

Jantzen Beach Moorage Board Meeting Minutes
July 20, 2010 @ 6:30 PM
Hayden Island Super Center – Portland OR

Officers Present: Margaret Puckette, Dick Robinson, Roy McMaster

Directors Present: Leonard Myers, Laura Craford, Sher Shepps, Bruce Broussard, Barbara Nelson

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

Absent Board Members: Jerry Pekrul

JBMI Certificates Represented: 1693 Ed & Jurusha-Ya Stasko, 1753 Mike Virgin, 1983 Ron Schmidt

A. Open Meeting

1. Introduction of Board Members & Moorage Staff
2. Guest Speaker Mark Wells, Crime Prevention Coordinator North Portland to discuss recent crime issues. Recommendations:
 - a. Nighttime watchman is the best deterrent.
 - b. A neighborhood watch program would also help.
 - c. We must stop people from tailgating through the gates.
 - d. We can get access to DMV files to look up license plate numbers.
 - e. Members should remove all valuables from parked vehicles.
 - f. More signs and security cameras will help.
 - g. We should encourage all members to report all crimes to police department to validate the need for more patrols.

B. Open Business from the Floor

1. Member requested that he be reimbursed for damage to electrical supply line due to abrasion from dock support.
 - a. B. Broussard moved that we pay for the cost of parts up to \$150. **Approved**

C. Secretary's Report

1. June 15, 2010 Board Meeting Minutes.
 - a. Motion to approve by B. Broussard - **Approved**
2. July 9, 2010 Special Meeting
 - a. Motion to approve by S. Shepps - **Approved**
3. July 14, 2010 Special Meeting
 - a. Motion to approve by B. Broussard - **Approved**

D. Treasurer's Report

1. Profit and Loss by Class – June
2. Balance Sheet, Check Register & Fund Transfers – June
3. Budget to Actual General Operating Fund – June
4. JBMI Aging Summary – June

E. Moorage Managers Report

1. Occupancy:
 - a. #1811 – New Renters – Rick Dullis and Tracy Lasater
 - b. #1873 – New Renter – James Rhoden
 - c. #2051 – Chris Erhart is new resident
2. Collection Issues:
 - a. Garnishment papers have been filed against member, giving them 30 days to respond.
 - b. Response from member's conservator.
 - c. Member notified of non-payment of carport.
 - d. Member notified that account is 3 months delinquent.
3. Resident Issues:
 - a. A letter was sent, as a result of June's Executive Session, to potential roommate to inform him that the Board did not approve his request to reside at JBMI.
 - b. A letter was sent to member to confirm progress of clean up.
 - c. A letter was received from resident of A Row regarding his opinion of A-Row Project.
 - d. A response letter was received from member regarding the Fire Inspection.
4. Moorage Complaints and Thefts:
 - a. A complaint was filed regarding the length of time it was taking to complete a painting project. Member was notified, and said painting was delayed because of weather, and now has resumed. Complainant was notified.
 - b. A complaint was filed regarding raccoons in the area and under member's house. Member notified that traps would be again set on his deck.
 - c. 17 reports of car break-ins have been reported since June 17, 2010.
 - d. A member was harassed after questioning visitors after being tailgated.
5. Portland Fire and Rescue:
 - a. On June 17, 2010, Ray Pratt, Portland Harbormaster, conducted a fire prevention inspection at JBMI. He found 53 homes with violations, which included; clearing walkways, making sure OSMB ID #'s are visible from walkways, use of un-encapsulated Styrofoam, connections to the pile hoops, honey pot issues, electrical issues and floatation to maintain stringers.
 - b. Letters were sent to the residents involved on July 2, 2010.
 - c. A re-inspection will be made on or after July 27, 2010.
6. Vial-Fotheringham Board Training:
 - a. Topic – "HOA's in the Digital Age". 7 PM, July 29, 2010.
7. Parking Update:
 - a. 13 Citations have been issued within the past month.
 - b. Two letters have been sent to carport residents who are subletting their carports.

- c. Four letters have been sent to residents who are not displaying their permits properly.
- 8. Diesel Spill (4/30/2010):
 - a. JBMI received \$775 from DEQ to cover costs associated with clean up during the diesel spill on I-5.
- 9. Bank line Project:
 - a. After a final walk through with Dave from Scholls Farm and Nursery, and Ryan from West Coast Natives a final check of \$1,000.00 was issued. Their total invoice was \$19,899.75. Scholls will supply JBMI with approximately \$250.00 worth of plants and shrubs to cover the plants that did not survive the winter. In addition, JBMI purchased \$258.75 worth of shrubs for the garbage surround plantings. These plants did not survive the winter as well. Scholls will give JBMI credit towards any new purchases in that amount.
- 10. Medical Insurance – Renewal:
 - a. Doug Clem, Montgomery and Graham, says he thinks that there could be an error in the new rate we were quoted. If not, we can go with a higher deductible and keep the rate closer to the current amount. He will submit different options to us with enough time to make a decision. He said Kaiser is still the most reasonable coverage out there.
- 11. Maintenance Completed Projects:
 - a. Installed temporary bank line sprinkler system.
 - b. Fabricated and installed security tops for pedestrian gates.
 - c. Refurbished and painted electrical meters on rows B-F.
 - d. Repaired damaged surround at Ramp 1.
 - e. Modified existing garbage surrounds.
 - f. Modification of East pedestrian gate.
 - g. Repair damaged standpipe.
- 12. Maintenance Current Projects:
 - a. Weeding and spraying bank line.
 - b. East and west entrance and exit gate repair.
 - c. Continuing power washing the ramps and walkways.
- 13. Maintenance Upcoming Projects:
 - a. A-F Project.
 - b. Power wash carports.
 - c. Repair and paint two carports.
 - d. Install standoff plates and new bumper.

F. Unfinished Business

- 1. A-F Walkway Improvement Project Status – K. Harrison
 - a. We are expecting approval of our permit application any day.
 - b. Contractor is ready to begin phase one.
- 2. Garbage Surround Update - K. Harrison
 - a. ??
- 3. Security Camera Update - D. Robinson
 - a. All bids are in but we need membership approval to make the purchase.

- b. Board agreed that a letter should be sent to members asking for permission to use emergency funds, to be replaced by the sale of the house in #1815.
- c. D. Robinson suggested that the request should include funds to repair gate control systems to reduce maintenance issues and inhibit tailgating.
 - 1) The board agreed and D. Robinson say he would prepare the letter for their approval.
- 4. Maintenance Cart - K. Harrison
 - a. We have found several vehicles within our budget and will purchase one soon.

G. New Business

- 1. None

H. Committee Reports

- 1. Architecture – M. Puckette
 - a. Old Business:
 - 1) Aerial survey:
 - a) No news to report yet. Margaret will investigate using Metro images instead of a new aerial photo to see if the resolution is high enough for our purposes.
 - 2) Absorbing some A and B Row houses into the moorage:
 - a) From talking to residents: people on A, B rows who want to move to a higher alphabet row downstream, and people who have derelict homes that likely won't sell; there still is interest in the idea of swapping slips. We will continue to talk with residents about this, but will take no action at this time.
 - b. New Business:
 - 1) Lengthen D thru J rows by one slip:
 - a) This is a only a conversation we will explore as a committee before anything is brought to the board. Our lease line is far enough out to accommodate at least one extra slip on D through J Rows. This means at least an additional 7 slips.
 - (1) The purpose would be to reduce the loss of slips in the moorage when A and B Rows are lost to bridge development and/or to have a place to moor Row C homes during the lengthy construction phase.
 - (2) The conversation might include how houses are rearranged on the rows such that outer slips remain as outer slips, for example.
 - (3) It may be that the additional infrastructure could be paid for by the City???
 - 2) Updated Architectural Construction Form:
 - a) We have an updated the Architectural Construction Form, and it now includes a space for the contractor's contact information, owner and contractor responsibilities, and dates of sign-off. A THANK YOU to the Office for helping us with the changes. (The new form is not yet on the website.)

- 3) Invite a building inspector and Fire Marshal to present to the Board:
 - a) Alex recommended we schedule 30 minute presentations from a floating home building inspector and our fire marshal at a Board meeting. Alex has already contacted these individuals and got a positive response, and said he would arrange the schedule.
 - 4) Regular Architecture article in the newsletter:
 - a) Committee members continually face many questions and concerns from residents who aren't clear about the policies and regulations regarding their homes. Article subjects might include:
 - (1) Reminder of what's in Bylaws.
 - (2) A realtor's perspective of floating home markets and values.
 - (3) Purpose of the Architecture Committee, to assess.
 - (a) Building soundness
 - (b) General safety
 - (c) Fire access and safety
 - (d) Building codes
 - (e) Appearance (clutter, paint)
 - (f) Livability (construction, activities, excess floating material, etc.)
 - (d) Brief history of how JBMI has changed (was 80% weekend homes, now 80% to full time owners).
 - (e) Where to get the form, how to complete, why we need it
2. Human Resource Review – S. Shepps
- a. We reviewed the committee recommendations from the June meeting and:
 - 1) Amended the June committee report to show corrections Kathy made to the policies she reported on at the last meeting.
 - 2) Have not yet received the new time sheets with itemized codes for the administrative position that Kathy Harrison and Sherre were to develop.
 - 3) Have not seen the new forms (time sheets, expense sheets, etc.) where the manager's signature & date lines were to be added to show management approval.
 - 4) Mike presented the moorage manager with the names of 3 establishments to contact about getting a used work cart for use in the moorage. We have not received anything about the status of that yet.
 - b. Mike presented a draft of a proposed policy for the use of overtime. Comp time was addressed in the policy also as it is against Oregon law except for government agencies. Draft was approved & will be presented to the board.
 - c. The moorage employees' group health plan is up for renewal at the end of the month and Kathy gave it to us for review. The increases in cost are fairly significant and the committee wanted to meet with the broker & get comparable bids – but no time; changes must be made by 7/15. Unfortunately, the moorage will just have to absorb the increased costs. Manager said employees want dental coverage even if they have to pay for it.
 - d. Since it is common knowledge that Sherre will be retiring sometime soon, the committee feels that it is important to update/revise the current job description (with Sherre and Kathy's input) to accurately portray the position's responsibilities and expectations.

- e. Cheryl presented a list of possible topics to be included in the employee handbook; the committee will review and finalize those topics at the next meeting.
- f. Committee recommendations:
 - 1) Moorage manager needs to put insurance renewal in suspense file for next April, to ensure time to get bids and bring to board for approval.
 - 2) Employees will cover all costs of dental plan to include start-up fees and cancellation fees.
 - 3) The administrative assistant position should be advertised at least 2 months prior to Sherre's departure.
 - 4) There should be a 2-4 week overlap/training with the new administrative assistant and Sherre.
- 3. Landscape – P. Fulcher
 - a. No report
- 4. Row Captains – L. Myers
 - a. Ongoing waste system testing
- 5. Security Coordinator – L. Myers
 - a. No report
- 6. Parking Policy Review – S. Shepps
 - a. There was a review of the issues addressed at the last committee meeting, which was in June. It was agreed that there are still members who are not in compliance with the new policy and action needs to be taken by the moorage office and employees.
 - b. The committee feels that in order to get this resolved one of the employees, probably Don because of early arrival, should check 1/3 of the parking lot 3 times a week (thus covering the whole parking lot each week) but with random order and days each week. This should not take an inordinate amount of time.
 - c. We were asked by the moorage manager to make recommendations on fees assessed for parking violations. The unanimous decision was that there should be no fee, because we ticket. A warning ticket should be issued with 24 hours for compliance and then, if not (unless there are very unusual circumstances) the offender's car will be towed at their expense. This is clear in our written policy but it not being strictly enforced.
 - d. There have been suggestions made to the committee about assigning one specific parking spot per residence. The committee agreed that since the current policy is not being strictly complied with, nothing new needs to be implemented right now. We will re-address this suggestion in six months.
 - e. This committee will not schedule another meeting until there are issues that the board or the moorage manager feel need to be addressed.
- 7. Web Page Coordinator – D. Robinson
 - a. D. Robinson said he would like to find a new website coordinator due to his increased responsibilities as interim president.

I. Moorage Representatives:

- 1. HiNooN – R. Schmidt

- a. Next meeting Thursday night, July 22, to discuss I-5 bridge options.
- 2. WOOO – **Interim representative needed**
- 3. I-5 Bridge Project/Columbia River Crossing
 - a. Strategy - M. Tworoger
 - 1) No report
 - b. Portland Working Group - B. Nelson
 - 1) Discussed latest I-5 bridge options and show latest artist drawings.

J. Close Meeting

- 1. Motion made by S. Shepps at 9:14 PM - **Approved**

Minutes submitted by: Dick Robinson, Secretary

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