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**Millridge Homeowners Association
Meeting Minutes
Board of Directors Meeting
August 6th, 2020**

Note: 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 telephone or video conference. This meeting is deemed an emergency due to the conduct necessary business of the HOA during the COVID-19 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 6:04 by Steve Meyer.
- II. **Board members in attendance.**
All directors were present, including Jim Bauer, Sheila Darby, Laura Holgate, Ann Parker, and Sue Seaver.
- III. **Board workshop.** Abbreviated discussion due to virtual forum of meeting. New directors (Ann Parker and Sheila Darby) were asked if they had questions about HOA/board operations and officer positions were described and discussed. Laura Holgate described the spreadsheet given to all directors prior to the meeting. It included a list of regular tasks associated with each office and suggested that the board continue working on the best way to divide the tasks that aren't tied to a particular officer position.
- IV. **Election of Officers.** Laura Holgate made a motion to elect officers for a 3-month term as follows: Laura Holgate as president, Ann Parker as Vice-President, Sheila Darby as Secretary, Sue Seaver continuing as Treasurer, with Laura Holgate being appointed as assistant secretary and Jim Bauer continuing as Director at Large. The motion was seconded and discussed. Laura explained the intent is to allow Ann Parker and Sheila Darby to gain the experience, information, and confidence needed to transition into the roles of president and vice president, respectively, at the end of the 3-month term, at which time Laura would return to the office of secretary. After discussion, the motion was unanimously carried.
- V. **Approve / modify agenda.** Laura Holgate moved to add: "reimburse Jim Bauer the amount of \$41.79 for his purchase of paint for end-unit fence caps" under New Business. The motion was seconded and the agenda was unanimously adopted.
- VI. **Approve or modify minutes.**
 - a. **7/2/2020 board of directors meeting.** [Draft of minutes were distributed to board members for review prior to meeting.] Sheila Darby moved to approve the minutes of the 7/2/2020 board of directors meeting. The motion was seconded and unanimously carried.
 - b. **6/26/2020 special board of directors meeting.** Sue Seaver reported that the settlement offer proposed by an owner with delinquent fees was discussed in executive session and directors in attendance voted to reject the offer.
- VII. **Committee Reports.**
 - a. **Treasurer's Report.** Sue Seaver, Treasurer, reported. The HOA needs more money to pay for reserve expenses. The YTD operating expenses are 11.4% under budget and the total YTD operating income exceeds operating expenses by \$13,634.
 - b. **Landscape Committee.** Chris Morris, committee chairperson, reported. A written copy of the report is attached.
 - c. **Architecture Committee.** There were no new ACC requests from homeowners since the last meeting. No report made.

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- d. **Maintenance Committee.** Jim Bauer reported. Painting of the end-unit fence caps is complete. The siding repair/repainting at unit 1656 is complete, but the outdoor faucet is leaking and needs to be repaired to avoid future water damage. *Laura Holgate reminded Jim that the faucet is the owner's responsibility.* The other siding repair/painting job approved to be done by Fit Construction, at unit 1724, will be completed soon. A couple of downspout straps were loose and repaired by maintenance committee volunteers. Curt Gallaher is inspecting downspouts throughout Millridge to see if any others are loose. There are 18 end-unit fences that need cleaning. The committee initially thought they could handle the job with volunteers, but it's a bigger job than first estimated and a tall ladder will be needed in some areas; it's not an appropriate project for volunteers. Bids have been requested and a recommendation will be made at the September meeting. An additional bid has been requested on the sidewalk cracks and a recommendation will be made at the September meeting.
- e. **Neighborhood Watch.** No report this month.

VIII. Owners Forum. Owners were given an opportunity to make comments and suggestions.

- a. Ursula Lock stated that some outdoor faucets were added by owners after construction, but some were included in the original construction of the property. She asked if the HOA was responsible for outside faucets that were part of the initial construction. Steve Meyer confirmed that all plumbing attached directly to unit is the homeowner's responsibility and suggested the board send the owners of the unit that has the leaky outside faucet that they must repair the leaky faucet to prevent damage to the siding and provide evidence when the repair is complete.
- b. Bertha Kramlich thanked Millridge volunteers and neighbors for all the work they've done in the community and expressed her appreciation for the help provided.

IX. UNFINISHED BUSINESS.

- a. Steve Meyer read the following for the record:
 - i. Repairs to sidewalks remains postponed pending additional bid;
 - ii. Cleaning and/or painting of end unit fences remains postponed pending additional bid;
 - iii. Proposal of amended/restated CCRs and Bylaws, including appointment of ad-hoc committee for same, remains postponed until in-person meetings can resume.
 - iv. Resolution to adopt updated homeowners' manual remains postponed until in-person meetings can resume.

IX. NEW BUSINESS

- a. **Ratify approval given to owners of units 1740 and 1742 by landscape committee to place river rock in the beds in front of their units (at owners' expense).** Laura Holgate moved that the approval given to the owners of 1740 and 1742 by the landscape committee prior to board meeting be ratified by the board of directors. Motion was seconded. After brief discussion, motion was unanimously carried.
- b. **Landscape committee request to purchase plants and materials for the landscape plan.** Sue Seaver moved that an amount not to exceed \$300 be approved for the landscape committee to purchase plants, soil, and fertilizer for use in completing the planting in the ten areas identified in the landscape plan. The motion was seconded and discussed. After discussion, the motion was modified to read: an amount not to exceed \$300 or the amount remaining within the annual landscape budget, **whichever is less.** The motion, as modified, was seconded and unanimously carried.
- c. **Reimburse Chris Morris.** Laura Holgate moved to reimburse the amount of \$45.97 to Chris Morris for her purchase of potting soil and fertilizer. The motion was seconded and unanimously carried.

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- d. Upcoming paving project.** The board discussed logistics and details of the paving schedule, access, parking, and mail delivery arrangements and notices to be delivered to owners. In addition to the information included in the notice sent to owners on August 3rd, the following arrangements were agreed upon:
- i. ALL vehicles in east alley need to be removed by September 1st and can return on September 7th.
 - ii. During Phase 1, parking spaces will be reserved for residents of buildings 8 through 10 (units 1656 through 1696) since the garages of those units won't be accessible during that time (September 2nd through 6th). Spaces will be clearly marked for specific units.
 - iii. During Phase 2, parking spaces will be reserved for residents of buildings 12 and 13 (1712 through 1736) since the garages for those units won't be accessible during that time (September 8th through 12th). Reserved spaces will be clearly marked for specific units.
 - iv. Exceptions to certain parking rules will be made on an as-is basis during paving project. Example, residents or guests may be allowed to park directly behind their garage if there are no spaces available in the common area.
 - v. During Phase 2, if we are unable to use the entry to the alley behind building 5 to get to buildings 5 through 11, then the north lane of the main entry road will be paved and allowed minimal curing time before the south lane of the main entry road is paved so that traffic can be routed over the newly paved alley between buildings 12 and 13 in order to get to buildings 5 through 11 while the south lane of the main entry road is being paved and given minimal curing time. *If a method can be found of reinforcing the area over the culvert at the access to the back of building 5 (the gravel area that is currently chained off), then access to buildings 1 through 11 will all be from the south entry from 143rd during Phase 2.*
 - vi. Final confirmation is still needed from the church for overflow parking and parking of the vehicles currently using reserved spaces in the east alley. Glen Beckley and Jim Bauer to make final arrangement.
 - vii. Separate notices will go out to the units of different buildings or groups of buildings with information specific to those units. In addition, a flyer with a map and pertinent information will be distributed to all residents. *Notices and flyers can't be prepared until church parking arrangements and availability of the entry to the alley behind building 5 are confirmed.*
- e. Reimburse Jim Bauer.** Laura Holgate made a motion to reimburse Jim Bauer the amount of \$41.79 for his purchase of paint for end-unit fence caps
- X. Next meeting dates.** The next board of directors meeting will be September 3, 2020 at 6 pm.
- XI. Adjournment.** Steve Meyer adjourned the meeting.

Millridge Landscape Committee Report
For 8/6/2020 HOA Meeting

The landscape committee met on Thursday, 7/16/2020. Landscape committee members are: Ann Bauer, Barbara Getty, Betty Lukins, Kathleen Noss, Carol Parker, Sue Seaver, and Chris Morris (chairperson).

The committee selected ten locations around Millridge for new plants; we will delay purchasing and planting these until the weather is cooler in the Fall.

The committee has been working with our landscape company, Pacific Landscape Management, to adjust watering around the property during these hotter months. If you notice any areas which are receiving too much or too little water, please let someone on the committee know.

A small group of volunteers has been working to distribute the (free) mulch around Millridge. The plan is to eventually have NW Trees dump mulch in the middle and front areas of Millridge, making it closer to those units. After getting landscape committee approval, several homeowners have paid someone to haul and spread the mulch to common areas around their units....which is great.

We received homeowner requests from the owners of units 1740 and 1742. They are requesting permission to buy and distribute river rocks to the beds in front of their units, with no cost to the HOA. The committee voted to give them permission.