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**Millridge Homeowners Association  
Meeting Minutes  
Emergency Board of Directors Meeting  
April 2nd, 2020**

**Purpose of emergency meeting.** Per bylaws article 4.9 and ORS 94.640(10)(c), in communities in which the majority of homes are the primary residences of the occupants, only emergency meetings may be conducted by teleconference. The purpose of this emergency meeting is to conduct the business of the HOA, as listed on the attached agenda, by teleconference in order to protect the safety of directors and owners during the coronavirus state of emergency. This statement is given pursuant to ORS 94.640(10)(b).

- I. **Call to order.** The meeting was called to order at 6:00 by Tom Messecar.
- II. **Quorum confirmed.**  
All directors, including Tom Messecar, Laura Holgate, Sue Seaver, and Jim Bauer were present and participated by telephone. Seven owners, in addition to the directors, attended by telephone.
- III. **Approve / modify agenda.** Laura Holgate moved to approve the revised version of the draft agenda distributed to directors prior to the meeting. The motion was seconded and the agenda was adopted.
- IV. **Approve / modify minutes of March 5, 2020 board of directors' meeting.** [Draft of minutes were distributed to board members for review prior to meeting.] Tom Messecar moved to approve the minutes without changes. The motion was seconded and unanimously carried.
- V. **Committee Reports.**
  - a. **Treasurer's Report.** Sue Seaver, Treasurer, reported.
  - b. **Landscape Committee.** Chris Morris, landscape committee chairperson, reported. There was no landscape committee meeting held in March due to coronavirus recommendations and no new owner requests for consideration. Written copy of report is attached.
  - c. **Architecture Committee.** Jim Bauer, ACC chairperson, reported. The ACC didn't meet in March due to coronavirus recommendations and there were no new owner requests. The signs approved by the board last month were installed at alleyways and at chained entry from NW 143<sup>rd</sup> indicating fire lanes/no parking/private drive. The painting of white posts and chains is in process. Wobbly pavers near 1612 were removed and the area covered with small landscape rock to improve safety and appearance.
  - d. **Maintenance Report.** Tom Messecar reported on status of maintenance projects. The replacement of the roof of building 15 started today. They will work each day as weather allows until job is complete. The independent inspector, Joe Sardotz of Oregon Roof Consulting, has been hired and will make visits during project and do final inspection when work is completed. The repairs of the end unit fence at 1612, which has already been approved by the board, is expected to be done this month by Ben Jones, who will also be providing bids on a couple of pending projects.
  - e. **Clubhouse Committee.** No events in March, none scheduled for April. Stay at home order prohibiting any gatherings for recreational or social activities remains in effect.
  - f. **Neighborhood Watch.** Shirley Carlson, Neighborhood Watch committee, reported. She was told by Sheriff's department that people have been syphoning gas and she caught someone doing it, so keep your gas tank latches locked.

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- VI. Owners Forum.** Owners were given time to make comments and suggestions.
- a. Shirley Carlson voiced her concern about changes that she thinks the board wants to make to the decs [sic] and bylaws and stated that there are 29 other owners against it. She reminded everyone that changes need to be approved by 75% of owners, and told the board to be very careful about what they do to the documents and that a lot of owners are very upset about it being a mystery. *Laura Holgate, director/secretary, responded. Amending the CCRs and bylaws was last discussed at the March meeting, where it was decided that an ad hoc committee comprised of several owners with varied concerns would be appointed to make a recommendation about revisions – particularly about revising the section that relates to annual fee increases. The board also agreed that each board member would provide one suggestion for that section as a starting point for the ad hoc committee. Soon after that meeting, the coronavirus situation arose. Under the circumstances, the topic was left off this month’s agenda. An ad-hoc committee hasn’t yet been appointed, and no director has suggested specific changes. We’re aware that changes require approval of 75% of owners by a vote as described in the governing documents. There’s no mystery - there’s just no information to give because nothing is happening. It remains unfinished business for the next regular (in-person) meeting. At that point we’ll pick it up where it was left off in March.*
  - b. Sue Seaver spoke about the importance of having a full board of directors and finding new volunteers. She said she has been a board member longer than anyone but can’t do it forever. The board is currently short one director and two of the current directors have terms that expire in June.
- VII. UNFINISHED BUSINESS.** *Note: minor repair of back pool shed will be unfinished business on agenda of May meeting; homeowners manual update and amendments to CCRs and bylaws will be unfinished business on agenda of next in-person board of directors’ meeting.*
- IX. NEW BUSINESS**
- a. **Approve/deny landscape committee recommendation to treat red oak near 1736.** Jim Bauer motioned to approve the bid of \$100 to apply a treatment recommended by the landscape committee to the red oak near 1736. The motion was seconded and discussed. Discussion points: this would be paid from the big-tree maintenance budget; the treatment is a fruit-reduction treatment that will reduce the debris and mess created by the tree; the treatment needs to be applied two or three years in a row to be effective. *The motion to approve the treatment this year for the cost of \$100 was unanimously carried.*
  - b. **Approve/deny Warneking Construction’s bid of \$180 to install sump pump well at 1626.** Sue Seaver moved that Warneking Construction be hired to install a flexible sump pump well for the sump pump at 1626 at a cost of \$180. The motion was seconded and discussed. Discussion points: a well is necessary for sump pump to operate correctly and not get plugged up with mud; all other sump pumps at Millridge have a well. *The motion to hire Warneking Construction to install a flexible well for the sump pump at 1626 at a cost of \$180 was unanimously carried.*
  - c. **Approve/deny reimbursement of \$130.58 to Jim Bauer for signs.** Tom Messecar moved to approve reimbursement of \$130.58 to Jim Bauer for purchase of fire lane and no parking signs. *The motion was seconded and unanimously carried.*

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**d. Approve/deny reimbursement of \$19.92 to Jim Bauer for landscape rock near 1612.**

- i. Laura Holgate moved that the board ratify the volunteer action taken by Jim to remove unstable pavers near 1612 and cover area with small landscape rock to improve safety and appearance. The motion was seconded and unanimously carried.
- ii. Laura Holgate moved to approve reimbursement of \$19.92 to Jim Bauer for purchase of landscape rock. The motion was seconded and approved.

**X. Next meeting dates.**

- a. The next scheduled board of directors' meeting is 5/7/20 at 6:00 pm. Location and format of meeting: TBA (whether in clubhouse or emergency meeting by teleconference). Notice of format/location will be given by 6 pm on 5/4/20.
- b. HOA insurance policy presentation will be rescheduled after "stay at home" orders are lifted.

**XI. Adjournment.** Laura Holgate moved that the meeting be adjourned and that the directors meet in executive session to discuss specific delinquent accounts. The motion was seconded and unanimously carried; the meeting was adjourned at 6:30 pm.

**XII. Call to Order Executive Session.** The executive session was called to order at 6:37 pm.

**XIII. Executive Session: AR Delinquencies.** Directors discussed three delinquent HOA assessment accounts.

**XIV. Decisions.** The directors unanimously agreed that pre-collection letters will be sent to the first two accounts discussed and that approval would be given to collections attorney to open new collections account on the third account discussed, with the understanding that due to specific details, the attorney will bill by the hour and not take on contingency arrangement.

**XV. Adjourn Executive Session.** Executive session was adjourned at 7:08 pm.



Laura Absher Holgate &lt;lauraabsherholgate@gmail.com&gt;

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## Landscape Report for April HOA Meeting

1 message

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**Christine Morris** <cgmorris48@gmail.com>

Thu, Mar 26, 2020 at 2:25 PM

To: Laura Holgate <lauraabsherholgate@gmail.com>, SUE SEAVER <dmeandsls@msn.com>, tommessecar@yahoo.com, bonbau100@yahoo.com, Christine Morris <cgmorris48@gmail.com>, annie6417@aol.com, ellyfont@frontier.com, crs0791@gmail.com, gistigram12@gmail.com, kathleen.noss@live.com

Due to the coronavirus, the landscape committee did not meet in March. At this point, we have no homeowner requests to consider. We did circulate information on treatment to the red oak tree at the north end of building 13. The landscape committee unanimously recommends that the board approve NW Trees \$100 bid to treat this tree to reduce debris that falls later in the year. In September and October, so much debris falls on the walkway that it is actually a trip hazard.

The committee is working to get information on reseeding a few areas of turf after the spring turf moss treatment which is scheduled for April. We'll provide that information when we receive it and can decide, as a committee, whether to recommend or not.

Be safe everyone. Thanks to the board for finding a way to carry on with Millridge business.  
Sent from my iPhone