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**Millridge Homeowners Association
Meeting Minutes
Emergency Board of Directors Meeting
June 4th, 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 6:01 by Steve Meyer.
- II. **Board Members in Attendance.**
All directors, including Tom Messecar, Laura Holgate, Sue Seaver, and Jim Bauer were present and participated by telephone. Five owners, in addition to the directors, attended by telephone.
- III. **Election of fifth Board Member to fill partial term resulting from resignation/move of Justin Redd.**
Laura Holgate moved for a vote to elect Sheila Darby for the director term ending June, 2021. The motion was seconded and Sheila Darby was elected by unanimous vote of the directors.
- IV. **Approve / modify agenda.** The agenda was adopted.
- V. **Approve / modify minutes of May 7th and May 15th board of directors' meetings.** [Draft of minutes were distributed to board members for review prior to meeting.] Sue Seaver moved to approve the minutes for both meetings without changes. The motion was seconded and unanimously carried.
- VI. **Committee Reports.**
 - a. **Treasurer's Report.** Sue Seaver, Treasurer, reported. The serial assessment project has been paid off. As of April 30th, 2020, there was \$1250 in the serial assessment account and twelve payments left to be collected. The question of what will happen to the extra funds in the serial assessment account is on the agenda for later in the meeting. Operating income is 3% over anticipated and expenses are 7.6% under budget right now. YTD, operating income exceeds operating budget by about \$6300. Some expenses are more at certain times of the year and by the end of the year we'll probably come out about at budget.
 - b. **Landscape Committee.** Chris Morris, committee chairperson, reported. A written copy of the report is attached.
 - c. **Architecture Committee.** Jim Bauer reported that he has resigned as the ACC chairperson so he can focus on the maintenance projects. He recommended Betty Lukins as his replacement. There were no new ACC requests from homeowners since the last meeting.
 - d. **Maintenance Report.** Jim Bauer reported. A written copy of the report is attached.
 - e. **Neighborhood Watch.** Shirley Carlson reported that people haven't been picking up after their dogs and the messes on the laws are a problem. She'd like a reminder in the newsletter that owners are required to clean up after their pets.
 - f. **Nominating Committee.** Laura Holgate reported for the ad hoc nominating committee, which was made up of Chris Morris and Laura Holgate. One potential nominee, Sheila Darby, volunteered to

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fill the remaining year of a currently vacant director position, and was elected by the directors earlier in the meeting. The committee nominated Sue Seaver and Ann Parker for election by the homeowners at the annual meeting.

- g. Pool Committee.** The committee reported prior to the meeting that the sand filter for the front pool needs to be replaced and provided a bid for the work from Clear Water Services. Laura Holgate read an email from Curt Gallaher, on behalf of the pool committee, which recommended approval of the bid from Clear Water Services to replace the filter, but that it could wait until the beginning of next year's pool season if the pools don't end up opening this summer. Laura Holgate also read the email sent by Washington county on 5/21/20 to serve as the current status of Millridge pools. The email stated: "Licensed pools are required to be closed. At this time, Pools and Spa Pools are not included in any of the Governor's Office plans on reopening Oregon. Phase 1 continues to keep all licensed Pools and Spa Pools closed."

VII. Architecture Control Committee ("ACC") - new chairperson and members. Laura Holgate made a motion that Betty Lukins be elected by the directors as the new ACC chairperson and that Ann Bauer and Ursula Locke be elected as additional committee members. The motion was seconded and unanimously carried. The ACC chairperson is now Betty Lukins and the members are Jeaneen Bestul, Elaine Clawson, Chris Scheiff, Ann Bauer, and Ursula Locke.

VIII. Maintenance Committee - new chairperson and members. Laura Holgate moved that, in the absence of a president, the board vote to appoint Jim Bauer as maintenance committee chairperson and that Tom Messecar, Glen Beckley, Curt Gallaher and Orson Haney be appointed as maintenance committee members. The motion was seconded and discussed. In discussion, Jim Bauer said that he hadn't confirmed yet whether Orson Haney wanted to be a committee member or just a volunteer for certain maintenance projects. After discussion, the motion was unanimously carried.

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

X. UNFINISHED BUSINESS.

- a. Paving of one or more sections of pavement.** Laura Holgate moved to postpone until next board meeting. Motion was seconded and discussed. After discussion, the motion to postpone was unanimously carried. *Maintenance committee to review bids, including one expected early next week, and make a committee recommendation to the board.*
- b. Sidewalk cracks throughout community.** Jim Bauer moved to postpone until next board meeting. Motion to postpone was seconded and unanimously carried. *Maintenance committee to seek another bid, review list of trip hazards with Safe Sidewalks, and make a committee recommendation to the board.*
- c. Painting of new plywood eaves under roof of building 15.** Laura Holgate moved to postpone until bid received. Motion was seconded, discussed, and unanimously carried. *Maintenance committee to obtain bid(s) and make a committee recommendation to the board.*
- d. Annual association meeting.** Steve Meyer suggested that the meeting notices show "to be determined" for the location since notices have to be mailed very soon but we don't yet have information about the size of in-person meetings that will be allowed on the meeting date. If the

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meeting can't be held onsite due to COVID-19 considerations, the meeting will be held virtually (with phone and video access) and voting done by absentee ballots. All directors agreed with Steve's suggestion. *CMI is directed to send meeting notices out according to meeting notice requirements and use "to be determined" for meeting location.*

- e. *Noted: Potential proposal of amended CCRs and Bylaws, including appointment of ad-hoc committee for same, remains postponed until in-person meetings resume.*
- f. *Noted: Update to homeowners' manual remains postponed until in-person meetings resume.*

IX. NEW BUSINESS

- a. **Approve or deny additional deliveries of free wood chips.** Laura Holgate made a motion that no additional deliveries be approved at this time since a second load was already delivered by mistake. The motion was seconded and discussed. After discussion, the motion was modified to postpone the decision until the June 25th meeting to allow more time to watch for potential ill-effects to plants and, in the meantime, volunteers may spread the 2nd delivery of wood chips in the area around the south end of building 12. *Sue Seaver agrees to coordinate with volunteers to ensure the wood chips are spread properly in the designated area.*
- b. **1710 – Homeowner's request to repair roof leak around chimney and to repair crack in the wall near the ceiling/fireplace.** Laura Holgate moved to deny the request for HOA to repair the crack in the wall because all interior repairs are the obligation of the owner, and to confirm that the exterior roof leak repair was authorized by CMI as an emergency repair and the work completed by Ben Jones. The motion was seconded and discussed. The authorized bid from Ben Jones for roof repair was \$125. The motion to deny interior repair and confirm completion of exterior roof repair was unanimously carried. *Secretary to notify homeowner.*
- c. **1724 – Homeowner's request to repair/repaint siding along one side of townhouse.** Jim Bauer moved to postpone this until receipt of bid(s). Motion to postpone was seconded and unanimously carried. *Maintenance committee to obtain bid(s) and make a committee recommendation to the board.*
- d. **Reimburse Jim Bauer for his purchase of padlocks/chains for pools.** Sue Seaver moved to reimburse Jim Bauer the amount of \$29.68 for his purchase of the padlocks and chains for both pools. *Secretary to send receipt to CMI with request that check be issued to Jim.*
- e. **1744 - Homeowner's request that Tim Jackson be authorized to paint the two lamp posts the homeowner can see from her window.** Laura Holgate moved that the request as-written be denied, but that as-made be denied, but that the maintenance committee be authorized to repaint ALL back-section posts black OR get a bid from a qualified contractor and provide it to the board with a committee recommendation. The motion was seconded and discussed. Jim Bauer explained that he repainted the lamp posts in the front section, but the lamp posts in the back section have a different surface and the paint didn't stick well. He offered to get advice from experts about what type of paint or prep-work is needed and see if he can get better results than what he already tried. After discussion, the motion was unanimously carried.

Maintenance committee chairman to investigate the type of paint and prep work needed to properly repaint the back-section lamp posts black and the committee will either complete the

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work as a volunteer project or obtain a bid from a qualified contractor and make a committee recommendation to the board.

- f. **Front pool – leak repair and sand filter replacement.** Sue Seaver moved to approve the bid from Clear Water Services to replace the sand filter and make related repairs for the amount of \$893. The motion was seconded and discussed. This repair will be necessary this year if pools end up being opened this year. After discussion, the motion to approve the Clear Water Services bid was unanimously carried.

Secretary to send bid to CMI with request that work order be issued to Clear Water Services.

- g. **Approve or deny recommendation regarding reserved parking spaces in the east alley.** Sue Seaver moved that owners that reserve parking spaces in the east alley be required to keep the area around and under their vehicles free of garbage and debris. The motion was seconded, discussed, and unanimously carried.

Secretary to prepare a statement of agreement to be signed by owners that use reserved spaces.

- h. **Balance of funds anticipated in serial special assessment account.** Tom Messecar moved that remaining funds from the serial special assessment after payment of all expenses of the garage roof project be deposited into reserves. The motion was seconded and discussed. After discussion, Tom Messecar withdrew his request in favor of a suggestion by Sue Seaver. Sue Seaver motioned that a vote of the owners be held at the annual association meeting on whether to approve that the balance currently in the serial assessment account and the funds still to be collected for the serial assessment be designated for paving needs now that all expenses related to the garage roof project have been paid. The motion was seconded and unanimously carried.

Treasurer to work with CMI to calculate the amount of the serial special assessment still due from owners between 5/1/2020 and the final serial assessment due on 4/1/2021.

X. Next meeting dates.

- a. The annual association meeting is scheduled for June 25th, 2020 at 6 pm.
b. The next board of directors meeting will immediately follow the annual association meeting on June 25th, 2020.

XI. Adjournment. Steve Meyer adjourned the meeting at 7:18 pm.

Millridge Landscape Committee Report
for 6/4/20 HOA Meeting

Once again, the landscape committee did not meet this past month due to coronavirus. We, the committee members, have been communicating often about landscape issues. We did not receive any homeowner requests this past month.

A reminder...the sprinklers should be on and operating. If you notice an area that appears to be overwatered or underwatered, please let someone on the board or on the landscape committee know so PLM can adjust.

The committee would like the board to approve money to purchase a plant to put in the pot which sits in the middle of the walkway in front of unit 1596. Should not exceed \$30.

A big thank you to Jeri Old and Betty Lukins; they donated \$70 to pay for a Portuguese laurel plant to fill in the gap in the front hedge. We planted that, along with two geranium plants (planted in the pots in front of building 14). A group of volunteers worked very hard to apply mulch in the back (see below). Volunteers make such a difference here at Millridge and we thank you!

Most of the turf looks really good (in our opinion), but there are a few spots which need reseeding. The bid from PLM was too high, so we are looking into other options. If anyone has experience with reseeding, please let me know.

NW Trees delivered a load of freshly cut wood chips, per Millridge's request, and volunteers spread it around in a couple of areas in the NE corner of the property (back by the school fence). We need to watch for a period of time to make sure the green chips don't cause damage to the plants and trees in the area (possible nitrogen depletion, damage to shallow plant roots like rhododendrons). We would love to be able to have commercial (aged) mulch applied, but it would cost at least \$10,000. NW Trees did not charge us for the wood chips. After the test run, the committee can look at any possible ill effects, then vote on whether or not to recommend to the board that the chips be spread all around. Hopefully the chips work well in the test beds, the board will vote to use, and we can then have volunteers distribute throughout Millridge. Mulch would conserve water, eventually replenish the soil a bit and hopefully improve the appearance of the beds (sometimes the dirt in front of my unit looks like the Sahara Desert).

**Maintenance committee**1 message

Jim Bauer <bonbau100@yahoo.com>
To: Laura Absher Holgate <lauraabsherholgate@gmail.com>

Wed, Jun 3, 2020 at 11:30 AM

A meeting of the maintenance committee was held on 2nd June 2020.

Completed projects since last meeting

1612 - medium sized rock outside courtyard gate was replaced with pea gravel

1612 - garage roof inspected re concerns of leaking garage roof. No signs of leaks on roof and stains on ceiling of garage looks old. No signs of new water damage in garage.

Approved items pending completion

1656 - paint damage to siding after replacement of gutter downspout. A sprinkler is near to the siding and this appears to be having an effect on the paint. Bids are being sought for a local contractor to effect repair i.e. painting the siding - pending. The landscape committee will be asked for help in the location of the sprinkler - pending.

Moss removal on end - unit fences - this was discussed and it was agreed that the maintenance committee with help of volunteers will deal with removal by using detergent as power washing would possibly cause more damage.

Requests that need bids before board can vote on approval (new or previously postponed bids)**Side walk repairs -**

There is one bid from Safe Sidewalks.

Another bid from Ben Jories is requested as there was insufficient detailed information.

Glen Beckley will contact Washington County to get a specification on repairing of sidewalks and when we have that we will do a 'walk through' with Safe Sidewalks to determine. which of their 121 locations might be eliminated. A previous walk through on my own I identified 71 locations needing repairs

Maintenance Committee meeting1 message

Jim Bauer <bonbau100@yahoo.com>
To: Laura Absher Holgate <lauraabsherholgate@gmail.com>, Sue Seaver <dmeandsls@msn.com>, Tom Messecar <tommessecar@yahoo.com>

Thu, Jun 4, 2020 at 2:23 PM

Committee wishes to correct recommendation and comments on Paving to read that: Paving was discussed and no actions were recommended until further bids were received and conditions are confirmed as well as Costs.

~~that the paving be postponed until next year and meanwhile we look at doing complete paving of all needed areas at the same time which may result in more desirable bidding and cost advantages.~~

~~Meanwhile the maintenance committee recommends doing some small repairs to a few areas with holes exist to be done by volunteers.~~

Painting of fence caps & under eaves on bldg 15

Contractor has been contacted to bid this project. Expect a bid within 2 weeks.

Siding Repairs @ 1724 -

Bid Pending (Owner also given 90 days to replace gate and is asking to be given consideration to do gate @ same time as siding repairs)

Note, Probably won't get (not to exceed) amount on exterior walls @ 1656 & 1724 before meeting

Please advise if you think of anything I have missed! Jim