

*Jantzen Beach Moorage, Inc.
Board of Directors (BOD) Meeting
Summary Minutes from
December 17, 2013*

Board of Directors (BOD) Present - Officers: Maia Godet and Ginny Girotti-Sorem

Directors: John Heald, Ivan Karmel, Barbara Nelson, Berni Pilip; and Sharon Rixen

Absent: Margaret Puckette

Management: Pam Pariseau

Certificate Holders Present: 1627, 1679, 1859, 1983 and 1999

A. Opening of the meeting: The meeting was called to order at 6:31 pm by Maia Godet.

1. Introduction of Board of Directors (BOD)

B. Secretary's Report:

1. **November 19, 2013 BOD Meeting minutes**

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

C. Treasurer's Report: Ginny Girotti-Sorem reviewed all the financial reports with the BODs.

1. **Balance Sheet** – No comments
2. **Profit & Loss (P & L) by Class** – No comments
3. **Check Register Detail Report** – The medical insurance expense will increase \$7.00/month effective January 1, 2014; John Heald inquired about the bookkeeping fees and Ginny explained that this is a partial payment because the bookkeeper does not bill JBMI each and every month on a consistent basis.
4. **P&L Budget to Actual – General OP Fund** – This report reflects activity from January through November 2013. YTD total JBMI expenses are under budget by \$26,293.
5. **A/R Aging Summary** – This report is reflecting many positive balances. Many accounts reflect a credit balance because of pre-payments. The largest delinquency balance is \$903.

D. Manager's Report:

- **Occupancy Report** – 2 new tenants at JBMI: (1677 and 1683).
- **Collections** – 1665; this account was paid in full.
- **Thefts / Vandalism** – None to report.
- **Resident Issues** – 1679 wrote a letter regarding tenant and legal issue at 1683 (see unfinished business).
- **Cell Tower** – PGE will pull out old pole. Landscaping will be replaced when project is complete.
- **Row E Electrical Pedestal Replacement** - Work will begin by M&E Electric when the weather gets warmer.
- **Cold Water Issues** – Freezing temperatures caused check valves on sewer lines to freeze close causing many issues with residents. Repairs were made to 9 ball valves. A fitting cracked and there was - a major leak at Ramp 4, main line, from uplands to the walkways.

- **TriMet & CTran Bus traffic on Jantzen Avenue** – A meeting was held with all stakeholders to discuss the road maintenance expenses. Pam is planning -a trip to Multnomah County to do research on the easement issue and generate a written agreement with all impacted parties. Bus operators will be reminded to follow the speed limit of 25 mph.
- **Maintenance in Process** – same as last month
 - ✓ Correcting chain-ups
 - ✓ Ball valve replacements
 - ✓ Repair pagoda lights on walkways
 - ✓ Screw replacement
 - ✓ Leaf blowing
- **Maintenance Ongoing** – same as last month
 - ✓ Parking lot clean up
 - ✓ Sewer/Water meter readings
 - ✓ Gate repairs
 - ✓ Irrigation repairs
 - ✓ Install standoffs
- **Maintenance Completed** – no changes
 - ✓ Replace 36 broken curb stops
 - ✓ Trimmed bushes and trees outside West gate and behind Comp USA.
 - ✓ Security Guard Shack
 - ✓ Marked NW Gas meter
 - ✓ Created and painted motorcycle parking spots
 - ✓ Replaced siding on East wall and painted carport 1 & 2 at Ramps 7 and 2 respectively
 - ✓ Re-painted handicap parking stencils at all ramps.
 - ✓ New communication and phone wires to gates
 - ✓ Treat rose bushes and trees for aphids
 - ✓ Trimmed trees and bushes outside West gate
 - ✓ Replace transition plates at ramps 2,3,4,5 & 7
- **Maintenance Upcoming** – same as last month
 - ✓ Repair pile hoops
 - ✓ Repair/Paint electrical pedestals on walkways
 - ✓ Replace transition plate at ramp 1

E. Unfinished Business:

1. **1683 Tenant** – The neighboring certificate holder spoke regarding his concerns about this resident. He claims there have been many issues regarding this certificate holder. She has allowed her tenant to move-in without going through the tenant screening process. The tenant does not meet JBMI requirements to be a resident. The JBMI attorney has notified the tenant to vacate immediately via 2 letters. Additional letters will be sent to the certificate holder to notify them that assessments will be levied if compliance is not met. Management is addressing and working on this high priority issue.
2. **JBMI procedures Contractors bid process** – A written competitive bid process was submitted if money is the only criteria, as follows:
 1. Develop a scope of work and required qualifications.
 2. Contact vendors for bid; meet with vendors at job site; provide scope of work and obtain 3 bids.
 3. Review written bids and check references if no prior history with vendor.
 4. Present the best bid to JBMI BOD for approval.
 5. Prepare ballot to Members if necessary for approval.

If money is below a certain criteria, management will have the authority to approve submitted bids. If money is above a certain criteria (\$2,500), membership would need to approve the expenditure. Everyone was reminded that a JBMI bid process already exists and is followed.

Berni Pilip made a motion to adopt this process and have it inserted into the JBMI Operating Procedure Notebook. Ivan seconds the motion. Vote passes unanimously.

F. New Business: None

G. Committee Reports:

1. Architectural – Follow up with second letters to Certificate Holders will occur after the first of the year.
2. Complaint Committee – A letter to 1533 has been drafted. A meeting with Maia will be held to finalize the letter. This committee has never held any meetings with its members.
3. Finance – No report.
4. Employment Policies – A meeting will be scheduled in January.
5. Row/Ramp Captains –The honey pot testing is completed.
6. Web Page Master – www.JBMI.net has been updated.
7. HiNoon – No December meeting

H. Open Discussion – None

Meeting adjourned at 7:45 pm

Respectively Submitted by Michelle Tworoger