

Jantzen Beach Moorage, Inc.
Board Meeting Summary Minutes from
February 19, 2013

Board of Directors (BOD) Present - Officers: Maia Godet and Margaret Puckette

Directors: John Heald; Ivan Karmel, Barbara Nelson; Jerry Pekrul (via phone), Berni Pilip; and Sharon Rixen

Not Present: Ginny Girotti-Sorem

Management: Pam Pariseau

Certificate Holders Present: 1627; 1639; 1715; 1947; 1767; 1975; and 1999

- **Opening of the meeting:**

Introduction of Board members and moorage staff ~ Maia Godet called the meeting to order at 6:28 with a quorum present and introduced all Board members as well as, Moorage Manager.

Ivan Karmel objects to Jerry Pekrul teleconferencing because he cannot hear the discussions in the large room, therefore, cannot participate. Maia Godet suggested adding more phones throughout the room to help facilitate on-going communications. Barbara Nelson used her i-phone which helped Jerry hear the discussions in the room throughout the meeting.

- **Secretary's Report:**

January 15 Board Meeting Minutes –

Sharon Rixen made a motion to accept the minutes as amended. Berni Pilip seconds the motion.

Berni asked that the minutes reflect who voted No and clarification was requested by Ivan Karmel on the changing the number of Board Members.

Vote passes unanimously.

January 14 Special Assessment Appeal Meeting Minutes –

John Heald made a motion to accept the minutes as amended. Berni Pilip seconds the motion.

Berni made a comment that the minutes should include the discussion points regarding the issues. The minutes will be amended to include that the complaints were dismissed because the procedures were not followed but members can re-file their complaints.

Pam Pariseau will amend the minutes accordingly.

Vote passes unanimously.

- **Treasurer's Report:** All reports are reviewed by Board Members.

1. Balance Sheet

2. Profit & Loss (P & L) by Class

3. Check Detail

4. P & L and Budget to Actual

5. A/R Aging Summary

The following questions/concerns were addressed:

- Balance Sheet – 1) Accumulated Depreciation; A journal entry (JE) has been made to this account. Our Bookkeeper has entered the 2011 YE adjustments and the Accumulated Depreciation balance now reflects these entries. The correct amount was reflected in our 2011 Corporate Tax return. 2) Unearned Income (Slip Loans); Margaret Puckette asked for clarification on this amount. Sharon Rixen commented that this amount varies because of the timing between the billings and payments.

- A/R Aging Summary – Some of the credits have been on the books for almost 2 years. It was suggested that the certificate holders apply and use their credits so this report does not reflect large credit amounts.
- Roy McMaster made the following financial comments:
 - He suggested that a CPA review the JBMI reports. He was informed that the JBMI financial records were audited in 2009, and no discrepancies were found.
 - He also suggested providing additional education to the office staff regarding the financial reports.
 - Roy believes that Mike Frost is not reporting or calculating the equities correctly. Mike Frost was not present to reply.
- **Manager's Report:**
 1. **New tenants:** 1693 and 1809.
 2. **Collections:** The 1665 account foreclosure documents will be filed. It was suggested to check the mortgage status. Legal counsel has recommended accelerating the 2013 annual assessment as provided in the Bylaws (Section X, Section 2a).
Berni made a motion to accept legal counsel's suggestion to accelerate the assessments as permitted by the Bylaws. Sharon Rixen seconds the motion. Vote passes unanimously.
 3. **Theft/Vandalism:** None
 4. **Resident issues:** 1555 and 1767 have re-filed their complaints.
 5. **Gate Repairs:** A new battery back-up was installed at the West gate at a cost of \$445. The communication line conduit has been painted.
 6. **Parking Lot Curbing:** 12 concrete wheel stops have been installed between Ramps 1 & 6. An additional 24 have been ordered which will replace all broken or missing curbing throughout the parking lot at a cost of \$1,362. 36 curbs have been replaced in 2013.
 7. **Ramp Transition Plates:** 35 steel plates have been delivered. The transition plate replacement has started on Ramps 1 – 7. Generally these transition plates last approx. 10 years.
 8. **Dock Carts:** 5 new dock carts have been purchased at half price from Harbor Freight. The new carts will replace the older carts. Berni believes the new green carts are too small.
 9. **Maintenance projects ~**
 - ❖ **In process:** 1) Repair or replace corroded pagoda lights 2) Replace broken curbing 3) Deck screw replacement job is on hold for a couple of months until warmer weather. 4) Correcting home chain ups. 5) Gate Maintenance (lube and replace wheels) and 6) Replace transition plates on Ramps 1-7.
 - ❖ **Completed projects:** 1) Installed rubber bumper pads at Ramp 6. 2) Replaced all bad standoff pads and 3) new communication & phone wires at gates.
 - ❖ **Ongoing projects:** 1) Parking lot cleanup 2) Sewer/water readings 3) Gate repairs 4) Irrigation system repairs 5) Leaf removal /blowing and 6) Installing standoffs.
 - ❖ **Upcoming projects:**
 - 1) Row A project – Collecting bids and 2) Prune shrubs and trees
- **Unfinished Business:**
 1. **Ballot Counting Procedures:** Ballots are due February 21, by 5:00 pm. Sharon reported that there will be 3 counters and 2 observers.
 2. **CRC Ballot Update:** The January 24 meeting was well attended with 43 attendees. Another meeting was held on February 14 to formalize the ballots. It is planned to send out the ballots to revise the Bylaws on March 6. Margaret Puckette reported that the changes to the Bylaws

are very specific, and will benefit everyone in JBMI and reduce liability. An attorney has recommended these changes as they relate to the pending CRC project which impacts the moorage. Follow-up phone calls will be made to remind members if ballots are not returned.
Brief recap of the proposed changes:

- How the compensation to JBMI will be used to restore the moorage.
- How decisions will be made.
- Changes must be approved by 2/3 of the members. 118 yes votes will be needed.
- Arbitration is defined.

3. A-Row Update: 1 bid of \$55,000 has been received. Pam is expecting 2 more bids. The project will include: 1) Clean up the wiring. 2) The wooden posts will be covered and aluminum railings installed. 3) Cover the concrete to match the other moorage decking. 4) Level Row A. 5) Update the lighting to meet code. 6) The roof will remain.

- **New Business:**

1. Complaint Procedures: Ivan Karmel believes the assessment schedule should be revised and eliminates fees for harassment, obnoxious and or offensive behavior since this has not been equitably and uniformly applied for these issues. He does not believe there is a written JBMI policy that states if the police are involved, the moorage should not get involved.

Do other Associations or HOAs have a fee schedule for obnoxious behaviors? Margaret Puckette suggested using neighborhood mediation. Berni Pilip asked about the legal responsibilities of JBMI in providing a work environment for employees particularly when there appears to be a hostile relationship between some community members and employees.

Barbara Nelson recommended tabling this issue and let the new BOD make this final determination at their first meeting. Maia will consult with legal counsel on this matter.

Committee Reports: All reports are to be submitted in writing.

1. Architectural:

- ✓ John will report more next month. He has received two new Row Captain volunteers.
- ✓ Residents can paint the outside of their home any color they wish.

2. Columbia River Crossing:

The state is not pleased with the 116 foot height. Barbara Nelson reported that she attended the committee meetings that were held in Salem. A report has been sent by the Committee to the House with recommendations to pass.

3. Complaint Procedure: The next BOD will make the final determination.

4. Finance: No report

5. Moorage Activities: No report

6. Security/Row Captains: See above under Architectural Committee report.

7. Parking Committee: No report

8. Web Page: The web page master is Monika Johnson. Information from the BOD meetings will be posted onto this new password protected site. The website states that people must contact the office to obtain a password to access the site.

9. HINoon: Written reports were distributed. David Robinson is moving out of the moorage and has resigned from this committee. Tracy Chapman-Roy and Chuck Hindenburg volunteered to serve on this committee.

Election e-mails & mailings: An email from JBMI elections @yahoo.com was sent to some members representing it was from JBMI. Also quite a few members were mailed letters using JBMI return address stamp and address labels. JBMI has filed a report with the US Postal Investigation Service, at the advice of our attorney. This is potential identify theft and mail fraud.

Open Session: No new issues were brought before the BOD.

Meeting Adjourned at 8:30 pm

Respectively Submitted by Michelle Tworoger