

Jantzen Beach Moorage, Inc.
Minutes of Board of Directors Meeting
Held at 12221 N Westshore Drive, Portland OR 97217
On October 17, 2017

Members of the board present:

Nikki Charlton, President;

Directors: Joy Hoffacker, Rick Pariseau , Graham Perkins, Sharon Rixen and Jim Ryan

Officers present:

Bob Hines, Treasurer

Absent: Charley Davis, Director

Members Present: 8 member homes represented

Quorum: The quorum requirements were met and Nikki Charlton called the meeting to order at 6:36pm

Secretary: In the absence of a Secretary, Graham Perkins agreed to take the minutes for this meeting.

Minutes:

The minutes for the meeting on September 19, 2017 were discussed and amended. **A motion was made and seconded to approve the minutes as amended; the motion was approved unanimously.**

The minutes for the special meeting on October 6, 2017 were discussed. **A motion was made and seconded to approve the minutes; the motion was approved by the board members present at the special meeting. Voting for the resolution: Charlton, Hoffacker, Pariseau and Perkins. Abstaining: Rixen and Ryan.**

The minutes are available on www.jbmi.net

Members' comments: None.

Board members' comments:

Jim Ryan reported on a working lunch hosted by CAI about reserve studies and it was agreed that JBMI should join CAI. Nikki Charlton announced this would happening this month.

Joy Hoffacker requested that board packages be made available electronically in the future. It was agreed that Bob Hines will assist Pam Pariseau to use Dropbox for the next meeting.

Graham Perkins reported on the meeting of the Finance Committee on October 15, 2017, when the committee considered the time table for the preparation of the budget for 2018; the implications of a reserve study on the financial accounting and reporting systems; our existing internal control and accounting systems; and the appointment of a new chair of the committee. Nikki Charlton has appointed Joy Hoffacker as Chair of the Finance Committee until February 2018.

Nikki Charlton read a letter from Ray Pratt, Harbor Master Portland Harbor, to JBMI following an email from a JBMI member to Mr. Pratt.

Assessment for noncompliance with tenant screening policy

The board considered the question of making a special assessment on Mr. Dale Ott in respect of the use of his home, slip 1631, by his tenant Mr. John Tirabasso, as a short-term rental through AirBNB. A letter had been sent to Mr. Ott advising him of non-compliance with the tenant screening policy; that he was subject to a special assessment; and inviting him to attend tonight's meeting at which an assessment will be considered. Mr. Ott and Mr. Tirabasso attended the meeting. Mr. Ott informed the board that he had instructed his tenant to stop using the property as an AirBNB rental as soon as he received the letter from JBMI.

A motion was made and seconded to make a special assessment of \$500 for non-compliance with paragraph 16 of the Rules & Regulations. The motion was not approved. Voting for the resolution: Hoffacker, Charlton. Voting against the resolution: Pariseau, Perkins, Ryan and Rixen.

Moorage report: Pam Pariseau presented the Manager's report dated October 17, 2017. A copy is available at www.jbmi.net.

Treasurer's report: Bob Hines presented the financial report for September. A copy of the statements is available at www.jbmi.net.

Appointment of Director:

A motion was made and seconded as follows: Following the resignation of Graham Perkins as Director effective October 31, 2017, and in accordance with Section 3 Article IV of the Bylaws, it is resolved to appoint Bob Hines, 1783 Row K, to serve as Director of the Association from November 1, 2017 until the next regular election in February 2018. The resolution was approved unanimously.

Committee reports: The following reports were discussed and copies are available on the JBMI website.

WOOO - Ron Schmidt. With the agreement of the Board, Nikki Charlton appointed Mark Thommen as the JBMI representative to WOOO.

HINOON – Mark Thommen

Bylaws – Craig Hunter reported on the discussions at the Special Board Meeting on October 6, 2017, and his work to develop a red-line draft of the revised bylaws, a copy of which was submitted to the Board on October 14, 2017. Craig recommended that Board members send him comments on the draft and that the Board hold a special meeting to consider and approve the draft.

Communications – Bob Hines reported on his work to identify an emergency texting service that will link to our email systems. A recommendation will be made prior to the next board meeting.

Safety – Bob Hines also reported that proposals for security camera installations at JBMI are in process and should be ready for the next board meeting.

Reserve study phase 1 – Jim Ryan presented two proposals to perform detailed physical evaluations of the moorage upland and floating infrastructure, representing phase 1 of an independent reserve study, both of which are attached to these

minutes. The proposals are as follows:

J2 Building Consultants – proposal dated October 16, 2017 to perform services described as an “exterior building envelope assessment” for an estimated cost of \$8,750.

Bellingham Marine – letter agreement dated October 17, 2017 to perform engineering services to identify estimated service life and replacement cost of the floating infrastructure for a lump sum price of \$9,500.

A motion was made and seconded as follows: It is resolved to engage J2 Building Consultants and Bellingham Marine to perform engineering services to enable JBMI to complete phase 1 of the reserve study in accordance with the proposals attached, for a combined estimated cost of \$18,250. The resolution was approved by a majority of the board. Voting for the resolution: Charlton, Hoffacker, Perkins and Ryan. Voting against the resolution: Pariseau and Rixen.

Complaint - Joy Hoffacker agreed to table a proposed resolution regarding privacy rules until the next board meeting.

Mooring Rights and Rules – Following the discussion at the board meeting on September 19, 2017, Graham Perkins recommended that the special assessment for failure to comply with the Mooring Rules be fixed at \$250 per occurrence. However, the wording of the proposed assessment includes reference to the possible towing of boats, and at this time we have not engaged any marine operator to provide towing services. It was agreed that the discussion of the recommendation be tabled until the board is presented with an arrangement to tow boats. This will also allow more time for the Harbor Master Committee to work with the small number of members who have not yet responded to our invitations to register their boats and comply with the Mooring Rules.

Members’ survey: Bob Hines reported that he sent a draft of proposed survey questions to the Board on October 16, 2017. Jim Ryan requested that the Board approve the wording of the questions before they are sent out to members. Bob asked for comments on the draft as soon as possible so that he can finalize a set of questions for the next board meeting.

Other business: The remaining items on the agenda were tabled until the next board meeting.

Adjournment: There being no other business, a motion was made, seconded and unanimously approved to adjourn the meeting, and the President adjourned the meeting at 9:35 pm.