

*Jantzen Beach Moorage, Inc.  
Board of Directors (BOD) Meeting  
Summary Minutes from  
June 18, 2013*

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

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

**Absent:** Sharon Rixen

**Management:** Pam Pariseau

**Certificate Holders Present:** 1627, 1639, 1653, 1731, 1753, 1767, 1811, 1983, 1999 and 2011

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

1. Introduction of Board of Directors (BOD).

**B. Secretary's Report:**

1. **May 21, 2013 BOD Meeting minutes –**

*Berni Pilip made a motion to accept the minutes as written; John Heald seconds the motion. Vote passes unanimously to accept the minutes as written.*

**C. Treasurer's Report:** All reports were approved by the BOD with few questions.

1. **Balance Sheet**
2. **Profit & Loss (P & L) by Class –** John Heald asked about the \$600 expense for Office Supplies. Pam explained that this expense related to the cost of upgrading Quick Books, the accounting software.
3. **Check Register**
4. **P&L Budget to Actual – General OP Fund**
5. **A/R Aging Summary**

**D. Manager's Report:**

- **Occupancy Report –** 4 new tenants at 1687, 1875, 1907 and 1985.
- **Resident Complaints –** 3
- **Collections –** 1665 proceeding with foreclosure and trying to obtain a repayment plan.
- **Thefts / Vandalism –** 5; all car related.
- **Resident Issues –** 3 which includes one incident whereby the police responded to the discharge of a firearm. Ivan Karmel asked for an Executive Session to discuss the matter. Maia will speak to all involved parties and witnesses to obtain all the facts plus obtain a copy of police report (**no charges were filed**). If this incident is a dangerous issue, it will be addressed. It was suggested to let the police enforce the firearm policy. This matter is deferred to the next meeting for further discussion. Title/Chapter 14, Possession of a loaded Firearm in a Public Place was distributed.
- **A Row Project –** On the agenda.
- **Gate Replacement Project –** On agenda.
- **Clean Up Day –** This event was a huge success. Two 20 yard dumpsters were filled to maximum capacity and a load of hazardous materials were taken to Metro Recycling.

- **Cell Tower** – AT&T is working with PGE to replace the current pole with a larger pole to support the electronics. Part of the old wooden pole moved to the edge of the parking lot near Ramp 1 which will help to reinforce the asphalt which is settling down the hillside towards the river.
- **Medical Insurance Renewal** – Copies of the renewal plan and options with Kaiser Permanente were distributed to BOD.
- **Tree Removal at Ramp 6** – The tree at the top of Ramp 6 is leaning and the roots are going under, damaging the asphalt and will destroy the garbage surround area, therefore, it needs to be removed.
- **Buoys** – Meetings have been held with the river patrol and authorization has been obtained to install new 5 mph buoys with 250+ pound concrete blocks along JBMI.
- **Maintenance in Process** –
  - ✓ Replace transition plates
  - ✓ Correcting chain-ups
  - ✓ Repair pagoda lights
  - ✓ Gate maintenance – lube and replace wheels
  - ✓ Screw replacement, the screws are popping up again.
- **Maintenance Ongoing** – same as last 2 months
  - ✓ Parking lot clean up
  - ✓ Sewer/Water meter readings
  - ✓ Gate repairs (PED and vehicle)
  - ✓ Irrigation system repairs
  - ✓ Installing standoffs
- **Maintenance Completed** –
  - ✓ Replace 36 broken curb stops
  - ✓ New communication and phone wires to gates
  - ✓ Treat rose bushes and trees for aphids
  - ✓ Replace transition plates at ramps 2,3,4,5 & 7
  - ✓ Trimmed bushes behind old Comp USA
- **Maintenance Upcoming** – same as last 2 months
  - ✓ Repair pile hoops
  - ✓ Clear weeds/blackberry bushes at Ramps 1,2 and 7
  - ✓ Row A project
  - ✓ Pressure wash walkways
  - ✓ Repair/Paint electrical pedestals on walkways

#### **E. Unfinished Business:**

1. **Update of Row A Project** – New foam has been added under the walkway for leveling purposes. A permit is needed for electrical work only. The decking materials will be delivered on June 19 and stored for two weeks at the top of Ramp 1. Installation will start accordingly and is scheduled to be completed by August 31. Pam will post information accordingly.
  - A. Decking first
  - B. Upgrades to roof next
  - C. Electrical work
  - D. Wood materials to be covered
2. **Update on Gate Replacement Project** – The gates have been ordered. Office personnel will go through training for the new system on June 18. Work is scheduled to start July 8 and anticipated to be completed by July 18.
  - A. Take old gates down first
  - B. Install new gates

### C. Install electronics

It is anticipated that there will be no down time and the same gate codes will be transferred. Additional remotes will be available for purchase in 2 different styles from the office. Existing cards will still work. All call boxes and gates posts will be painted with a white catalyzed urethane paint.

## F. New Business:

1. **Covered Carport Policy** – This was a lengthy discussion which provided lots of positive suggestions. JBMI is using the existing policy which allows current full time residents to lease carports. There are 2 wait lists: 1) people who want a carport; 2) people who want a second carport.

*Ivan made a motion to amend the current policy to abolish the distinction between Full Time and Part Time owners. John Heald seconds the motion. Vote was tied so motion dies.*

It was suggested to allow part time owners to have access to carport vacancies on a month-to-month basis. This issue was tabled to next month for further discussion.

## G. Committee Reports:

1. Architectural – This committee has sent 3<sup>rd</sup> notices to owners who have not come into compliance with the 2012 JBMI architectural committee walk through inspection. This 3<sup>rd</sup> notice provides a deadline of July 31 to come into compliance. Fines may be levied starting August 1. The 3<sup>rd</sup> notice was sent to: 1633, 1637, 1663 and 1667.
2. CRC – No meeting; no report
3. Complaint procedure – Meeting was canceled and rescheduled
4. Finance – No meeting; no report
5. Row/Ramp Captains – Barbara Nelson and Sharon Rixen are working with the Ramp Captains to complete honey pot testing.
6. Web Page Master – No meeting; no report
7. HiNoon – Berni Pilip reported the following:
  - ⌚ West Hayden Island development has no funding
  - ⌚ September 30 is the deadline for the Coast Guard height approval for the Columbia River Crossing project
  - ⌚ HiNoon wants to obtain more community involvement
  - ⌚ The West Hayden Island Plan is not being followed
  - ⌚ A regional park is proposed for the Thunderbird Hotel site

## H. Open Discussion –

1. Trish Jordan (2011) has asked for and was denied a temporary for a parking permit for her father's car that has expired tags. The car cannot be licensed without spending considerable monies on car repairs. She asked for a compassionate temporary exception.
2. Margaret Puckette has contacted the City of Portland regarding a cross walk that needs to be added to the bus stop across from McDonalds for safety purposes.

Meeting Adjourned at 8:40 pm

Respectively Submitted by Michelle Tworoger