no current reservations.
- f. **Neighborhood Watch.** Shirley Carlson, Neighborhood Watch committee reported that she heard from the sheriff's department that there has recently been an uptick in pick-pocketing men's wallets. Also reported: an owner's car was broken into while parked in a Millridge parking space.

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- g. Rental Committee.** Laura Holgate, rental committee, reported that there have been only two changes since the last report was made in July, 2019: 1) the previous owner, who had conditional approval to lease the unit, sold it instead and the new owners occupy the property; and 2. the owners of unit 1642 submitted a request to lease that was approved at the January board of directors' meeting and all required documents have been received. There are currently six units approved and confirmed as rented/leased units and no new requests are pending. There are four vacant units, two of which have sales pending the close of escrow and two that are newly listed for sale. The real estate agents have all been made aware of the rental restrictions.

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

- a.** Stefan Wever reported problems with his heater, which is excessively loud. A short discussion followed that summarized the difference between townhouses and condos and which building elements are owner's obligations to maintain because these are townhouses. Heating and AC units, appliances, water heaters, plumbing, crawl spaces and attics are some of owners' obligations to maintain. A complete list is at the back of the Homeowner's Manual.
- b.** Shirley Carlson thanked Annie Bauer for bringing cookies to the meeting.
- c.** Ursula Locke asked when the HOA's insurance agent, Larry Thompson from American Family Insurance, would be coming to Millridge to present information about the HOA policy. Deb Messecar explained that she was assigned to schedule it but hadn't yet because there were several units with pending sales and wanted to have the presentation after the new owners moved in so they could attend. Laura Holgate agreed to schedule it since Deb will be out of the country for a while. It will be scheduled to accommodate Larry Thompson's schedule and to allow new owners to attend.
- d.** Wenlan Rocci gave a revised list of questions to pass along to CPA. Laura Holgate agreed to submit it and request that the questions be answered as part of the annual audit.

**VIII. OLD BUSINESS.**

- a. 1612 – Request for repair of end unit fence.** Laura Holgate made a motion to approve the bid from Ben Jones in the amount of \$450 to repair the end unit fence, plus \$75 to paint the repaired portions, on the condition that we can confirm with Ben Jones that none of the repairs included in the bid are for the gate, since the maintenance of the gate is the owner's obligation. The motion was seconded and discussed. After discussion, the motion to hire Ben Jones to repair the fence but not the gate was unanimously carried.
- b. 1656 – Paint damage near gutter downspout.** Sue Seaver moved to postpone this to allow for receipt of bid, combining this and other small paint projects.
- c. Moss on end unit fences at 1610, 1588, 1590, 1696, and 1712.** Sue Seaver suggested that we have maintenance volunteers remove the moss with a soft brush and bleach water. There was discussion. Sue Seaver moved to postpone this item to allow time to either gather volunteers or to get a bid. The motion to postpone was seconded and unanimously carried.
- d. Executive session.** Laura Holgate read the summary report of the executive session held January 17<sup>th</sup>, 2020 and made a motion that the report be entered into the minutes and that the decision made during that executive session be ratified and adopted. The motion was seconded and unanimously carried. A copy of the written report is attached to these minutes.

## II. NEW BUSINESS

- a. **Sump pump inspections.** Three bids obtained: Warneking Construction \$1300 total (\$50 per inspection); M. Leon \$50 per inspection; CMISD \$65 per inspection. Sue Seaver motioned for approval of the bid from Warneking Construction. The motion was seconded. After discussion, the motion to approve the bid from Warneking Construction to inspect sump pumps at Millridge for the amount of \$1300 was unanimously carried. It was further agreed that owners that make appointments but then aren't present at the appointment time will be charged for the inspection to be done at a later date. Sue Seaver and Carol Parker both volunteered to set the appointments.
- b. **Leaked water on floor of pool shed by back pool.** Tom Messecar made a motion to postpone this item to allow for receipt of requested bid. Motion to postpone this item was seconded and unanimously carried.
- c. **1632 – large crack across width of entry.** Tom Messecar made a motion to postpone this item to allow time to identify other sidewalk repairs needed throughout Millridge and to obtain bids. The motion to postpone was seconded, discussed, and unanimously carried.
- d. **Approve/deny application of spring turf moss treatment.** Laura Holgate moved to approve Pacific Landscape's bid to apply the spring turf moss treatment at a cost of \$470. The motion was seconded and unanimously carried.
- e. **2020 expenditures from replacement reserves account.** The process of obtaining bids for replacing the roof of building 15 and for re-paving one or more sections of roads/alleys was discussed and it was agreed that bids are needed ASAP in order to get on contractors' calendars for this year. FOR THE ROOF REPLACEMENT, Deb Messecar was appointed to obtain updated bids from the roofing companies that previously evaluated or bid on building 15 last year when they bid on buildings 1 and 2, using the same specifications as required in previous bid requests. FOR PAVING, it was agreed that Jim Bauer, acting as maintenance coordinator in the absence of a maintenance committee, will work with volunteers or CMI to obtain bids that specify: 1) cost per square foot for asphalt overlay; 2) cost per square foot to re-pave sections that need excavation of existing pavement and installation of new pavement in its place; 3) identify sections that need asphalt overlay now to avoid further deterioration to the point of requiring excavation instead of overlay; and 4) show measurements of the described areas on Millridge map.
- f. **1718 – approve/deny owner request to display political banner in front of unit.** Sue Seaver moved to deny the owner's request and to prohibit all political signs on the property. The motion to prohibit all political signs was seconded, discussed, and unanimously carried.
- g. **1648 – approve/deny owner request to put garden flag in planting area in front of unit.** Jim Bauer made a motion to deny the request to put the flag in the planting area as it could interfere with landscaper's work in common area, but to allow it to remain on the porch. The motion was seconded, discussed, and passed with three "yes" votes. Laura Holgate abstained from voting since it was her request.

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- h. 1640 – approve/deny owner request for authorization to install new storm/security door.** Sue Seaver moved to authorize the owner to install a security door in the style shown in the picture in either black or white. Motion was seconded and unanimously carried.
- i. Update Homeowners’ Manual.** Laura Holgate requested that fellow board members read through the most recent Homeowners’ Manual, dated 2014, and mark it up with notes about the following: 1) for each topic covered in the manual, compare the rules written in the manual with the language in the governing documents related to that topic and note anything that seems to conflict or just doesn’t seem clearly written; 2) any rules in the manual that aren’t in governing documents and that you believe are no longer relevant or have been changed; and 3) any additions you’d like to see in the manual and 4) any other questions about something in the manual. A request was also made to owners in attendance to do the same and submit their notes to Laura Holgate, who will compile the various suggestions into a draft that the board can go through at the next meeting and decide on which changes should be made in the update.
- j. Process for proposing amended and restated CCRs and Bylaws for homeowner vote.** *Informational discussion only.* Sue Seaver gave her thoughts on the need for updating our governing documents that were last updated 31 years ago, explaining that the process will involve homeowners as changes require approval of 75% of Millridge owners. She stated her intent is that we keep what is working but make the changes that are needed. Laura Holgate passed along some of the information given by the attorney about the process. If the documents remain largely intact, with amendments being made to only specific articles, the cost will be between \$2000 and \$3000. Specifically, amended and restated CCRs and bylaws will be proposed for the purposes of: removing provisions that are no longer enforceable due to changes in laws over the last 31 years; incorporating resolutions duly passed in the last 31 years that effect, clarify, or expand terms in the bylaws; incorporating the 2010 rental amendment; clarifying definitions, terms, or intent of articles of the CCRs or Bylaws that have caused confusion and conflicting interpretations over the course of several years and different boards; and amending provisions that may have worked in 1989, but don’t meet the needs of the association in present-day circumstances.
- k. Board response to NextDoor posts.** *Informational discussion only.* Laura Holgate introduced the subject of daily comments being posted on the Millridge page of the NextDoor app by a disgruntled homeowner. For those not familiar with NextDoor, she explained that the comments are visible to Millridge residents that use the website, and also to residents of 38 nearby neighborhoods. She acknowledged his right to publicly air his opinions, but expressed concern that the misleading comments and false assumptions included in these posts could scare away potential buyers. She asked the owner - who was in attendance – if he would delete the posts. He declined. Sue Seaver stated she wouldn’t dignify the posted comments with a response, which caused the author of the comments to direct a disruptive, foul-mouthed outburst at her. He was asked to leave. Laura Holgate made a motion to adjourn. The owner left voluntarily. There were no motions or decisions, and no further discussion of this topic.
- l. Signage for fire lane.** This item was tabled by informal agreement. Sue Seaver indicated she’d like to look into lower cost signage options.

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m. **Waiver of late fees for January payment.** Sue Seaver made a motion that 1. her late fees for January be waived because she sent payment on January 15<sup>th</sup> but ClickPay didn't post it until February 3<sup>rd</sup>; and 2. that we agree to waive the late fees for other owners with similar situations in January; and 3. that we include an item in the newsletter asking owners for feedback about any problems or delays they've experienced with the processing of their payments since ClickPay took over. The motion was seconded, and after discussion, unanimously carried.

III. **Next meeting date.** The next meeting date was set for March 5<sup>th</sup>, 2020 at 6:00 p.m.

IV. **Adjournment.** The meeting was adjourned by Tom Messecar at 8:13 p.m.

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Millridge Landscape Committee Report  
For 2/6/20 HOA Meeting

The landscape committee met on 1/16/20. We had no homeowner requests to consider.

The committee recommends that the board approve having Pacific landscape apply the spring turf moss treatment (cost \$470).

We also discussed reseeding areas where the turf is sparse and will be on the lookout for areas that need reseeding. Whether we have PLM do the reseeding or have Millridge volunteers do it will be discussed at future meetings. We also talked about the debris under the red oak tree at the north end of building 13, and possible things that could be done to help with the problem. We discussed what could be done about the water situation in front of unit 1632. Committee members and the maintenance committee will look into possible solutions.

The landscape committee meets on the third Thursday of each month in the clubhouse at 6:30 pm. All homeowners are invited to attend. If homeowners have any landscape concerns or suggestions, please come to the meeting or contact one of the committee members or someone on the board. Current landscape committee members are: Barbara Getty, Ann Bauer, Carol Parker, Kathleen Noss, Sue Seaver, Betty Lukins, Chris Scheiff, and Chris Morris (chairperson).

Architectural Control Committee Report  
February, 2020

A meeting of the ACC was held at the clubhouse on 2/3/20. All members present.

**1. COMPLETED SINCE LAST MEETING:**

Electrical outdoor lighting at 1654 and 1632 completed.

- Post light by 1654 is now hardwired and controlled by photocell instead of with switch inside the unit.
- Post light by 1632 will not be operational. Instead, the area is now lit by an overhead light controlled by photocell to be on from dusk to dawn.

**2. COMMITTEE RECOMMENDATIONS FOR ITEMS TO BE VOTED ON BY DIRECTORS**

a) Homeowner requesting garden flag presently displayed on front porch, to be placed in common area in front of unit. Committee recommends denial of this request. Committee had no problem with garden flag remaining on porch!

b) Homeowner request for political signage in front of unit. Committee recommends to the board denial of this request. Committee also recommends denial of any future request by homeowners for display of political signs!

c) Concern expressed over parking by contractors/homeowners/visitors blocking the Fire Lane behind buildings 1 and 2. Suggestion was made to contact Washington County Fire Department and sign companies to determine what signs are available and cost.

d) Large crack across full width of entry walkway of 1632, potential hazard. Request Ben Jones to look at it and bid to repair. **Added 2/7/20:** After walking around in the back-area walkways I'm convinced this isn't the only nor the worst area with wide cracks! Thinking we might want to make this part of a much larger maintenance issue at a later meeting.

e) Concern over some unpainted garage doors was expressed by committee members. This will be researched and considered by ACC at a future meeting.

f) **Added 2/13/20** – Homeowner requesting authorization to install new security door in place of screen door. Committee recommends approval of a white security door as shown in request.

**ARCHITECTURAL CONTROL COMMITTEE INFORMATION**

**Meetings:** ACC meetings will be held on the 3<sup>rd</sup> Thursday of each month in preparation for the monthly board meeting, except when there are no new items needing the committee's consideration.

**Homeowner Requests:** Owner requests for authorization to make any changes to an exterior surface that is visible from the common area or to place anything in the common area should be submitted by the third Monday of each month to be considered at the committee meeting for recommendation to the board of directors for the next board meeting. Requests received later than that may be held until the following meeting.

**Members:** Jim Bauer (chairperson), Jeaneen Bestul, Elaine Clawson, Betty Lukins, Chris Scheiff

## Millridge Maintenance/Architectural Committee Report February 2020:

### Completed:

1. 1764 Flashing repaired by Ben Jones (a zinc strip that had come loose was removed).
2. 1632 overhead light hardwired and photocell installed to provide light from dusk to dawn; post/carriage light will no longer be operational due to obstruction of underground line.
3. 1654 post/carriage light wiring separated from owner's patio lights and hardwired to be controlled with photocell instead of a switch in owner's unit.
4. Drain in common area in front of 1632 is cleared.
5. 1750 Jon's Gutters inserted drain guards for \$50.00.
6. Gutter cleaning by Jon's Gutters completed 2/6/2020.

### Approved items pending completion:

1. 1736 Pending request: fence next to unit will be painted when weather improves.
2. Owner had sewer line between unit 1640 and common line repaired – new homeowner contacting contractor about replacing asphalt removed from repair. **Update: Scheduled to be repaired week of 2/17/20**

### Submitted requests/concerns requiring Bids:

1. 1656 Paint problem discovered during replacement of gutter downspout screens. Deferred until February spring. May combine with painting end unit fence caps.
2. Paint end unit fence caps – seeking bids.

### On agenda for Board decision:

1. 1612 Request to repair of end unit fence damage. Ben Jones \$450 bid for repair, additional \$75 to do touch up paint.
2. Bids for sump pump inspection: Warneking \$1300 (which is \$50 per inspection); M. Leon \$50 per each inspection; CMISD charges \$69 per inspection.
3. Water on floor reported in small pool equipment shed Ben Jones should have bid by meeting.
4. 1610; 1588 1590; 1696; 1712 - Moss on end unit fences – also on moss side fences 1762; 1634 Ben Jones should have bid by meeting for a spray on moss treatment.
5. 1632 crack in sidewalk – seeking bids by meeting (Ben Jones and Safe Sidewalks)

### Reserves

1. Paving one or more sections of asphalt
2. Roof replacement - building 15 (last replaced in 1997); and possibly one other (Building 11 last replaced in 1998) if determined to be at end of useful life.

Criteria last year to compare roofing bids:

- Cost
- Square Footage Bldg
- Product Used
- Term of Product Warranty
- Cost per Year (CPY) -- cost / years of warranty
- Term of Workmanship Warranty
- Underlayment Used
- Install Safety Straps, if Needed (Cost) - one per elevation
- Install Zinc Strips (yes, no, cost)
- Flashing Material Used
- Number Attic Vents
- Cost to Replace Gutters only (not downspouts)
- CCB #
- BBB Rating

Note: TVWD completed repairs to their waterline and we've requested re-seeding or placement of turf.



**Millridge Homeowners Association  
Executive Session Report  
January 17, 2020**

The board of directors met in executive session on January 17<sup>th</sup>, 2020 to discuss a confidential collection matter and legal strategy for pursuing payment. The board discussed the pros and cons and possible outcomes of the three options described by the attorney, and weighed the amount of legal fees and costs against the potential amount of gain for each of the three options. After considerable discussion, the directors unanimously agreed on one of the three options, and on a "plan B" if the selected option failed to result in full payment.

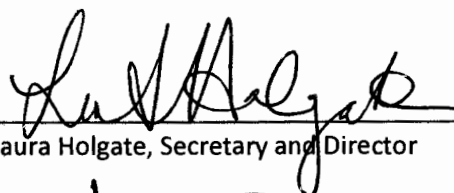
Laura Holgate was appointed to communicate the board's decision to the attorney and instruct her to go forward with preparing the necessary documentation and communicating with the owner.

More detailed information about the option chosen cannot be made public at this time in order to protect the HOA's legal strategy and negotiating position. However, that information will be reported when it can be shared without jeopardizing the results.

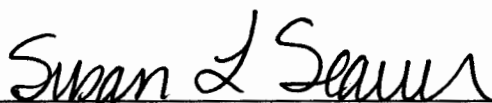
MILLRIDGE TOWNHOUSES HOA



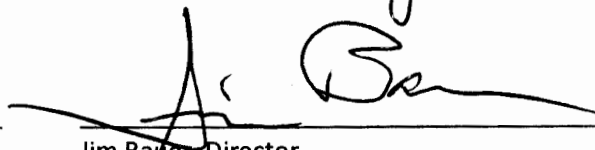
Thomas Messecar, Vice-President and Director



Laura Holgate, Secretary and Director



Sue Seaver, Treasurer and Director



Jim Bauer, Director