

Jantzen Beach Moorage Board Meeting Minutes
February 16, 2010 @ 6:30 PM
Holiday Inn Express – Hayden Island Dr, Portland OR

Officers Present: Matt Greer, Dick Robinson, Peg Johnson

Directors Present: Barbara Nelson, Pam Pariseau, Leonard Myers, Sher Shepps, Bruce Broussard

Employees Present: Kathy Harrison (Manager), Sherre Vanegas (Administrative Assistant)

Absent Board Members: Sharon Rixen, Laura Craford

JBMI Certificates Represented: Roy McMaster #1715, Ron Schmidt #1983, Jerry Pekarul #1533, Richard Sorem #1627

A. Open Meeting

1. Introduction of Board Members & Moorage Staff
2. Discussions on all issues will be held to a time limit.

B. Open Business from the Floor

1. None

C. Secretary's Report

1. January 19, 2010 Board Meeting Minutes
2. Sher Shepps moved to accept the minutes from January 19, 2010, board meeting.
Motion passed

D. Treasurer's Report

1. Profit and Loss by Class – January
 - a. Peg Johnson suggested that Carport Rental should be under Operating Fund. Sherre Vanegas agreed to do so.
2. Balance Sheet, Check Register & Fund Transfers – January
 - a. Roy McMaster questioned why past losses were not accurately reflected in the Balance Sheet. Peg Johnson agreed and said she thought the correction was going to be made at the end of last year. Matt Greer agreed to follow up with Sharon Rixen and our accountant for clarification at the Annual Meeting.
3. Budget to Actual General Operating Fund – January
 - a. Peg Johnson pointed out a clerical error and Sherre Vanegas agreed to correct it.
4. JBMI Aging Summary – January

E. Moorage Managers Report

1. Occupancy Report:
 - a. 1703 – New owners, Bob and Erica Guichard
2. Collection Issues:
 - a. Member sent to Collection Service to file a lawsuit
 - b. Member in default made payment arrangements
 - c. Member notified of delinquency – A payment arrangement has been agreed upon
3. Resident Issues:

- a. A letter was sent to member regarding dog waste collecting on the deck. Owner has remedied complaint.
4. Moorage Complaints and Theft:
 - a. A formal complaint was filed regarding building materials on member's deck.
 - b. Two thefts occurred on January 11, 2010.
5. Clean Marina:
 - a. On January 29, 2010, we received an email from Doug Parks, our insurance agent, with the news that because of our Clean Marina status the underwriters are rewarding us with a reduction in our yearly premium of \$3,777.00. We will soon receive a prorated reimbursement of \$2,765.00 for this year.
6. New Parking Tag Distribution:
 - a. To date 101 new parking tags have been issued.
7. Parking Violations:
 - a. We have begun using a new citation form, and I believe we are making good strides in reducing the number of non-running and expired tags cars in the parking lot.
 - b. December citations – Seven. Of the seven two cars were removed, and 5 renewed their registrations. All violations remedied.
 - c. January citations – Eight. Of the eight, two cars were removed; four renewed their registration, two unchanged (a second letter will be sent).
8. Member Request:
 - a. Member requests addition of a name to her certificate by a person who did not pass the Tenant screening criteria.
 - b. Kathy Harrison will send letter saying they can either improve credit score or pay for attorney fees to check on our liability if we make an exception.
9. Bank line Project:
 - a. The bank line project was completed on February 9, 2010. A final walk-thru is scheduled for March, when the leaves bud. As planned, we will hold out \$1,000.00 of the balance until the walk-thru. At that time, we will get a statement of warranty.
 - b. We are concerned about protection for the new trees and bushes from the beavers. After talking with Dave at Scholls, we are convinced that hardware cloth should have been applied when the plants were planted. His bid to accomplish this would be approximately \$1,500.00. Broken down, this would be 2 workers @\$300.00 a day/ for 4 days (\$1,200.00) and materials (\$300.00). Since this project is not in our budget, we will have Don and Art complete this project.
10. Piling Project:
 - a. Nine pile hoops have been fabricated by JBMI and installed on M-Walk West. The total for this portion of the project came in at \$1,514.17. This brings the project total to \$91,501.07 saving \$16,273.93 overall.
11. A-F Walkway Improvement Project:
 - a. We are currently working on getting the final approvals for our city permit. We have passed the Fire Plan Review as well as the Water Quality Backflow and the Urban Forestry Review.
12. Maintenance:
 - a. Pile hoop fabrication and installation.
 - b. Landscaping clean up along fence-line.
 - c. Spreading bark chips.
 - d. Repaired weather related damage.
 - e. Applied boom for oil slick.
 - f. Traps for feral cats and raccoons relocated.

- g. East entrance gate failed for telephone entry. Access Systems detected the problem and re-routed service to another pair of wires. Also, the east entrance gate occasionally failed to close, so a new loop replacement and display kit will be installed.

13. Vial Fotheringham, LLP:

- a. On January 28th Kathy Harrison attended a monthly training from our attorney firm for HOA. Even though we are not technically a HOA, we are very similar. This month's topic was "Keeping out the Riff-Raff". It was a discussion about sex offenders.
- b. Each month Vial Fotheringham hosts a training course. In February a Board Training Course is scheduled on February 25th at 7pm. The topic is "Meeting Etiquette", keeping minutes, meeting quorum, etc. Please let me know if you are interested in attending.
- c. On January 30th, I attended the Vial Fotheringham Annual 2010 Vancouver HOA Law Forum. The topics included, collections, board meetings and litigation basics. I am enclosing some of the handouts.
- d. It was mentioned that all discussions and motions handled via emails violates the open meeting law. Another interesting topic was "Special Assessments Schedules". I have included a copy of our Special Assessment Schedule, dated September 15, 1998; maybe it's time to look at it again for possible changes in fees.
- e. I think it would be very valuable to have our attorney, Tim Zimmerman, attend the organizational meeting after the new board members take office to help us start off in the right direction.
 - (1) The new president will set the date for the Organizational meeting
 - (2) Sher Shepps suggested that if the attorney attends the board should submit questions in advance.

F. Unfinished Business

- 1. Bylaw Legal Review/CRC - P. Johnson
 - a. We asked attorneys from Schwabe, Williamson & Waytt to review our bylaws in regards to JBMI's by-laws, specifically the Condemnation clause [Article XVII]. It was agreed that the suggestions are too complicated and controversial to adopt without significant review and discussion and the new board should establish a committee to do so.
- 2. A-F Walkway Improvement Project Status – K. Harrison & P. Johnson

G. New Business

- 1. Review and Update Special Assessment Schedule
 - a. Board agreed to review current schedule and suggest changes.
- 2. Schedule for Moorage Clean Up Day 2010
 - a. Peg Johnson suggest we choose the same day as the HiNooN island-wide clean up, as soon as that date has been set. The board agreed.

H. Committee Team Reports (Must have written reports)

- 1. Architecture – Barbara Nelson
 - a. Architectural Committee Proposed Policy and Procedure
- 2. Landscape – Patti Fulcher
 - a. Budget was revised based on the 2010 budget set by the board
 - b. Don will continue to spread bark chips where needed

- c. Committee discussed what to do about the unfinished garbage surrounds since they were cut from the 2010 budget
 - d. We will schedule a final walk-around with Scholls Nursery when the planting is done
 - e. We are very concerned about the potential for beavers eating the new trees
 - f. The planting has been completed around the garbage surrounds at ramps two and five
 - g. Cathy Robinson volunteered to create photo documentation of various landscape projects for discussion at the annual meeting and JBMI's future brag book
 - h. Various landscape maintenance issues and upcoming landscape related events were discussed
3. Row Captains – Leonard Myers
 - a. Row captains will test honey pots before swimming/boating season
 4. Security Coordinator – Kathy Harrison
 5. Parking Policy Review – Sher Shepps
 6. Complaint Program Follow-up – **Nov/Dec:** Peg Johnson
 - a. Peg Johnson contacted or left messages with all complainants to assure issues were resolved
 - b. Bruce Broussard volunteered to check on January complaints
 7. Web Page Coordinator – Sherre Vanegas

I. Moorage Representatives:

1. HiNooN - Ron Schmidt
 - a. HiNooN meeting was held on February 11, 2010
 - b. Officer Jack Gillentine, Jr. of Neighborhood Response Team (NERT) explained that there are six officers and each one is assigned to six neighborhood associations.
 - (1) The goal is to bring in assets for neighborhood problems including police, Bureau of Environmental Services, REACH, ODOT, Marine Patrol and others
 - (2) NERT coordinates with Office of Neighborhood Involvement on a daily basis
 - (3) He encouraged us to call him in addition to the police to report problems
 - c. Representatives from HiNooN's CRC Ad-Hoc committee have been meeting with ODOT Management Team resulting in fewer ramps and fewer lanes on the island
 - d. Sam Judd, mall manager, said Target is planning on adding a pharmacy and expanding their grocery, but no meat or vegetables.
 - (1) The mall would like to see Safeway move to their property
 - (2) The main mall building will be demolished, except for Ross and Burlington, in the near future
 - (3) Petco, currently at Hayden Meadows, is moving into the old Boater's World/Hallmark store space at the JB SuperCenter.
 - e. A group of five independent architects has teamed up with the Architecture Foundation of Oregon to discuss the I-5 project
 - f. Tom Dana of the Hayden Island Liveability Project is heading up a committee to save the Safeway store. They meet on the third Thursday of every month at 6:30 PM at the South Shore Clubhouse in the mobile home park
 - g. A Hayden Island Cleanup event is being planned by Peg Johnson and Pam Ferguson
 - (1) Peg Johnson would like to hold the JBMI cleanup event at the same time
 - h. It was suggested that Brad Howton put on a presentation regarding the history of Hayden Island
2. WOOO - Peg Johnson

3. I-5 Bridge Project/Columbia River Crossing Strategy - Peg Johnson
 - a. Open house on 2/10/2010 displayed latest map. Available in moorage office.
4. Portland Working Group - Barbara Nelson

J. Close Meeting

1. Pam Pariseau moved to adjourn meeting at 8:30pm. **Motion passed**

K. Approve Minutes

1. Sher Shepps moved to approve minutes at April board meeting - **Motion passed**

Minutes submitted by: Dick Robinson, Secretary

A handwritten signature in cursive script, appearing to read "Dick Robinson".