

*Jantzen Beach Moorage, Inc.  
Board of Directors (BOD) Meeting  
Summary Minutes from  
November 19, 2013*

**Board of Directors (BOD) Present - Officers:** Maia Godet and Margaret Puckette  
**Directors:** John Heald, Ivan Karmel, Barbara Nelson, Berni Pilip; and Sharon Rixen  
**Absent:** Ginny Girotti-Sorem  
**Management:** Pam Pariseau  
**Certificate Holders Present:** 1647, 1767, 1859, 1951, 1983 and 2047

**A. Opening of the meeting:** The meeting was called to order at 6:30 pm by Maia Godet.

1. Introduction of Board of Directors (BOD)

**B. Secretary's Report:**

1. **October 15, 2013 BOD Meeting minutes**

*Sharon Rixen made a motion to accept the minutes as written; Barbara Nelson seconds the motion. Vote passes unanimously.*

**C. Treasurer's Report:**

1. **Balance Sheet** – The accountant still needs to adjust the value of Slip 1815.
2. **Profit & Loss (P & L) by Class** – No comments
3. **Check Register** – One vacating tenant left a large amount of garbage which raised the garbage expense but the owner did reimburse JBMI for the excess amount. Margaret Puckette raised the question about disposing furniture and the signage addressing this issue accordingly. Pam will review and seek additional signage to address excess disposal of personal items.
4. **P&L Budget to Actual – General OP Fund** – This reports a JBMI Net Income of \$20, 826 (under budget) through October 2013.
5. **A/R Aging Summary** – 1665 is still honoring their agreement with JBMI.

**D. Manager's Report:**

- **Occupancy Report** – 4 new tenants (1529, 1705, 1805 and 1879) & 2 new certificate members (1707 and 1919) at JBMI.
- **Collections** – 1665; this account is expected to be paid in full by December 10, 2013.
- **Thefts / Vandalism** – None to report.
- **Resident Issues** – 1903 reported a woman trying to gain entry to her sliding door and 1915 reported a homeless person sleeping at top of Ramp 6 on bank. Police were called on both issues.
- **Cell Tower** – PGE & Centurylink is still removing equipment from smaller pole to new one and will cut down old pole. Landscaping will be replaced when project is complete.
- **Bank line Erosion at Ramp 6** - Island Landscaping has completed filling in eroded bank line with rip rap and topsoil. Bank line has been reseeded. Total cost of repairs \$1,452.

- **Row E Electrical Pedestal Replacement** - Pam has obtained 3 bids for replacement of the corroded electrical pedestal in front of 1681 on E row. Lowest bid came in at \$1,006 for pedestal, permits and labor to replace pedestal. Work will begin as soon as permit and parts are obtained by M&E Electric.
- **Irrigation Winterization** - Island Landscaping will complete winterizing of irrigation lines next week at a total cost of \$483. By having this service, JBMI will have less expense next spring replacing broken lines.
- **Piling Inspection** - Rob will begin testing all wooden pilings this month. Out of the 170 pilings at JBMI, we have 43 pressure treated, 24 creosote and 2 wood pilings. This test was last completed in 2008.
- **Christmas Ships** are expected in the North Portland Harbor on December 6 and 20.
- **Cold Weather Winterization** reminders will be sent with the monthly billings.
- **Car Damage** concerns were express by Berni Pilip whereby kids are playing catch with footballs and denting cars.

**Oregonian** paper delivery on the docks will be stopped due to liability issues. Paper will be delivered to a box at top of ramp.

➤ **Maintenance in Process –**

- |                                    |                     |
|------------------------------------|---------------------|
| ✓ Correcting chain-ups             | ✓ Screw replacement |
| ✓ Ball valve replacements          | ✓ Leaf blowing      |
| ✓ Repair pagoda lights on walkways |                     |

➤ **Maintenance Ongoing –**

- |                              |                      |
|------------------------------|----------------------|
| ✓ Parking lot clean up       | ✓ Irrigation repairs |
| ✓ Sewer/Water meter readings | ✓ Install standoffs  |
| ✓ Gate repairs               |                      |

➤ **Maintenance Completed –**

- |  |  |
|--|--|
| ✓ Replace 36 broken curb stops   | ✓ Re-painted handicap parking stencils at all ramps. |
| ✓ Trimmed bushes and trees outside West gate and behind Comp USA.                      | ✓ New communication and phone wires to gates         |
| ✓ Security Guard Shack   | ✓ Treat rose bushes and trees for aphids             |
| ✓ Marked NW Gas meter  | ✓ Trimmed trees and bushes outside West gate         |
| ✓ Created and painted motorcycle parking spots   | ✓ Replace transition plates at ramps 2,3,4,5 & 7     |
| ✓ Replaced siding on East wall and painted carport 1 & 2 at Ramps 7 and 2 respectively |  |

➤ **Maintenance Upcoming –**

- |   |                                     |
|---|-------------------------------------|
| ✓ Repair pile hoops                             | ✓ Replace transition plate @ ramp 1 |
| ✓ Repair/Paint electrical pedestals on walkways |                                     |

## **E. Unfinished Business:**

1. **Nominating Committee** – The web site will be updated regarding the deadlines for submitting candidate statements for the upcoming annual elections. Pam will post notices on all bulletin boards.

2. **Hiring Policy of members, contractors and employees for JBMI only** – Berni Pilip expressed her apologies for her lack of involvement of this new committee. She proposes to resume meetings after the holidays. The hiring process applies only to JBMI and not for homeowners. Since many of the pros and cons were clearly expressed at last month's meeting, some believe the new committee is unnecessary. Many believe that the most important issue, is to hire the most qualified and experienced person to do required work for the Association.

Sharon Rixen makes a motion to allow members as employees or contractors to work for JBMI if qualified and the process of obtaining three bids is followed. This issue is included in the Employee Handbook. Sharon withdraws her motion. Ivan Karmel will send out a request for proposal for comment. He believes there are three issues: 1) contractors and/or 2) employees and 3) residents as employees.

#### **F. New Business:**

1. **Tenant Screening at 1683** – This prospective tenant did not pass the JBMI tenant screening guidelines dated 11/24/2006 and is seeking a waiver which was not granted. This matter was discussed in Executive Session.
2. **Piling Replacement Project at Rows A & C** – A detailed drawing was provided reflecting 3 pilings that need to be replaced. The Corp of Engineers provides a window of November 1 through December 31 to have this work preformed and completed. Everyone agreed that all the proposals need to be very specific with their scope of work to be provided. The 2014 budget allows adding white caps to JBMI pilings.

#### **G. Committee Reports:**

1. Architectural – Follow up will occur regarding the letters sent to Homeowners.
2. Complaint Committee – Follow up will occur within 30 days with one resident regarding the Row A project.
3. Finance – No report.
4. Row/Ramp Captains – Barbara Nelson and Sharon Rixen reported that three homes did not pass the honey pot testing.
5. Web Page Master – [www.JBMI.net](http://www.JBMI.net) will be updated.
6. WOO – Ron Schmidt provided a written report regarding the River Patrol, dredging and two homes that broke away during the recent storm.
7. HiNoon – Berni reported that the group had two speakers: 1) TriMet bridge update and 2) Columbia Crossings expenditures of \$180M. The group also discussed a needed crosswalk at McDonalds to the new bus stop on Hayden Island.

- H. Open Discussion** – Chuck Hindenburg and Harbor Services have donated time and assistance to help a certificate owner stabilize her home so it would not collapse into the river.

Meeting Adjourned at 8:02 pm and went into Executive Session

Respectively Submitted by Michelle Tworoger