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**Millridge Homeowners Association
Meeting Minutes
Emergency Board of Directors Meeting
May 7th, 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 6:00 by Tom Messecar.
- II. **Quorum confirmed.**
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. **Approve / modify agenda.** Laura Holgate moved to approve the revised version of the draft agenda distributed to directors prior to the meeting. The motion was seconded and the agenda was adopted.
- IV. **Approve / modify minutes of April 2nd, 2020 emergency board of directors' meeting.** [Draft of minutes were distributed to board members for review prior to meeting.] Tom Messecar moved to approve the minutes without changes. The motion was seconded and unanimously carried.
- V. **Committee Reports.**
 - a. **Treasurer's Report.** Sue Seaver, Treasurer, reported. CMI assured her that CAT will be in correct category next month – should be in the “taxes, fees, and licenses” category. Operating income is exceeding expected income, which may be the result of delinquent accounts recently brought current.
 - b. **Landscape Committee.** Chris Morris, landscape committee chairperson, reported. There was no landscape committee meeting held in April due to Governor’s “stay home” order.
 - c. **Architecture Committee.** Jim Bauer, ACC chairperson, reported. A written copy of the report is attached.
 - d. **Maintenance Report.** Tom Messecar reported on status of maintenance projects. A written copy of the report is attached.
 - e. **Clubhouse Report.** No rentals. Governor’s order prohibiting social and recreational gatherings is still in effect.
 - f. **Neighborhood Watch.** Shirley Carlson reported that there are a lot of kids playing outside and on bikes and cars need to be extra cautious and aware, especially when turning because there may be a child playing or riding a bike right around the corner. This should go in newsletter.
- VI. **Owners Forum.** Owners were given time to make comments and suggestions.
 - a. Shirley Carlson suggested that new owners be told right away that there are coyotes around here and cats should be kept inside.

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VII. UNFINISHED BUSINESS.

- a. **Small amount of standing water observed on floor of back pool shed.** Laura Holgate moved that this be tabled indefinitely. Ben Jones inspected and didn't see any clear source of leak and no water damage; matter can be brought back if it appears to be a problem in the future. Motion was seconded and unanimously carried.
- b. **Paving of one or more sections of pavement.** Sue Seaver recommended this continue to be postponed to obtain bids; one contractor was out this week and more will be scheduled. Motion to postpone to next month seconded and unanimously carried.
- c. **Sidewalk cracks throughout community – previously postponed for bids.** One bid received from Ben Jones. Laura Holgate moved that a bid be obtained from Safe Sidewalks, to include a report that identifies cracks large enough to be hazardous or present a liability concern. Motion was seconded and discussed. Tom Messecar read the bid received from Ben Jones. After discussion, motion was carried with three votes in favor and one director not voting.
- d. *Potential proposal of amended CCRs and Bylaws, including appointment of ad-hoc committee for same, remains postponed until in-person meetings resume.*
- e. *Update to homeowners' manual remains postponed until in-person meetings resume.*

IX. NEW BUSINESS

- a. **Annual association meeting.** Sue Seaver moved that the annual meeting be held by video and telephonic meeting to be run by Steve Meyer, with election conducted by absentee ballot. Motion was seconded and discussed. After discussion, *motion was amended as follows: annual meeting to be held on June 25th in the clubhouse and pool deck area with all sliding glass doors open to create large space with seating at least 6 feet apart; election to be conducted with both absentee ballots and ballots collected in meeting. If order prohibiting such gatherings is still in effect, virtual meeting may be held with both video and telephonic access and election by absentee ballot.* The motion, as amended, was seconded and unanimously carried.
- b. **Appoint nominating committee.** Chris Morris and Laura Holgate will serve as nominating committee. There are two director terms open in June to be elected by members. Those terms run for three years. One director vacancy remains following Justin Redd's departure prior to the end of his term; that vacancy to be elected by directors and the term ends in June, 2021.
- c. **Pool season opening.** Sue Seaver moved that the pools be opened on the Friday before Memorial Day weekend, which is Friday May 22nd. The motion was seconded and discussed. Conditions that would need to be met were discussed, along with discussion of press conference given by Governor Brown indicating there was a partial reopening of the state that would take effect on May 15th. Following discussion, Sue Seaver amended her motion as follows:

The pools will open on Friday, May 22nd (the Friday before Memorial Day) SUBJECT TO THE FOLLOWING CONDITIONS: 1) that Governor Brown issues a change to the existing "stay home" order to allow pools in Washington county to be open; and 2) that the pool committee and board of directors agree that it is feasible to meet all specific safety guidelines required as part of the governor's re-opening plan. In order to determine whether it is feasible to meet the specific safety guidelines will be decided at a Special Meeting of the Board of Directors, which shall be held in tandem with the pool committee, on Friday, 5/15/2020 at 6 pm.

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- d. **Ratify landscape committee's approval of owner requests to plant annuals.** Laura Holgate moved that the authorization given to owners by the landscape committee to plant annuals be ratified by the board of directors. The motion was seconded and unanimously carried.
 - e. **Painting of eaves under new roof at building 15.** Laura Holgate moved that when a bid is obtained for the painting of the fence posts and the minor paint repair at 1656, an estimated amount for the cost of painting the eaves of building 15 also be included. The motion was seconded and carried with three "yes" votes. One director didn't vote.
 - f. **1612 (Gerald) – request for inspection of possible roof leak.** *This item removed; area was inspected and it was determined that there is no current leak.*
 - g. **1614 (Gerald) – request for HOA to replace medium-sized rocks with pea gravel.** Sue Seaver moved that the request be approved. The motion was seconded, discussed, and unanimously carried.
 - h. **1766 (Reiner) – request to place raised garden bed planter in north alley across from his unit.** Jim Bauer moved that the request be approved. The motion was seconded, discussed, and unanimously carried.
 - i. **1768 (Moody) - request to place raised garden bed planter in north alley across from her unit.** Jim Bauer moved that the request be approved. The motion was seconded, discussed, and unanimously carried.
 - j. **Bark chips – possible source of free bark chips.** Sue Seaver moved that the HOA order one load of wood chips from a company that provides free wood chips so they can be put to use instead of hauled away and dumped, and that the first two spaces in the north alley be opened up as a location for the chips to be dropped. The motion was seconded and discussed. After discussion, the motion was unanimously carried.
 - k. **1736 (Lukins) – request for authorization to paint front door black or raisin color.** Sue Seaver moved that the request be approved. The motion was seconded, discussed, and unanimously carried.
- X. Next meeting dates.**
- a. The next monthly board of directors' meeting is scheduled for Thursday, June 4th, 2020 at 6 pm.
 - b. The annual association meeting is tentatively scheduled to immediately follow the monthly board of directors meeting on June 4th.
- XI. Adjournment.** Tom Messecar adjourned the meeting at 7:03.

Millridge Landscape Committee Report
For 4/7/2020 HOA Meeting

The landscape committee did not meet in April because of the coronavirus "stay at home" orders.

Several homeowners asked the committee for permission to plant annuals and the committee (via email) approved these requests. Another homeowner requested that something be done about the bare dirt (should be turf) in front of his unit. On 4/22, PLM applied treatment to turf to kill the turf moss and the committee is looking at having PLM reseed a few areas in the turf.

The sprinklers in Millridge are due to be turned on soon. PLEASE WATCH for areas around you that are getting TOO MUCH or TOO LITTLE WATER and let someone on the landscape committee or the board know what you observe. Adjustments are always necessary, and, in part, are dependent on people letting us know. Committee members are: Barbara Getty, Carol Parker, Kathleen Noss, Ann Bauer, Sue Seaver, Betty Lukins and Chris Morris.

Sue Seaver is investigating a possible source of free bark dust. The company is Chipdrop. We are told that the bark dust is fairly chunky. It would be deposited somewhere on the property and would be up to volunteers/homeowners to distribute and spread.

A big thank you to Orson Haynie, Jim Bauer and Dave Edwards for volunteering to clean up the area along the fence between Millridge and Terra Linda. Thanks to Sue Seaver, Curt Gallagher, Christie Alexander, Mary Alexander-Gould, and Graham Tamblyn for helping finish the project (and Annie Bauer for supplying cookies). Thanks to Carol Parker for pruning plants and cleaning up beds around the property, and to Spencer Morris for digging out dead plants and digging holes for new ones. Volunteers make such a difference here at Millridge and we certainly appreciate all you do.

1. Completed since the last meeting:

- a. **White street posts and chains repainted.**
- b. **Some lamp posts (of the carriage lamps) have been painted.** Lamp posts in back are a different material that can't be easily repainted to look good. Overall, the existing lamp posts are in bad shape and should probably be replaced but it would be very costly – about \$140 apiece just for the materials, not including the electrician's time.
- c. **Replaced one of the address signs in back that had fallen off.**
- d. **Levelled the concrete bench in the memorial garden.**

2. Approved items pending completion: NONE

- a. **Owner of 1724 given notice to replace gate within 90 days (must meet AC standards).**

3. Requests that need bids before board can vote on approval (new or previously postponed for bids)

- a. ***Unfinished/previously postponed for inspection and bids:*** Paint fence caps. Need bid(s) or possibly volunteers. Will obtain bids or potential volunteers to be voted on at June meeting.

4. Agenda-ready items (description and committee recommendations included below)

- a. 1612 – Request to replace medium-sized rock outside gate with pea gravel. ***Committee recommends approval.***
- b. Bldg 15 – Painting of eaves under new roof at building 15 – board to vote on whether to defer that until whole building gets painted or whether to get bids to get it painted now.
- c. 1766 – Owner already put in planter box and ACC has approved the box that was put in place. ***Committee recommends the board give it after-the-fact approval.***
- d. 1768 – Owner request to build planter box (at owner's expense) in north alley similar to the one put in by owner of 1766. ***Committee recommends approval.***

Millridge Maintenance Report for May 7TH 2020

1. Completed since the last meeting:

- a. 1612 - end unit fence repairs
- b. Building 15 - Roof replacement
- c. 1766 – Roof leak (emergency repair authorized by CMI).

2. Approved items pending completion:

- a. Paint damage at 1656 (discovered during replacement of gutter downspout screens).
Status?
- b. Moss removal on end-unit fences (1588, 1590, 1610, 1634, 1696; 1712, 1762. **Status?** Last month board agreed that this could be done by volunteers – need to know if volunteers have been recruited.

3. Requests that need bids before board can vote on approval (new or previously postponed for bids)

- a. **Unfinished/previously postponed for inspection and bids:** 1632 crack in sidewalk/Cracks on sidewalks throughout community. Need at least two bids, one from Ben Jones and one from Safe Sidewalks. Third bid would be good if another potential bidder can be found.
- b. **Unfinished/previously postponed for inspection and bids:** Paving one or more sections of asphalt. Need bids and recommendation from bidders as to which section(s) are most in need of replacement. It was agreed by board that at least one section would be done this summer. **What is status of getting bids? Need to get on schedule for this summer.**

4. Agenda-ready items (description and committee recommendations included below)

- a. 1766 – roof leak repaired - CMI authorized it as an emergency repair. Board doesn't need to vote to approve, but may want to ratify the approval given by CMI so the repair and expense gets noted on record.
- b. 1612 Request for inspection of possible garage roof leak and repairs if needed. (New Business). **Information and recommendation:** Area where water was ponding on garage roof surface and where there was indication of water damage on wood inside garage was inspected and it was determined that there is no current leak; staining on garage interior is from previous leak. Some short-term ponding of water on top of flat roof is common and not necessarily an indication of a problem.