

*Jantzen Beach Moorage, Inc.  
Board of Directors (BOD) Meeting  
Summary Minutes from  
August 20, 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, 1665, 1671, 1753, 1767, 1875, 1963 and 1999

**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. **July 16, 2013 BOD Meeting minutes** – Last month's minutes were not included in the BOD packet so the approval process was tabled until next month.

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

1. **Balance Sheet** – John Heald stated that 1815 asset value needs to be adjusted to reflect the price reduction to \$105,000. Pam will consult with the accountant about adjusting this amount.
2. **Profit & Loss (P & L) by Class** – No comments
3. **Check Register** – No comments
4. **P&L Budget to Actual – General OP Fund** – The water/sewer rates have increased significantly. The Finance Committee will be meeting to determine if monthly association fees need to be increased in October to accommodate this increase. The partial increase amounts to approximately \$7.94 per slip. The final full amount will be determined.

The primary focus of this report is the "\$ Over Budget" column. Any amount in brackets is considered negative or under budget. John Heald asked who sees the bank statements each month. Four different people with JBMI see all the bank statements each month.

5. **A/R Aging Summary** – Three member accounts are in arrears.

**D. Manager's Report:** Michelle Tworoger made a recommendation that the Moorage Manager not read the full report. Instead the BOD should read the report and ask questions or clarification if needed. This has been the procedure previously and it saves a lot of time.

- **Occupancy Report** – 2 new tenants (1843 and 1893).
- **Collections** – 1665; The owner (Jan St. Germaine) cannot live at JBMI due to health issues but appeared at the meeting to get permission to rent her home so that she can use the income to bring her account current.

It was conditionally approved that she makes 1) one-time payment of \$3,500; 2) all future rental income / deposits would go directly to the JBMI office; 3) the account would be brought current by December and 4) all renters must pass the tenant screening.

- **Thefts / Vandalism – 1**
- **Resident Issues – 5;** the issues range from parking, security, feeding stray animals, allowing dogs to roam free and having all water craft at any one location be registered to the member & moored within the foot print to avoid egress and ingress issues.

It has been reported that 20 vehicles in the parking lot on August 11 had their windows or sunroof open after 10:30 pm. This is a reminder to secure your vehicles at JBMI.

- **A Row Project –**
  - 🕒 New decking and lighting are complete;
  - 🕒 Walkway will be leveled after all upgrades are completed;
  - 🕒 Electrical wiring has been put into conduit.
- **Gate Replacement Project –** The project is almost complete. The contractor is making some final adjustments to the card readers. The new remote key fobs (available for purchase) have become very popular.
- **Cell Tower –** AT&T is waiting on PGE to replace the current pole with a larger pole and then installation will be completed. Work in progress.
- **Parking Update –** 3 citations have been issued.
- **Resting Benches –** There are several new resting benches in the moorage located along the embankment at Ramp 7, Ramp 1 and the pet area.
- **Irrigation Bid –** Pam is working with Island Landscaping to install three timers, repair broken controller wires and to check the connections on all the valves.
- **Buoys –** The purchase of new buoys must go through the Sheriff's department. The River Patrol has ordered 3 larger buoys for JBMI to install.
- **Maintenance in Process –**

<ul style="list-style-type: none"> <li>✓ Irrigation repairs</li> <li>✓ Ordered 2 slow 10 MPH signs</li> <li>✓ Painted 10 MPH stencils on the parking lot</li> <li>✓ Correcting chain-ups</li> </ul>	<ul style="list-style-type: none"> <li>✓ Repair pagoda lights that have corrosion &amp; not working</li> <li>✓ Pressure wash walkways</li> <li>✓ Cleaning cottonwood off common areas</li> <li>✓ Screw replacement</li> </ul>
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- **Maintenance Ongoing –** same as last 4 months
 

<ul style="list-style-type: none"> <li>✓ Parking lot clean up</li> <li>✓ Sewer/Water meter readings</li> <li>✓ Gate repairs (PED and vehicle)</li> </ul>	<ul style="list-style-type: none"> <li>✓ Irrigation system repairs</li> <li>✓ Installing standoffs</li> </ul>
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- **Maintenance Completed –**

<ul style="list-style-type: none"> <li>✓ Replace 36 broken curb stops</li> <li>✓ Trimmed bushes and trees outside West gate.</li> <li>✓ Re-painted handicap parking stencils at all ramps.</li> <li>✓ New communication and phone wires to gates</li> </ul>	<ul style="list-style-type: none"> <li>✓ Treat rose bushes and trees for aphids using soap and water</li> <li>✓ Replace transition plates at ramps 2,3,4,5 &amp; 7</li> <li>✓ Trimmed bushes behind old Comp USA</li> </ul>
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- **Maintenance Upcoming –**

<ul style="list-style-type: none"> <li>✓ Repair pile hoops</li> <li>✓ Repair / paint carport #2</li> </ul>	<ul style="list-style-type: none"> <li>✓ Repair/Paint electrical pedestals on walkways</li> </ul>
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## **Unfinished Business:**

### **1. Parking Policy –**

If a third car can park anywhere, this creates a problem. It was agreed that the third car will be encouraged to park in the “overflow” parking lot, East of Ramp 6. Extra cars cannot park near Ramp 1 or 7. These are considered to be high traffic areas.

### **2. Carport Policy –**

There were concerns about the qualifications, if the carports are assessable to all members (part-time or full-time).

## **E. New Business:**

### **1. 1875 Accessory Dwelling Unit (ADU) –**

Matt Greer Certificate Holder of 1875 presented a 7 page summary and discussed his proposal to have his home approved and to be considered as an “Accessory Dwelling”. According to the City of Portland ADU permits are obtainable but not allowed for duplexes on corner lots.

Below is a summary of the key points:

- ❖ Matt Greer presented his proposal in July 2013 to the Architectural Committee which was approved once the City of Portland permits were obtained.
- ❖ Matt stated that the dwelling would not be considered “retail” and not a duplex.
- ❖ He also stated that he’s not looking for a Bylaw change.
- ❖ John Heald stated that there was a misunderstanding on the original intent and is worried that other families may try to do the same thing with their dwellings plus the committee was worried about Bylaw violations.
- ❖ The JBMI Bylaws clearly state that all homes at JBMI shall be single family dwellings and there are limits on the number of people to occupy the dwelling per bedroom.
- ❖ The change would apply to the existing dwelling with no address or utility changes.
- ❖ Ginny asked if the neighbors had been consulted about this proposed change. No
- ❖ There are concerns if a second story is added, will the existing float be considered safe enough to handle the extra load?
- ❖ Concerns about adding another separate independent entry.
- ❖ John Heald is looking for guidance on this matter from the BOD.
- ❖ Ivan reminded everyone; there is an appeal process.

Matt Greer asked the BOD for a vote but everyone agreed that since the Architectural Committee now denies the proposal, Mr. Greer will need to file an appeal.

### **2. Security Guard Shelter –**

It was also suggested to build a shelter for the Security Guard. Pam has obtained preliminary estimates (\$1,000) to build a shelter.

*Ivan made a motion to allocate up to \$2,000 for a shelter with heat to be built at the West end of the moorage (by the maintenance shed). Barbara Nelson seconds the vote. Vote passes unanimously.*

## **F. Committee Reports:**

1. Architectural – See above
2. Complaint procedure – No meeting

3. Finance – No meeting; no report
4. Row/Ramp Captains – Barbara Nelson and Sharon Rixen; Honey Pot testing will start soon.
5. Web Page Master – No meeting; no report
6. HiNoon – No report

**G. Open Discussion –**

1. A prospective renter is looking to rent a slip at JBMI but since he does not have a current driver's license while operating a vehicle on JBMI property, his application was denied. The BOD did not render a determination and asked prospective buyer to obtain additional information for consideration. The Certificate Holder (owner) may need to sign a financially responsible agreement.
2. Dan Comfort suggested establishing a Community Volunteer Program whereby people in financial need could apply to obtain financial assistance up to three times per year in order to comply with exterior maintenance repair needs. Volunteers would provide the labor and JBMI would contribute some of the material costs (\$2,500). It was suggested that Mr. Comfort form a committee, collect volunteers and submit a business plan to the BOD.
3. Some Members expressed a concern and do not feel comfortable with some of the new renters at JBMI. Everyone agreed that some of the new renters do not take pride in our community. It was suggested to charge a fee to the Certificate Holders for rental homes. It was also suggested to have all new renters attend a meeting one-on-one directly with Management or a Director.
4. Margaret Puckett is concerned that Center Drive by the new Bus Zone and the Mall has become a dangerous zone and is a liability. She wants the endorsement from the BOD to address this issue and have a crosswalk added.

9:00 meeting went into Executive Session to discuss one matter.

9:06 meeting adjourned.

Respectively Submitted by Michelle Tworoger