

**Millridge Homeowners Association
Meeting Minutes
Board of Directors Meeting
September 3rd, 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 6:02 pm by Laura Holgate.
- II. **Board members in attendance.**

All directors were present, including Jim Bauer, Laura Holgate, Ann Parker, and Sue Seaver.

 - Board member, Sheila Darby has resigned. Lynn Webber in 1580 volunteered to be on the board. Jim Bauer moved to accept, and it was seconded. Lynn Weber was unanimously elected to serve the remainder of the director term that expires in June, 2021.
- III. **Modify/Adopt Agenda.** Laura Holgate moved to add a reimbursement request of \$29.99 for herself for purchase of sign blanks for the paving project. Sue Seaver moved to have a bouquet or something like it delivered to the Prince of Peace Church for allowing parking on their premises during the paving project. Ann Parker moved to adopt the modified agenda. Motion was seconded and unanimously carried.
- IV. **Committee Reports.**
 - a. **Treasurer's Report.** Sue Seaver, Treasurer reported.
 - b. **Landscape Committee.** Chris Morris, committee chairperson, reported. Landscape report attached. They will need to have a special meeting to go over the water plan.
 - c. **Architecture Committee.** There were no new ACC requests from homeowners since the last meeting. No report made.
 - d. **Maintenance Committee.** Jim Bauer reported. Maintenance Committee report attached.
 - e. **Neighborhood Watch.** No report this month.
- V. **Owners Forum.** Owners were given an opportunity to make comments and suggestions.
- VI. **UNFINISHED BUSINESS.**
 - a. **Note for record:** the following items remain postponed and will be voted on when in-person meetings are resumed. 1) appointment of ad-hoc committee for proposing amended/restated CCRs and Bylaws to owners for association vote; and 2) resolution to adopt updated homeowners' manual. The postponement is to allow for greater owner participation than possible in virtual meetings.
 - b. **Note for record:** the maintenance committee is still awaiting bids for: sidewalk repairs and cleaning or painting of end unit fences, so the postponement of those items will continue until bids are received and a committee recommendation is made.
 - c. **Serial Assessment:** Sue Seaver, Treasurer, is not satisfied with the report. She motioned to work with Ursula Locke to go over it and get updated questions for CMI. Motion was seconded and unanimously carried.

Approved

VII. NEW BUSINESS

- a. **Approve/deny landscape committee projects described in summary provided to BOD.** Laura Holgate moved to approve the plan submitted by the landscape committee for planting in 10 locations. Motion was seconded and unanimously carried. A copy of the plan is attached.
 - b. **Reimburse Jim Bauer.** Laura Holgate moved to reimburse the amount of \$89.10 to Jim Bauer for the purchase of plywood and safety vests needed for the paving project; and for lightbulbs for outdoor carriage lights and bee/wasp insecticide. Motion was seconded and unanimously carried.
 - c. **Reimburse Laura Holgate.** Jim Bauer moved to reimburse the amount of \$29.99 to Laura Holgate for her purchase of signs for parking during the paving project. The motion was seconded and unanimously carried.
 - d. **Maintenance Recommendation – 1696.** Jim Bauer moved to approve the bid from FIT Construction to clean, caulk, and repaint the area near the chimney at the roofline for a cost not to exceed \$250. Motion was seconded and unanimously carried.
 - e. **Maintenance Recommendation – 1694.** Laura Holgate moved to accept the bid from FIT Construction to repair loose concrete and brick at area of loose handrail and remount the handrail for a cost not to exceed \$500. Motion was seconded and unanimously carried.
 - f. **Homeowner request – 1640.** Jim Bauer motioned to discuss approving or denying ordering an additional recycling cart for the alley behind 1640. Motion was seconded. Jim Bauer moved to approve the request if the costs do not exceed \$15/month. Motion to approve was seconded and unanimously carried.
 - g. **Bouquet/Gift Basket for Prince of Peace.** Sue Seaver motioned to have Jim & Glen spend no more than \$50 to get something appropriate as a thank you to the Church for allowing parking on their property during the paving project. Motion was seconded and unanimously carried.
- VIII. Next meeting dates.** Ann Parker moved to accept the date and time of the next board of directors meeting to be Thursday, October 1, 2020 at 6 pm. Motion was seconded and unanimously carried.
- IX. Adjournment for executive session to discuss confidential collection negotiations.** Sue Seaver motioned to approve the offer contingent on CMI and the law office splitting the loss with the HOA, and on the owner in question being put on an auto payment plan for the dues each month. Motion was seconded and discussed. Motion was unanimously carried.
- X. Meeting reconvened at 7:10 pm to vote on agreement in executive session.** Sue Seaver motioned to confirm the vote made during executive session and it was seconded and unanimously carried.
- XI. Special Meeting for irrigation plan.** Laura Holgate moved to set a special meeting to discuss irrigation and water issues. Motion was seconded and unanimously carried. Meeting to be scheduled.
- XII. Laura Holgate to connect with Lynn Webber and then to resume discussion of board positions at the next meeting.**
- XIII. Adjournment.** Laura Holgate moved to adjourn. Motion was seconded and meeting was adjourned at 7:14 pm.

Millridge Landscape Committee Report
For 9/3/2020 HOA Meeting

The landscape committee met on 8/20/20. We had no homeowner requests to consider.

The committee worked on deciding which plants to put in the ten locations recently voted on by the committee.

The committee discussed Pacific Landscape Management (PLM)'s recommendation for the HOA to pay for a comprehensive irrigation map; the committee recommends that the board invite Molly (PLM) and possibly Glen Beckley to give additional information to the board at an HOA meeting before making a decision.

The committee talked about the treatment of several of our rhododendrons for powdery mildew disease. We talked about strategies to get rid of the rest of bishop's wort ground cover at 1642. We decided to postpone future drop offs of green mulch until after the paving project next month. We reviewed our list of trees needing attention from NW Trees this Fall.

Just a reminder...we need input from residents regarding landscape concerns. Please contact a committee member or someone on the board if you have any concerns or suggestions.



Laura Absher Holgate <lauraabsherholgate@gmail.com>

Maintenance meeting update

1 message

Jim Bauer <bonbau100@yahoo.com>

Wed, Sep 2, 2020 at 10:58 AM

To: Laura Absher Holgate <lauraabsherholgate@gmail.com>

A maintenance meeting was held on Friday 14th August 2020

Completed projects since last meeting:-

Siding repairs 1656 and 1724 completed

Fence caps completed

Approved items pending completion :-**Paving project -**

Vancouver Paving commenced work on September 2nd.

Phase 1 - Sept 2 - 4

Rear of buildings 8,9, and 10

Phase 2 - Sept 8 - 9

Cul de sac and alley between buildings 12 and 13

Prior to the commencement of the project several information notices were delivered to all home owners either hand delivered or email informing them of restrictions to their garages, request for parking spaces and relocation of garbage/ recycle bins etc and the removal of all vehicles parked at rear of buildings 9 and 10. The local church next door gave permission for homeowners for temporary parking during the paving project.

A lot of work was done by the Board members and maintenance committee to get ready for the project as detailed above. liaised with Vancouver Paving throughout.

Plywood boarding was purchased and planks obtained to cover the storm drain area near end of building 5 and alley of building 3 so that heavy equipment could be driven over it during project.

Reflective vests were purchased to be used by maintenance committee staff.

Jim sending in receipts:-

Vests for paving & caution tape for railing @ 1694----- \$23.44

Plywood for drain cover and - White paint for locating sidewalk repairs-----\$17.82

Signs were made for parking spaces for homeowners who requested them and were put up prior to Sept 2nd.

Painting under eaves of buildings 15 and 1 -

Not completed still ongoing

Requests that need bids before board can vote on approval (new and previously postponed bids)

Repairing of side walks :-

Safe side walks had sent in a previous bid which was costly and the maintenance committee felt we needed a competitive bid.

Jim met with Safe sidewalks to look at the items in the original bid was told that the previous bid that was sent in was for 'grinding' only. They are aware that we are awaiting further bids.

Glen met with 2 new sidewalk contractors last week to obtain bids which are still pending. He felt one seemed very favorable to work with and does lots of work for city of Beaverton.

Striping new asphalt for parking spaces, etc-Pending bid per Vancouver paving subcontractor

Moss & stain removal and repainting of end walls/siding:-

Was originally scheduled to be done by maintenance committee but was considered too much for volunteers to do the project due to number (17) needing work and height of some. Awaiting bid by Fit Construction.

1694 - loose railing and bricks on steps to front door:-

This was found while hand delivering notices for paving project. Owner informed and request form with photos completed. Hoping to have bid from one of the contractors bidding on sidewalk repair as well as FIT Construction.

1696 - damaged fascia boards by roof

Owner completed a request form with photo

Awaiting bid by Fit Construction and possibly Ben Jones

Miscellaneous:-

'Yellow jackets ' were removed from a lamp outside 1696 and the nest was found nearby by a tree stump at the front of the property. Wasp/Hornet spray was purchased - several applications

were tried to no avail. Maintenance liaised landscape to deal with this. (**receipts being presented for \$10.74**)

PGE light on end of the island by cul de sac not working properly:-

The light comes on at night stays on for awhile, then fades, then flickers back on and off . This was reported 3 times in the last 2 weeks and just received confirmation from PGE today that they will be outASAP.

The landscape committee decided to purchase and plant some plants in the beds around Millridge this year. We did a walk around and came up with about 30 possible locations; the Landscape committee members then voted for their top ten priorities and we came up with ten locations which we determined were most in need. We will delay most purchasing and planting until the weather is cooler. Besides the plants, we need soil, transplanting/starter treatment and fertilizer. With time to shop around before planting, we wanted to take advantage of sales. In the past, the chairperson has provided the soil, starter treatment and fertilizer out of her own pocket, but the committee felt that the HOA should pay these expenses. The committee asked for permission to buy some of what we need for this project; we're not sure how much it will all cost, so we are asking the board for permission to spend up to \$300 toward the total cost of the project. We will still need to purchase and then get reimbursed, but this way we wouldn't have to wait as long for reimbursement.

The ten locations are as follows:

- 1610 Messecar - building 3
- 1612 Gerald - building 4
- 1662 Friend - building 8
- 1666 Walker - building 8
- 1668 Krane - building 8
- 1692 Barstow - building 10
- 1742 Haynie - building 14
- 1744 Alexander - building 14
- 1746 Tylor - building 14
- 1756 McKeen - building 15

We have already planted a Japanese laurel at 1746 (donated by Jim and Ann Bauer...they found a beautiful plant on sale!) and have a Ninebark which we plan to plant at 1610.

Millridge Plants

- 1594 – 2 – Allen – Clear ground cover – Siefert
- 1610 – 3 – Messecar – Remove lvy, put in tall plant, dramatic
- 1612 – 4 – Gerald – Plant
- 1624 – XX – XXX – 2 accent plants
- 1630 – XXX Left of door sm plant, right of door grass?
- 1632 – 5 – jaline – More river rock, grasses or Crocosmia (lucifer only!)
- 1642 – 7 – Plotner – Remove ground cover
- 1652 – 7 – Munson – Plant
- 1662 – 7 – XXXX 2-3 plants
- 1666 – 8 – Walker – 2 or 3 plants
- 1668 – 8- Krane – 2 or 3 plants
- 1688 – 10 – XXX – Too many pots!! Plant for her?
- 1670 – 9 - Kamegawa – Plant on strip out to alley? – Water for rhody??
- 1672 – XX – XXX – R of door 2 spots
- 1684 – 10 capacchetti – Plant in strip to alley? NO water.
- 1686 – 10 – XXX – Plant items in pots?
- 1692 – XX – XXX – Plant Left of door
- 1700 – 11 – Parrish – Plant
- 1726 – 13 – Hall – Plant
- 1742 – 14 – Haynie – 2 or 3 Plants
- 1744 – 13 – Alexander – Plant
- 1746 – 14 – Tylor – Plant – BIG dramatic?
- 1748 – 14 – McCambridge NO?? Needs something in alley though.
- 1750 – XX – XXXX – 2 plants, 1 right & 1 left of door
- 1756 – 16 - McKeen – Plant
- 1758 – 15 – Gallaher – Plant?? NO..