

Jantzen Beach Moorage, Inc.
Monthly Board Meeting Summary Minutes
On August 17, 2009, 6:30 pm
Jantzen Beach Super Center – Community Room

In Attendance:

Bruce Broussard, Laura Craford, Roy McMaster, Leonard Myers, Barbara Nelson, Jerry Peckrul, Margaret Puckette, Dick Robinson and Sher Shepps

Not present:

No one

Office Management: Kathy Harrison and Sherre Vanegas

Certificate Holders present: 1641 and 1741

Meeting called to order at 6:32 by Dick Robinson.

Barbara Nelson made a motion to appoint Michelle Tworoger as secretary for JBMI until the next election. Jerry Peckrul seconds the motion. Vote passes.

Agenda

Open Business from the Floor - None

Secretary's Report

- July 20 Board Meeting Minutes –
Barbara Nelson made a motion to approve the minutes as written. Bruce Broussard seconds the motion. Vote passes.
- July 30 Special Meeting to approve Row A-F finances.
Sher Shepps made a motion to approve the minutes with one misspelling correction. Bruce Broussard seconds the motion. Vote passes.
- July 30 Special Meeting, financial review.
Bruce Broussard made a motion to approve the minutes as written. Barbara Nelson seconds the motion. Vote passes.

Treasurer's Report – All July reports were reviewed by Board Members.

1. Profit & Loss by Class
2. Balance Sheet, Check Register & Fund Transfer - Telephone and cell phones charges were discussed and reviewed.
3. Operating Budget to Actual General Operating Fund – Many categories reflected to be under budget. Roy McMaster had concerns about the budget process.
4. JBMI Aging Summary

Moorage Manager's Report

1. **Occupancy Activity** – No new residents
2. **Collection Issues** – 3, working with collection agency and garnishments will be implemented. One household owes \$6,400 and another owes \$7,000.

3. **Resident Issues** –

- 1927 – Complaint was received regarding feeding the wildlife.
- 2051 – Members was notified regarding moving a swim float (member replied).
- 1663 – Member was notified that on two occasions, son climbed over pedestrian gate. Son sent a letter of apology to JBMI.
- 1959 – Response to request for reimbursement for stand-offs, chains and chain plates.

4. **Moorage Complaints and Thefts** – No thefts or complaints and 8 parking citations were issued within the last 30 days.

Miscellaneous:

5. Wall-to-wall and Eve-to-eve measurements for Title 28 were sent to Ray Pratt, the Harbormaster for the City of Portland.

6. With the help of Mike Virgin, JBMI purchased a 1997 Club Car Utility Electric Vehicle for our maintenance workers. We are not required to purchase any additional insurance for this vehicle. The cost was \$2,095.00.

7. **Maintenance Projects:**

Maintenance – Completed Projects:

- Repaired and repainted Carport #2
- Broom clean spiders at Carport #6 and #4
- Purchased and assembled additional dock cart
- Install security signs and relocate caution signs
- Replace cracked ball valves at 1879 & 1831
- Trouble-shoot house connections

Maintenance - Current Projects:

- Power washing docks, and ramps
- Repairing and painting Carport #3
- Clean out garbage surrounds
- Weeding and spraying bank line and fence line
- Usual uplands maintenance.
- Maintenance on temporary irrigation for bankline

Maintenance – Upcoming Projects:

- A-F Project
- Install standoff plates and new bumpers

Unfinished Business

1. **Financial Review** – S. Shepps

The credentials of the finance auditors were reconfirmed. The financial review process will take approx. one month.

2. **Employee Medical Insurance** – K. Harrison

Doug Clem from Montgomery and Graham provided a review of JBMI's employee medical plan and options.

JBMI only has three people on the medical insurance plan which reduces available options. Kaiser provides the best choice at a low cost. The new proposed employee medical plan effective August 1 will remain with Kaiser but a deductible will be applied, as well as higher medical visit costs.

Kathy Harrison also provided Monthly Medical Premium Summary report which reflects a slightly higher cost to JBMI. Barbara Nelson recommended making no changes in 2010.

Plan A - Barbara Nelson made a motion to pay the employee portion (\$200/month) if allowable until December 31. Jerry Peckrul seconds the motion. Vote passes.

Plan B – Barbara Nelson made a motion that if plan A is not allowable; continue until the end of the current term, July 2011. Jerry Peckrul seconds the motion. The motion dies. Decided to table the decision and wait until after the special meeting.

It was decided to table this issue and hold a special meeting on July 18 at 6:30 to discuss further.

3. **A-F Walkway Improvement Project Status** – K. Harrison

JBMI has obtained a permit for this project. A meeting with NW Natural Gas and Comcast to review the improvement project schedule and costs will be scheduled. Steelhead Construction submitted an addendum which has been approved and signed by JBMI. The work is scheduled to begin mid August.

4. **Garbage Surround Update** – K. Harrison

The permit for the garbage surrounds has been delayed. The current surrounds are not within the city code requirements. Future surrounds will require a roof per the city code. Additional roof costs are unknown.

5. **Financing Security Cameras and Gate Repairs** – D. Robinson

D. Robinson submitted a draft letter to the membership, regarding our need for a security camera system and vehicle gate improvements, for discussion. The gates contain 9 loop sensors in the ground and each loop costs \$500. Two loops have been replaced; two more loops need to be replaced and It was decided not to replace all the loops and controllers.

High resolution wireless system cameras will cost \$20,000. This would require another pole at the east end of the moorage. The cameras would identify tailgaters. It was suggested to use the funds owed to JBMI by Columbia Crossings or the sale of slip #1815 to fund this acquisition.

Barbara Nelson made a motion to table the security camera issue. Jerry Peckrul seconds the motion. Vote passes.

The board agreed that there was no longer an emergency need for the cameras and that we could handle gate upgrades within our budget. The proposed letter was cancelled.

6. **Maintenance Cart** – K. Harrison – Covered in Manager’s report.
7. **Assessment Schedule** – K. Harrison – Postponed
8. **Carport Repairs** – K. Harrison - Covered in Manager’s report.
Kathy received compliments from Board Members about the carport repairs.
9. **Home Businesses** – D. Robinson
No policy has been established on this matter. It was suggested to use the IRS definition but a JBMI policy is needed.

New Business

1. **Dock Carts: Quantity & Control** - D. Robinson
There should be 14 available carts. At one point there were no carts to be found and then they mysteriously appeared. Better signage is needed and will be obtained. It was suggested to purchase heavy duty carts, lock them up and check out as needed at the office. This would help reduce the misuse of the moorage dock carts.
2. **Bulletin Boards** - D. Robinson
D. Robinson proposed that the moorage bulletin boards be used for moorage and member information and that the commercial ads and business cards be removed. The board agreed. The moorage bulletin boards are not meant for advertising and should be for membership use only. All commercial advertising (business cards) are obtainable at the office.
3. **JBMI Address Book** - D. Robinson
4. The will be developed and implemented by Cathy Robinson. The information will be obtainable on the JBMI.net website. Phone numbers and e-mail addresses will be optional. The goal is to open lines of communication among members. We are also looking into sending the monthly billings and newsletters electronically free and eliminate the postage costs.
5. **Vendor Brochure** - D. Robinson, No report
6. **Newsletter** - Kathy Baker’s home is up for sale and when it sells, a new newsletter editor will be needed.
7. The Board of Director discussed an incident regarding the loss of power to a resident. No conclusive information was presented.

Jerry Peckrul made a motion to compensate resident. Barbara Nelson seconds the motion. Vote passes.

2010 Committee Team Reports –

1. Architecture – M. Puckette

Swim Floats

We have members with extra swim floats, some are in the “free water space” next to their home, some are outside their footprint. A walk around the moorage reveals about 17 homes that have some sort of float in the water space next to their home. Some have multiple floats. **Extra swim floats will be discussed at next month’s Board meeting.**

Article VI, Section 1, sub paragraph (b) of the moorage by laws states, "Tender and swim floats are allowed only if ... attached floats do not exceed the width recorded in your membership certificate."

By a vote, a majority of committee members felt that swim floats should be allowed in the free water space or outside the footprint *with conditions*:

- The location should never be considered permanent
- Not used for storing waste material
- Will maintained in good repair
- No structures

Other ideas:

1. We could rent free space for swim floats, not boats. There shouldn’t be any “grandfathering.”
2. We could have the owner sign a form agreeing that the free water space does not belong to the owner exclusively, especially for floats. Float location should be considered temporary, and the owner may be asked to move or dispose of the float.

Walk Arouns

The committee has elected to perform complete moorage walk-arounds twice a year during the seasonal changes when residents commonly do the most activity, spring and fall, April and October. They will go in pairs. Items to be noted are:

- Condition of logs and stringers
- Fire walk - 24” wide clear path
- Condition of decks, railings, outside stairs
- General appearance – paint, siding, refuse

Recordkeeping

Bob Shepps will be allowed access to portion of resident files that solely document architectural issues, not personal information. He will be assisting staff to input our new database. Slip size will be included in this information. *We have homes in the moorage with an undocumented slip size(!)*. We will discuss how this will be ascertained.

Contractor package

We are assisting Kathy Harrison with information needed for a package to give contractors when they do work in the moorage:

1. Storage of building materials is limited to 30 days and one parking space, by permission only.
2. Any dumpsters must be approved so we can track length-of-time in place and location.
3. Clean Marina – construction policies that support river stewardship
4. Repairs from contractor damage will be the responsibility of the homeowner/contractor.
5. A list of contact numbers for information and requests
6. Boats and lagoons will not be blocked from passage unless the office is notified a day in advance as to date and length of time.

JBMI Architectural Rules

For the benefit of the Board, this is a condensed version of the rules and policies from the By-Laws that are the responsibility of the Architectural Committee. (Thank you Jane Betts-Stover)

By-Laws Article XI pg 13 - Architecture Committee is responsible, under to control anything that effects:

- Exterior Appearance of Moorage
- Banks/Landscaping
- Flotsam in River
- Car Ports
- Walk-ways
- Exterior appearance of Floating Homes
- Appearance of floats

By-Laws Article XI pg 13 - Architectural Committee is charged with giving written approval prior to any improvement, construction, alteration of:

- Structures
- Landscaping
- Construction in any way connected to the moorage, e.g. dumpster surrounds

By-Laws page 14 - Architectural Committee shall use governmental requirements as guidelines.

- Title 28 Regulations – All modifications, major or minor remodels, and repairs must comply with Title 28 building codes as of January 1 2008. (includes structural safety, railings, deck boards, etc.)
- Floating Homes and upland structures comply with building permits when necessary.
- Floating homes abide by fire codes, e.g. New construction is required to have fire walks on both sides of the home with a 24” wide clear passage.

Committee Requirements

- Committee has 3-5 persons appointed by President of Moorage (By-Laws pg 13) They will be appointed by the President and serve for at least 1 year.
- The committee will make a recommendation within 10 days of receipt of written request (Jantzen Beach Committee Guidelines #6).

- All committee members are familiar with JBMI By-Laws & Title 28 in order to check on appearance of moorage/homes/ structures.
- Committee will conduct walk-through of the moorage twice a year, fall (October) and spring (April), making notations of infractions, safety concerns, appearance, etc.

Guidelines

- No garbage, trash, building materials or other waste in moorage or on floating home except in areas or containers designated for such items (Article XII Section 5).
- Each Member keeps their home, boats, floats, all personal property, in good order/ repair-in clean condition (Article XIII pg 15).
- Each home requires a visibly placed “Oregon floating Home/Boathouse” tag.
- Building materials can be stored for up to 30 days, which requires a written notice to the office.
- Home brought into the moorage need dive inspections
- New homes are to be framed, roofed, and sheathed off site before coming into the moorage

Mechanics of Committee

- Meets monthly, 2nd Tuesday
- Chair reports to Board of Directors monthly with updates
- Infractions noted on walk-through are written on form and presented to the General Manager of JBMI
- The General Manager sends formal notification to individual.
- The Board and the Architectural Committee will receive a copy

Written requests for exterior changes to JBMI Members homes, swim floats are submitted to the Chair of the Architectural Committee:

- The Chair assigns the request to 2-3 committee people to review
- Copy of approval/ disapproval given to member and—a copy is given to JBMI Office. The Committee keeps a copy as well.

2. **Human Resources** – S. Shepps

The meeting was held on Tuesday, August 10, 2010 at 6:30 p.m. at #1975. In attendance were Cheryl Grant, Mike Virgin and Sher Shepps.

1. We reviewed actions requested or taken recently:

- Still have not seen the new time sheets with itemized codes for the administrative position that Kathy H. and Sherre were to develop.
(see recommendation below)
- Still need copies of the new forms (timesheets, expense sheets, etc.) where the manager’s signature and date lines were to be added to show management review/ approval.
- Due, in a large part, to Mike Virgin’s research in finding a place for used work carts, the moorage recently purchased a work cart for maintenance.

2. The draft of our proposed policy for the use of comp/overtime was presented to the board (and the moorage manager) at the July board meeting. It will be voted on at the upcoming August meeting.
3. Discussed at length the issues with the moorage employees' group health plan and what transpired after the last HR meeting. The plan will be a topic on the agenda at the August board meeting.
4. We continue to address the list of topics to be included in the employee's handbook; we will submit a final list to the moorage manager and board for additions/deletions and approval. *The handbook process is very time-consuming largely due to the fact that so few policies for employees exist, they are having to be written for the first time.*
5. The committee discussed their initial responsibilities (given for 2010) and believes there needs to be clarification both to moorage employees and the board.
6. With only 3 members and a lot of work ahead, we are still trying to recruit members.

Actions to be taken:

- Cheryl has a streamlined budget code system she uses at her workplace that she will share with moorage office for possible use.
- Research will continue on the possibility of starting 401Ks or SEPs for employees as well as a bonus plan for cost-savings.
- A draft of the current employment handbook will be made available to show the employees our progress.

The next meeting will be Tuesday, Sept. 14 at 6:30 p.m. at #1975.

3. **Landscaping** – P. Fulcher

The \$258 credit from Scholls Farms nursery will provide approx. 270 new trees/plants for the embankment. It was proposed to hire someone to distribute the bark chips along the embankment and eliminate the evasive vegetation. Kathy Harrison will take of this with the maintenance staff. Patty Fulcher plans to evaluate the irrigation system.

4. **Row Captains** – L. Myers

Honey pot testing is still taking place.

5. **Security Coordinator** – D. Robinson/L. Myers – No report

6. **Parking Policy Review** – S. Shepps - No meeting

8. **Web Page Coordination** – D. Robinson – No report

Moorage Representatives – Reports need to be submitted in writing

1. **HiNooN Neighborhood** – R. Schmidt – No report
2. **I-5 Bridge Project** – B. Nelson – No report
3. **WOOO** – No report - Interim Representative Needed.

Adjourned at 9:25 p.m.

Executive Session – A-F Walkway Improvement Project

Meeting adjourned at 9:44 p.m.

Respectfully Submitted by Michelle Tworoger, Secretary