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**Millridge Homeowners Association
Meeting Minutes
Board of Directors Meeting
March 5, 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 143rd Avenue, Portland, OR 97229 on March 5, 2020. The meeting was called to order by Tom Messecar at 6:05.

II. Introductions and Director attendance.

Introductions proceeded throughout the room.

Quorum confirmed. Board members in attendance:

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

III. Approve / modify agenda. Laura Holgate moved to approve the draft agenda with addition of new business items IX(b-f). Motion was seconded; agenda approved.

IV. Approve / modify minutes of February 13, 2020 board of directors' meeting. [Draft of minutes were distributed to board members for review prior to meeting.] Laura Holgate made a motion for one correction to the draft minutes. The motion was seconded and the minutes, as modified, were unanimously approved.

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. Laura Holgate suggested board members each reach out to two or three owners about joining the board. Board members agreed to make an effort to seek owners that may be willing and qualified to serve on the board.

VI. Committee Reports.

- a. Treasurer's Report.** Sue Seaver, Treasurer, reported. Property maintenance is slightly over budget. She is continuing to seek answers to some questions about CMI accounting items, including: details of the insurance claim paid for water damage at 1580; Commercial Activity Tax ("CAT") has been charged as a percentage of each CMI expense on the line associated with that expense, but needs to be moved to the budget line for "tax, license, fees, and audits," as was agreed to in first discussions with CMI. She also reported that the CAT looks like it may be more than originally estimated. She will total the YTD amount as of 3/31/2020 for a better idea of how much it's expected to be over the year.
- b. Landscape Committee.** There was no landscape committee meeting held in February and no new owner requests for consideration. Betty Lukins announced that the March landscape committee meeting has been rescheduled to the 4th Thursday of the month, 3/26/20, due to the insurance presentation being held at the usual committee meeting time.
- c. Architecture Committee.** Jim Bauer, ACC chairperson, reported. Written report is attached. In addition to what is on the report, the ACC also recommends that the sign hanging from the chain at the entrance from NW 143rd be replaced.

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- d. **Maintenance Report.** *Tom Messecar reported* on status of maintenance projects. Written report is attached. In addition to the written report, he provided the following updates: fence at 1612 will be painted this month; they were unable to obtain bid to investigate source of leak and make repairs to pool shed at small pool, but expect to have it for April meeting; they are in process of securing bid for sidewalk repairs throughout community. *Sue Seaver reported* that the first round of sump pump inspections was completed today and the remainder of them will be done on Saturday, March 7th. She thanked Carol Parker for scheduling all the owner appointments and explaining the process to them, which resulted in every owner being at home and prepared at their appointment time. She also said that she's been very happy with the job done so far by Dave Warneking, of Warneking Construction, who did the inspections this year for the first time instead of CMI Service Division. *Carol Parker suggested* that speed bumps be repainted so they are visible.
- e. **Neighborhood Watch.** Shirley Carlson, Neighborhood Watch committee, reported. She asked when the fire lane signs will go in – answer was that the signs would be purchased and installed when/if board approves the proposed signs, which will be voted on at this meeting. She also cautioned that coyotes have been on property and have killed cats in the past, and suggested it be put in the next newsletter. She reported that in her daily drives around the property, she's noted several cars with out-of-state license plates or expired tags, which is against the Millridge rules. She listed three cars and stated she knew who owned them but wouldn't say. She agreed to call a board member the next time she sees one of them to report where it is at the time so the board can get a photo and send a notice to the owner for enforcement.

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

- a. Shirley Carlson said she was against having owners' behavior called out in the newsletter.
- b. Tim Jackson invited owners to go on the NextDoor website to read and reply to the comments he's made on that website and handed out printouts of his comments. Laura Holgate, as secretary, invited owners that read the comments to contact her for information or records related to any comments that they're concerned about or that imply failure or wrong-doing of the board.
- c. Sue Seaver submitted a map of the service area sent by Kelly Crouch at Pacific Landscape. She asked that the Secretary give it to Betty Lukins for the landscape committee's records. It shows that the service area includes the alleys and the property along the fences.
- d. Tom Messecar suggested that information about the letter owners received from Washington County about the Japanese Beetle containment program.

VIII. UNFINISHED BUSINESS.

- a. **Water on floor of pool shed at small pool from unknown source.** This item was postponed last month and it was agreed that it will remain postponed until bid received.
- b. **Update Homeowners' Manual.** Laura Holgate moved to schedule a special meeting to review and make modifications, if needed, to the proposed draft update of homeowners' manual and adopt the agreed upon version by resolution. Motion was seconded and discussed. After discussion, the motion was unanimously carried and the Special Board Meeting was scheduled for Tuesday, March 24th, at 6:00 pm.
- c. **Amend and restate CCR's and Bylaws.** Laura Holgate made a motion that: **1)** directors seek volunteers for ad-hoc committee and appoint committee members by board vote since there is currently no president; **2)** each director submit at least one suggestion, prior to the first ad-hoc

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committee meeting, for Article 7.1 , which sets out the maximum annual increase to the assessment; **3)** the ad-hoc committee review and consider the directors' suggestions and other options, and make recommendations to board; and **4)** that straw votes be used to determine likelihood of approval before HOA attorney prepares draft of Amended and Restated CCRs and Bylaws for vote by owners. The motion was seconded and, after discussion, the motion was amended to add **5)** that the work be completed in time to be voted on at the annual association meeting. The motion, as amended, was seconded and unanimously carried.

IX. NEW BUSINESS

- a. **Building 15 roof replacement.** Sue Seaver made a motion to approve the bid from Aylwin Construction, LLC. The motion was seconded and discussed. After discussion, the motion was amended to add that specific approval is for Aylwin to complete the work described in the bid for the base price of **\$30,870, PLUS** the following add-ons: **1)** gutters on the slope roof, not including downspouts @ **\$1743.00**; **2)** bird blocks on front and back of building where space is available @ **\$28 each**; **3)** replace the ducts to connect flapper vents @ **\$55 each**; **4)** install 6 permanent safety anchors @ **\$45 each**; **5)** replace damaged plywood/lam plywood where none exists over cedar shingles @ **\$65 per sheet** of ½" CCX plywood; **6)** additional work necessary to properly install roof to be completed at **\$75 per hour plus materials**. Also added to the motion were the following: shingle color to be the same as was used on building 14; if possible, project completed by the same foreman and crew that did building 14. The motion, as amended was unanimously carried.
 - i. Sue Seaver made a motion that Joe Sardotz, of Oregon Roof Consulting, be hired to do inspections as were done for previous roof replacements at buildings 1, 2, and 14 for his current rate of approximately \$525. The motion was seconded and unanimously carried.
- b. **Fire lane signs.** Sue Seaver moved to approve four 2'x18' signs that say "FIRE LANE" to be purchased at the cost of \$19.95 each and attached to the chain link fences at the north and south ends to the four lanes serving garages. Motion was seconded and discussed. After discussion, motion was amended to add a fifth sign to replace the sign currently hanging from the white chain at the entrance from NW 143rd Ave with the following specifications: appropriate size to hang from chain; side that can be read from NW 143rd to say "PRIVATE DRIVE" or "NO PUBLIC ACCESS" or similar wording; and side of sign that can be read from in the alley behind building 1 to say "FIRE TRUCK ENTRANCE-DO NOT BLOCK" or similar wording.
- c. **Gates that don't meet HOA standards:**
 - i. **1724 – gate in disrepair.** Laura Holgate moved to approve the ACC recommendation that the gate at 1724 be repaired or replaced to comply with HOA standard as defined in the bylaws and/or by recommendation of the ACC. Repair or replacement to be completed at owner's expense, except that the gate will be painted by HOA at HOA expense. The motion was seconded, discussed, and unanimously carried.
 - ii. **1590 – iron gate with visible plywood.** Laura Holgate moved to approve the ACC recommendation that the gate at 1590 be replaced or modified to comply with HOA standards. The motion was seconded and discussed. After discussion, the motion was amended to specify that a modification acceptable to the ACC would be for the plywood be painted to match the existing iron gate color, or for both the iron gate and the plywood

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to be painted either white, black, or the color of the fence. The motion, as amended, was seconded, discussed and unanimously carried.

- iii. **Time for owners to comply.** Sue Seaver moved that the owners of 1724 and 1590 both be given notice of the above requirements by sending a courtesy letter/first notice of violation that gives them 90 days to comply. The motion was seconded, discussed, and unanimously carried.

- d. **White fence posts and chain at NW 143rd entrance.** Laura Holgate moved to approve the ACC recommendation that Jim Bauer be authorized to re-paint the two white fence posts and white chain at the entrance from NW 143rd Ave for the cost of materials only, anticipated not to exceed \$90.00. The motion was seconded, discussed, and unanimously carried.

- e. **1618 – Owner ACC request for authorization to paint front door black.** Jim Bauer made a motion to approve owner’s request to be authorized to paint her front door black. The motion was seconded, discussed, and unanimously carried.

- f. **1612 – Owner ACC request for authorization to install two new, white vinyl windows.** Jim Bauer made a motion to approve the owner’s request to be authorized to install two white vinyl windows. The motion was seconded and discussed. After discussion, the motion was amended to make the approval conditioned on the following: windows must fit in the existing opening (be the same size, dimensions and location of existing windows), must be installed by a licensed, bonded, and insured contractor, and exterior surfaces (siding, trim) be restored to pre-installation condition; if paint touch up is required, the painting will be done by the HOA. The motion, as amended, was seconded and unanimously carried.

X. Next meeting dates.

- a. The next regular board meeting is scheduled for 4/2/20 at 6:00 pm.
- b. HOA insurance policy presentation is scheduled for 3/19/20 at 6:00 pm.
- c. A special meeting of the board of directors re: homeowners’ manual is set for 3/24/20 at 6:00 pm.

XI. Adjournment. The meeting was adjourned by Tom Messecar at 7:50 pm.

Architectural Control Committee Report
March, 2020

A meeting of the ACC was held at the clubhouse on 2/27/20. This report is based on the minutes of that meeting and two homeowner requests submitted after the meeting.

1) **COMPLETED SINCE LAST MEETING:**

- a) Fence at 1736 has been painted (board approved at 2/13/20 meeting)

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

- a) **Fire lane signs.** Committee recommends to the board that fire lane signs be posted @ north and south ends of the four lanes serving garages, with signs to be ordered from MY PARKING SIGN. Cost: 2” x 18” \$19.95 each; 18” x 24” \$43.95 each. (Signs would be attached to fences with zip ties.)
- b) **1724 – Gate in disrepair.** Committee recommends that board send notice to owner of 1724 to repair or replace courtyard gate to HOA standards.
- c) **White fence posts and chain at NW 143rd entrance.** Committee recommends that Jim Bauer be authorized to repaint white posts and chain at entrance from NW 143rd to be more visible (only cost is paint).
- d) **1618 – Owner request for authorization to paint front door black.** Committee recommends approval.
- e) **1612 – Owner request for authorization to install two new white vinyl windows.**

3) **REVIEWING FOR NEXT MONTH:**

- a) **Garage doors.** Committee is looking at all garage doors and will make recommendations for the APRIL meeting about repairs, painting, power washing, or painting that may be needed.

ARCHITECTURAL CONTROL COMMITTEE INFORMATION

Meetings: ACC meetings will be held on the 3rd 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 Report March 2020:

Completed:

1. Owner had sewer line between unit 1640 and common line repaired – new homeowner had asphalt removed replaced.
2. Note: TVWD made repairs to their waterline and completed reseeding.
3. Inexpensive signs that would be attached to chain link fence were obtained to be posted in alley behind building 1 &2 to indicate fire lane. These will be posted using inexpensive ties.

Approved items pending completion:

4. 1612 Request to repair of end unit fence damage. Ben Jones \$450 bid for repair, additional \$75 to do touch up paint.
5. 1732 Pending request: fence next to unit will be painted when weather improves.
6. Bids for sump pump inspection: Warneking \$1300 to start in March.

Submitted requests/concerns requiring Bids:

7. 1656 Paint problem discovered during replacement of gutter downspout screens. Defer until May 2020 to possibly combine with painting end unit fence caps.
8. Water on floor reported in small pool equipment shed Ben Jones should have bid by meeting.
9. 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. Board suggested deferring to see if volunteers could be recruited to wash areas with soap and bleach. Propose deferring until May 2020 when weather is sufficiently improved to recruit volunteers.
10. 1632 crack in sidewalk – Propose deferring until May 2020 to allow inspection of need for other sidewalk repairs.
11. Paving one or more sections of asphalt seeking bids to make a priority plan for replacement.

On agenda for Board decision:

10. Roof replacement Building 15: Aylwin **\$31,430.00**; Clear Vision **\$42,595.00**; Raindrop **\$38,999.00** – **see table with summary of bid criteria attached.**

Note:.