

Jantzen Beach Moorage, Inc.
Monthly Board Meeting Summary Minutes
On September 21, 2010, 6:30 pm
Jantzen Beach Super Center – Community Room

In Attendance:

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

Not present:

Roy McMaster and Jerry Pekrul

Office Management: Kathy Harrison and Sherre Vanegas

Certificate Holders present: 1693 and 2035

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

Agenda

Open Business from the Floor – None

Guest Speaker – Ray Pratt, Harbor Master & Inspector of Floating Homes

Mr. Pratt provided a brief background of his of his experiences as Harbor Master. He manages all the Harbor Masters and conducts routine fire inspections at moorages and commercial/industrial riverfront properties. A 4-page handout was provided which summarized all his duties. He enforces the compliance of Title 19 and 28.

Another 4-page handout summarized the 16 JBMI violations per the fire inspection. Fines are levied to the moorage and not to individual residents. JBMI will send letters to Certificate Holders who are not in compliance to notify them that a potential \$100 fine will be assessed. Kathy Harrison will update the status of violations and compliance. Row Captains will be used to communicate violations with Certificate Holders to seek compliance. Swim floats are not required to have ID plates.

There has been some confusion with the fire department whether to use the slip number or address of homes within JBMI. Mr. Pratt will meet with the fire department regarding this matter to eliminate future confusion. It is preferred to use slip numbers when communicating with the fire department.

The parameters of Title 28 were explained. A 2 foot fire walk on the outside of residents is required on all new structures or remodels. Some fire walks are not passable due to planters was a concern. Fire walks should be clear at all times. If the fire walk exceeds the footprint, a retractable design could be used for emergency purposes.

Secretary's Report

▪ August 17 Board Meeting Minutes –

Minutes were amended to add Laura Craford as present. The committee reports will be added as attachments to the Secretary's report in the moorage mailing.

Laura Craford made a motion to approve the minutes as revised. Bruce Broussard seconds the motion. Vote passes.

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

1. Profit & Loss by Class – A revised P & L was provided.
2. Balance Sheet, Check Register & Fund Transfer –
3. Operating Budget to Actual General Operating Fund –
4. JBMI Aging Summary –Columbia Crossings owes \$1,300. It was suggested to add late charges and interest to their statement. Dick will review the Columbia Crossing's agreement with JBMI. Two certificate holders owe JBMI \$14,000 collectively.

Moorage Manager's Report

Dick thanked Kathy for her nice letter to Row F residents.

1. **Occupancy Activity** –

1875 – New tenants, Nichole Bryner and Dustin Miller

2. **Collection Issues** – Two

3. **Resident Issues** –

1811 – Residents sent 2nd pet violation with assessment.

1689 – Member received reimbursement for electrical issues.

4. **Moorage Complaints and Thefts** –

No formal complaints or thefts reported in the past 30 days.

- 14 parking citations written in the last 30 days. All but one has been resolved.
- 1759 – Issue resolved with Conditional Permit.

Several residents between Ramps 5 & 6 voiced complaints about the lack of parking spaces now available due to added visitor and conditional parking usage.

Miscellaneous:

A. Vial-Fotheringham Monthly Board Training:

- a. Topic, "Protecting Community Aesthetics". The architectural committee will attend this meeting on September 30.

B. Wibbing Pump Service:

- a. Responded to a request for payment by Wibbing Pump Service. The work that was done was unacceptable and the time they said it took to accomplish the work was inaccurate. We called in another company to examine the workmanship. The new company made some immediate corrections and will address other items as needed.

C. Member Request:

A part time member would like to get approval to be added to the waiting list for a carport. A member must be a full-time resident to gain access to a carport. Dick will review the possibility of building new carports with the parking committee.

D. Security Gates:

West Exit Gate was hit by a vehicle. The hit took the wheels off track and bent the gate. Unable to make repairs and brought in security for the night.

Replaced 2 ground loops on the West Exit Gate and 1 center loop of the East Entry Gate. This completes all needed repair on the loops. Dick has a new idea for the security cameras at the entrance/exit gates which will be explored further.

5. **Maintenance Projects:**

Completed Projects:

- Fence line weeding
- Repairing and painting Carport #3
- Completed General Maintenance (list of duties throughout the year).
- Refurbished pagoda lights for F Row.
- Moved decking for dock project from storage unit to contractor's berth at Swan Island.

Current Projects:

- A-F Project
- Tree bush pruning
- Clean out garbage surrounds
- Chip removal in several areas on bank line.
- Routine Landscaping
- Replacing deck screws at isolation valves
- Irrigation repair - An over-ride button will be considered.
- Gate repair

Upcoming Projects:

- A Row upgrades

Unfinished Business

1. **Financial Review** – S. Shepps

The financial review will be completed by September 26.

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

A permit was obtained on August 26. Individual homes will be more secured at the walkways. Some residents moved to Oxford Suites due to the adjustments of gas line connections.

Walkway improvements have started on Row E and trying to keep interruptions to a minimum with residents. Mid November is the anticipated completion time.

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

This was tabled at the August meeting.

4. **Assessment Schedule** – K. Harrison

Kathy provided a 4-page draft of JBMI – Special Assessment summary which was broken down into 7 sections. This schedule is considered an addendum to the Rules & Regulations.

The report provided details regarding 1st violations and specific assessments regarding each occurrence. These new proposed assessments will help to streamline the overall process of violations. The Board will review and approve this summary before it is sent out the membership.

5. **Home Businesses** – D. Robinson – Suggested Policy:

- a. No visuable signage within the moorage
- b. No walk-in customers
- c. No impact upon neighbors
- d. No use of commercial moorage resources (i.e. Utilities)

A formal draft will be presented at next month's meeting.

6. **Contractor/Vendor Brochure** – D. Robinson

A 1-page draft of contractor regulations was provided for review which included the procedures and policies for all contractors working within JBMI. This document would be signed by the contractor and certificate holder before any work begins at JBMI.

Everyone believes that contractors need basic guidelines, aware of moorage issues and understand the clean marina issues.

New Business

1. **Insurance Coverage Renewal** – K. Harrison

A 1-page cost breakdown was provided plus a 1-page explanation of the breakdown of costs. The proposed overall moorage insurance would decrease \$3,100.

2. **Seven Day Work Schedule** – D. Robinson

A seven day work week is being considered. The overtime costs for 2010 were \$2,324. This issue will be reconsidered after the dock replacement project is completed.

2010 Committee Team Reports

1. **Human Resources** – S. Shepps –

A 1-page draft of JBMI policy for the use of overtime was presented for review and approval. The overall goal is to reduce overtime costs especially regarding gate repairs. There was much discussion regarding Comp time vs Flex time.

Sher Sheps made a motion to amend the policy to read “...hours would be paid a miniumum of 3 hours of overtime”, instead of 4 hours. Leonard Meyers seconds the motion. Vote passes.

2. **Architecture** – M. Puckett
See attached report
3. **Landscaping** – P. Fulcher
See attached report
4. **Row Captains** – L. Myers
6 rows have not provided their honey pot testing results.
5. **Security Coordinator** – D. Robinson/L. Myers
They will review the possibility of rotating the security patrols. People have contacted Leonard wanted to submit bids.
6. **Parking Policy Review** – S. Shepps - This committee does not meet on a regular basis unless there are parking issues to address.
7. **Web Page Coordination** – D. Robinson – No report
8. **Waterway Violations**
The state has the ability to look up boat OR numbers to find out who is the registered owner if they violate the waterway laws.
9. **Address Book** – D. Robinson
No one has responded or volunteered to be included in a moorage address book.

Moorage Representatives – Reports need to be submitted in writing

1. **HiNooN Neighborhood** – R. Schmidt – No report
2. **WOO** – No report
3. **I-5 Bridge Project** – B. Nelson – No report
4. **Strategy** – M. Tworoger – No report
5. **Portland Working Group** – B. Nelson
The Portland Working Group has seen many engineering designs draft plans and proposed bicycle paths for Hayden Island conceptually.

Meeting adjourned at 8:50 p.m.

Respectfully Submitted by Michelle Tworoger, Secretary