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**Millridge Homeowners Association
Meeting Minutes
Board of Directors Meeting
July 2nd, 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 6:16 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. **Approve / modify agenda.** Chris Morris, landscape committee chairperson, requested that the landscape committee's request listed as 9(a) be removed. Jim Bauer moved that the agenda be approved with item 9(a) removed. The motion was seconded and unanimously carried.
- IV. **Election of Officers.** Sue Seaver moved that a board workshop be scheduled and that the election of officers be postponed until that time. The motion was seconded and discussed. After discussion of purpose of workshop, the motion was unanimously carried.
Action Item for Secretary: call meeting prior to August board meeting.
- V. **Approve or modify minutes of 6/4/2020 board of directors meeting and 6/26/2020 special board of directors meeting.** [Draft of minutes were distributed to board members for review prior to meeting.] Jim Bauer moved that both sets of minutes be approved as presented. The motion was seconded and unanimously carried.
- VI. **Committee Reports.**
 - a. **Treasurer's Report.** A written report is attached to the minutes of the annual association meeting that immediately preceded this meeting; no separate report given for this meeting.
 - 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.
 - d. **Maintenance Committee.** Jim Bauer reported. Jim volunteered his time and efforts during the last few weeks to paint 71 lamp posts and add cross bars where missing. A maintenance committee meeting was held on June 19th and attended by all five committee members. The committee reviewed, compared, and discussed the two sets of paving bids submitted for several sections of roads and alleys and prepared a recommendation for the board. The recommendation was made at the special board meeting held June 26th and the board voted to approve the Vancouver Paving

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bids for the sections recommended by the committee for completion in 2020. Jim further reported that he and Glen Beckley met with Jim Moyer, of Vancouver Paving, on July 1st to go over questions that arose during special board meeting and gave the following updated information: Jim Moyer will give an estimate of cost to patch new hole in front portion of main entry road, paving the east alley without including the parking spaces there isn't recommended due to the potential for water to seep under the new asphalt; the less expensive option for the alley between buildings 12 and 13 should be okay if done this year; and a seal coat applied to the main entry this year would be only minimally beneficial at this time.

The committee also recommended approval of the Fit Construction bids to 1) paint a section of siding on unit 1724; 2) to paint 649' of metal fence caps on end-unit fences; 3) to paint the underside of eaves and bird blocks in where painting is needed following roof replacement on buildings 1 and 15; and 4) to scrape, prep and paint a section of siding near downspout of unit 1656.

e. **Neighborhood Watch.** Shirley Carlson reminded everyone to be careful and stay safe.

VII. Owners Forum. Owners were given an opportunity to make comments and suggestions. No owners commented.

VIII. UNFINISHED BUSINESS.

- a. **Approve or deny additional deliveries of free wood chips.** Sue Seaver made a motion to resume delivery of free wood chips from NW Tree Services. The motion was seconded and, after discussion, the motion was expanded on to include that
- i. a new delivery won't be made until the wood chips currently onsite are spread;
 - ii. Sue Seaver, in coordination with the landscape committee, would identify where the chips should be spread, and
 - iii. Jim Bauer will be consulted about the timing of deliveries to ensure there's not a conflict with paving work still to be scheduled.

The motion, with the above-listed conditions added during discussion, was unanimously carried.

- b. **Approve or deny Fit Construction's bids** for projects previously postponed for receipt of bids:
- i. 1724 – paint siding along south side of unit (\$725);
 - ii. 1656 – scrape, prep, and paint siding near downspout (\$250);
 - iii. Buildings 1 and 15 - paint underside of eaves and bird blocks where new plywood was installed and primer coat applied as part of roof replacement (\$800);
 - iv. Metal fence caps of end-unit fences – paint 649' feet of metal fence caps (\$720); Millridge to supply paint.

Laura Holgate made a consent agenda motion to approve items 8(b)(i-iv) of this agenda as recommended by maintenance committee. The motion was seconded and unanimously carried.

Action Item for Secretary: Send signed bid to CMI for forwarding to Fit Construction with invoicing instructions.

- c. **Set new timeline for association vote on designating new use for excess serial assessment funds.** Laura Holgate made a motion to schedule a special association meeting during the month of September, 2020, for the owners to vote on whether excess serial assessment funds should be

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designated for 2021 paving projects. The motion was seconded, discussed, and unanimously carried.

- *Noted: potential proposal of amended CCRs and Bylaws, including appointment of ad-hoc committee for same and the update to homeowners' manual continue to be postponed until in-person meetings resume.*
- *Noted: Safe Sidewalks bid for repair of sidewalk trip hazards has been referred to the maintenance committee; approval or denial of the bid continues to be postponed until the committee recommendation is received.*

IX. NEW BUSINESS

a. Approve or deny Pacific Landscape's bid to remove ground cover at 1642 (\$335).

Sue Seaver moved to approve Pacific Landscape's bid of \$335 to remove the ground cover at 1642. The motion was seconded and unanimously carried.

Action item for Secretary: Send signed bid to CMI for forwarding to Pacific Landscape.

b. Reimburse Jim Bauer for his purchase of paint and supplies for lamp posts.

Laura Holgate moved to reimburse Jim Bauer the amount of \$51.21 to Jim Bauer for his purchase of paint and supplies for lamp posts.

Action item for Secretary: Send receipts to CMI with request that check be issued to Jim.

c. Approve or deny adding seal-coat this year to the portion of main entry road that's not scheduled to be resurfaced. Laura Holgate moved to deny application of a seal coat to main entry this year. The motion was seconded, discussed, and unanimously carried.

d. Approve or deny Vancouver Paving's bids for the road sections recommended by maintenance committee for completion in 2021. Laura Holgate moved that **conditional** approval be given to Vancouver Paving's bids for the road sections recommended by maintenance committee for completion in 2021, which are 1) alley behind buildings 1 and 2 (\$51,750); alley behind building 15 (\$20,000); and alley behind building 11 (\$18,500). **The conditions of the approval are that:** 1) there is sufficient funding available by spring, 2021, which will only be the case if owners vote to designate excess serial assessment funds to 2021 paving projects and that approximately \$50,000-\$60,000 is available from the replacement reserve account without reducing the replacement reserve account balance below \$100,000; and 2) that Vancouver Paving will honor the current bid amounts except that the portion of the bids allocated to materials may be updated to reflect material prices in effect at the time the work is scheduled. The motion was seconded, discussed, and unanimously carried.

X. Next meeting dates. The next board of directors meeting will be August 6, 2020 at 6 pm.

XI. Adjournment. Steve Meyer adjourned the meeting at 6:56 pm.

Millridge Committee Landscape Report
for 7/2/2020 regular HOA Meeting

Since the stay-at-home orders (to help slow the spread of the coronavirus), the landscape committee has not had our regular once a month meetings. We have, however, been communicating frequently with Pacific Landscape Management (PLM), homeowners, the board and each other via emails, texts, phone calls and walks outside together.

On 7/2, the board is scheduled to vote on whether or not to approve spreading the green wood mulch around Millridge. It's free of charge (as versus at least \$10,000 if we bought commercial mulch and had it spread). Volunteers did spread some of the free mulch back by the pile to see how it would look and to check for any adverse effects. If the board approves, **WE WILL NEED VOLUNTEERS!** It's a big job and will take a while, but will conserve water, improve the quality of the soil as it eventually decomposes, and improve the appearance of our beds.

We on the committee have been spending a lot of time walking the property, assessing landscape needs as we walk; once we have established our priorities, we will present our recommendations to the board.

Coverage from the sprinkler at the south end of building 13 (by the mailboxes) is blocked by the barberries. The beautiful rhody does not get water and watering it by hand doesn't always happen. If possible (and safe), we would like to see an even taller sprinkler in this location. Perhaps almost inside one of the barberries to prevent people (kids especially) from running into the sprinkler.

Please contact the committee...Barbara Getty, Carol Parker, Ann Bauer, Kathleen Noss, Betty Lukins, Sue Seaver, Chris Morris (chairperson)...or a board member...if you have any suggestions, concerns, or observations. Once it is safe, we will resume our monthly meetings (third Thursdays, 6:30 pm, in the clubhouse). Homeowners are invited to attend.