

Millridge Homeowners Association
Minutes – Board of Director’s Meeting

Date: Thursday, January 7, 2021

Time: 6:00 PM

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 need to conduct necessary business of the HOA during the Covid-19 state of emergency. This statement is given pursuant to ORS 94.640 (10)(b)

1. **CALL TO ORDER:** At 6:01 pm Laura Holgate called the meeting to order.

2. **BOARD MEMBERS IN ATTENDANCE:** Laura Holgate
Jim Bauer
Sue Seaver
Ann Parker
Lynn Weber

3. **MODIFY/ADOPT AGENDA:**
Motion: Laura Holgate made a motion to adopt agenda with modifications: 1) sump pump inspection bid is \$50 per pump rather than \$1100 flat bid; add “parking issues” as a new item.
Seconded by: Jim Bauer
Vote: Unanimously carried

4. **MODIFY/ADOPT Minutes of 12.04.2020 monthly Board Meeting:**
Motion: Laura Holgate made a motion to approve the December Minutes.
Seconded by: Sue Seaver
Vote: Unanimously carried

5. **COMMITTEE REPORTS:**
 - a. **Treasurer’s Report: Sue Seaver reporting.** Received the November 30, 2020 financial statement. Overall operating expense over budget for November, but expects it to balance out by the year-end report.
 - b. **Landscape report: Chris Morris not in attendance.** Next meeting will be in February, no homeowner requests, small matters can be decided by email.

- c. **ACC Report:** Betty Lukins reports that there are no neighborhood requests this month.
 - d. **Maintenance Report: Jim Bauer reporting.** Written report attached.
 - e. **Neighborhood Watch Report: Shirley Carlson reporting.** Little boys in building 5 run in and out and bike in and out of their garage. Suggest signs to remind drivers to go slow.
6. **OWNER'S FORUM:** Sue Seaver wishes to thank Christy Alexander and Orson Haney for their hard work in spreading the remaining mulch.
7. **UNFINISHED BUSINESS**
- a. **Sump pump inspections.**
Motion: Jim Bauer made a motion to approve bid from Terry Massey Plumbing at \$50.00 per sump.
Seconded by: Laura Holgate
Vote: Unanimously Carried

 - b. **Gutter Cleaning.**
Motion: Laura Holgate made a motion to postpone.
Seconded by: Lynn Weber
Discussion: No bid yet. Need referrals from Steve Meyers and/or Loren Mosby, but if very high, get on schedule for Jon's Gutter Service for his next availability, which may be March. Jim will ask Jon's Gutter Service to put us on schedule now for next fall/winter.
Vote: Carried Unanimously

 - c. **Drainage at end of building**
 - i. **Motion:** Laura Holgate made a motion to rescind the previously approved bid from Dave Warneking
Seconded by: Jim Bauer
Vote: Unanimously carried
 - ii. **Motion:** Jim Bauer made a motion to approve bid from from Beaverton Plumbing for \$1126.00 plus cost of insulating material and rock for aesthetics.
Seconded by: Laura Holgate
Vote: Carried Unanimously
8. **NEW BUSINESS:**
- a. **Reimburse Jim Bauer \$85.38.**
Motion: Laura Holgate made a motion to approve reimbursement of \$85.38 to Jim for two motion lights and batteries to light walkway between buildings 1 & 2.
Seconded by: Lynn Weber
Vote: Approved unanimously

b. **Reimburse Carol Parker \$18.98**

Motion: Laura Holgate made a motion to reimburse Carol Parker \$18.98 for purchase of bows and ribbon to decorate sidewalk lights.

Seconded by: Lynn Weber

Vote: Carried unanimously.

c. **Approve/modify draft of endorsement letter and ballot.**

Motion: Laura Holgate made a motion to approve the draft version of the endorsement letter and ballot for owners to vote on designation of remaining serial special assessment funds.

Seconded by: Jim Bauer

Discussion: Sue Seaver noticed an incorrect date at end of letter. Laura Holgate will correct it.

Vote: Carried unanimously.

d. **Parking rules.**

Motion: Sue Seaver made a motion that parking rules need to be enforced consistently.

Seconded by: Laura Holgate

Discussion: Jim Bauer stated that we should have a way to make exceptions. Laura Holgate requested that all board members review the parking rules in the bylaws, resolutions, and 2014 homeowners' manual and mark them with changes they'd like to see since there is ongoing disagreement about the rules and enforcement decisions.

Vote: Carried unanimously.

e. **Light sensor on top of back pool house** isn't reliably turning lights off during daylight hours.

Motion: Laura Holgate made a motion to table discussion of repair, replacement or relocation until it's been cleaned since that may be all that's needed.

Seconded by: Lynn Weber

Vote: Carried Unanimously

9. **MEETINGS.**

a. Special Association Meeting for owners to vote on proposed amendment to Serial Special Assessment. Meeting to be held January 28, 2021.

b. Next regular Board of Director's meeting to be held Thursday, February 4, 2021

10. **Adjournment:** Laura Holgate adjourned the meeting at 6:56pm.

MAINTENANCE COMMITTEE REPORT to board of directors for 1/7/21 meeting

There was no maintenance committee meeting last month due to COVID restrictions and holiday season and weather.

COMPLETED PROJECTS SINCE LAST MEETING:-

Alleyway between Buildings 1 & 2

Safety concern by a resident regarding no lighting in area, when regularly using this late at night due to work schedule. Lights cannot be repaired so Jim put up a battery operated, motion sensor light on unit number 1590. The area is now well lit. Both the concerned resident and home owner were consulted and in agreement with solution.

Light bulb changing of carriage lights

Several light bulbs have been changed by Jim since the last meeting.

Street sign repair

Sign at 1st island at front of estate had fallen off, and was repaired & replaced by Jim.

ONGOING PROJECTS (already approved by board):-

Painting of eaves under buildings 15 & 1

Ongoing - no exposure under eaves so will be completed with other miscellaneous painting. Also delayed due to bad weather.

End fence cleaning / moss removal and touch up paint:-

Bid approved in December meeting for Fit Construction to do the work - ongoing - delayed due to weather conditions.

PROJECTS THAT NEED BOARD APPROVAL :-

Sump pump inspections:-

Recommend approval of bid from Terry Massey Plumbing. He's set aside 1/15/21 to do the inspections. See also comments regarding building 6 issue at end of this report.

Gutter cleaning:-

I have not received any response from Integrity Home & Business Strategy regarding gutter and down spout cleaning Bid! I have left 3rd message today. If no further response I suggest we contact last years' vendor who told me they were short handed and probably couldn't be here before late February!

MISCELLANEOUS:-

There is a concern that some of the lights in the back part of the estate are staying on longer than usual. They are controlled by the sensor on the roof of the building in the back pool. The sensor needs to be looked at to see if it needs cleaning. Another issue is that the trees have grown up around in the area and may be blocking the sensor. It might need to be moved. For discussion.

EMERGENCY ISSUES:-

Roof Leaks

1736 - The resident contacted Jim about water coming through living room ceiling. On initial inspection it was deemed an emergency and this was passed onto CMI who arranged for roof to be tarped that day and authorized and scheduled inspection and emergency repairs.

1710 - The resident also had a similar issue and the resident contacted CMI direct. CMI authorized and scheduled emergency repair. Jim followed up to see if this had been done. Repair complete.

Water in crawl space/sump pump problems

1638 – Owner reported to CMI that crawl space was flooded. CMI authorized and scheduled site check by D & F Plumbing.

It was noted that water was gushing out of the sump pump drain line from under unit 1638. The end of line had become disengaged from pipe going into the down spout drain. I have reattached pipes but further repair may be needed.

1640/N end of bldg. 6 - Temporary hose draining water from catch basin @ end of bldg. 6 to the street drain @ intersection between bldgs. 6 & 7 was pumping excessive amounts of water that was draining right back along the end of bldg. 6 and causing severe flooding along end of building 6.

D & F Plumbing was called and responded promptly. Sue and I met with them at the site. It was determined that drainage from catch basin sump pump to catch basin at intersection between bldgs 6 & 7 was impacted from paving project and requires re-routing drain pipe from above ground to buried @outside edge of asphalt. Bid requested and pending from D & F Plumbing. This will require minimal cutting & repair to asphalt where drain pipe crosses asphalt to drain in middle of intersection. Thinking some of this cost might come from paving project funds if any balance remaining.