

**Jantzen Beach Moorage, Inc. (JBMI)**  
**Board Meeting Summary Minutes from**  
**March 20, 2012**

**Board of Directors (BOD) Present:** Maia Godet; Margaret Puckette; Ginny Girotti-Sorem; John Heald; Ivan Karmel; and Sharon Rixen

**Not Present:** Jerry Pekrul; excused absence

**Management:** Pam Pariseau

**Certificate Holders Present:** 1613; 1627; 1637; 1653; 1671; 1717; 1731; 1741; 1935; 1973; 1927; 1983; 1995; 1999; 2007; 2035; 2045; and 2049

**Opening of the meeting:**

1. **Introduction of Board members and moorage staff** ~ Maia Godet conducted a roll call and introduced all new Board members and moorage staff.
2. **Announce new Board positions:** Margaret Puckette will be the meeting facilitator and Ginny Girotti-Sorem will be the new Sergeant at Arms.

Letters of resignation were submitted by Leonard Myers (1 year term remaining) and Ron Schmidt (2 year term remaining). These letters were accepted and considered final. Much discussion occurred about whether to have 5 or 6 directors on the Board. Some Homeowner Associations at a recent seminar recommend keeping the number odd. Berni Pilip had the next highest number of votes.

Ivan had the following comments:

- Moorage politics are involved
- The BOD conducted a straw poll; most people agreed 5 was a good choice
- Fill the vacancies with the next highest votes = Berni Pilip and Barbara Nelson
- The number of votes from the membership has value

*Sharon Rixen made a motion to appoint Berni Pilip to the 2 year term and Barbara Nelson to the 1 year term. Ivan Karmel seconds the motion. Motion passes by Vote.*

Each new Director came forward and gave a brief background. Some residents believe the appointment process is appropriate but JBMI should develop a process (policy).

3. **All Board members took an oath of office** – Maia read the oath and all responded, “I will”.
4. **Ground rules:** The intention is to keep meetings moving forward and keep any ill feelings aside. Decisions will be fair and people will be heard but a 10 minutes time limitation will be enforced. The BOD will respect the dignity of everyone.

If anyone has new agenda items, please submit to the Secretary 2 weeks prior to the Board meeting which is held the 3<sup>rd</sup> Tuesday of each month. All committee reports will be submitted in writing prior to the monthly Board meeting.

5. **Time Limitations:** Certificate holders will have a 10 minute limitation to speak on an issue. If more time is required, the subject will be placed on next month’s agenda for further discussion purposes.
6. **Location change:** TBD; The community room at the mall will become unavailable starting in May.

### **Secretary's Report:**

Berni Pilip was asked to send the February 21<sup>st</sup> draft Board meeting minutes to the previous directors to obtain final approval.

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

- |                                   |                      |
|-----------------------------------|----------------------|
| 1. Profit & Loss (P & L) by Class | 4. Budget to Actual  |
| 2. Check Register                 | 5. Balance Sheet     |
| 3. P & L Budget to Actual         | 6. A/R Aging Summary |

The following concerns or questions were addressed by the Treasurer:

John Heald had questions regarding the landscaping expenses on the P&L. The Ginny explained duties of landscaping and this category also covers the cost of new plants. All overtime must be approved. John also had questions regarding the telephone expenses. This category covers 3 phone lines (main, fax and gate).

The A/R report reflects some members paying their Association dues for an entire year in advance and some people are still paying the higher Association rate after it was reduced. Pam will send out credit statements to the appropriate Certificate Holders.

Maia has been in touch with the Collection Company seeking information about their process.

### **Manager's Report:**

1. **New tenants:** 1761 and 1861
  2. **Collections:** 1631; making partial payments
  3. **Theft/Vandalism:** It cost \$650 to repair 11 pagoda lights that were broken between ramps 4 & 5; 1 ramp light destroyed; spool of tubing pushed into the river at ramp 1, some firewood was stolen from parking lot.
  4. **Resident issues:** 1983 and 1767
  5. **Parking:** 8 citations were issued within the past 30 days.
  6. **Security:** None to report
  7. **Maintenance projects ~**
    - **In process:** Removed the construction materials at ramp 2; install chain at transition area at ramp 1.
    - **Completed projects:** Installed new wheels at ramps 1 & 2; replaced sheeting at ramp 2; cleaned painted wheel tracks.
    - **Ongoing projects:** Parking lot clean up; water/sewer readings; gate repairs; leaf removal; install standoffs; clean up dog mess at ramps 3 & 4.
    - **Upcoming projects:**
      - ✓ Row A project and upgrades, Christianson has been contacted to submit a bid
      - ✓ Replace damaged standoffs
      - ✓ Landscaping pruning
- Certificate holders had the following maintenance concerns:
- ❖ Oil spills in parking lot
  - ❖ What is the process to obtain parking permits since some vehicles do not have permits. Rob regularly checks the vehicles in the parking lot.
  - ❖ Resident found a letter on their vehicle from an unknown source.

**Committee Reports:** All reports are to be submitted in writing. Sign-up sheets were available for people to volunteer and get involved.

1. **Architectural** – This committee is in a holding pattern per Barbara Nelson. Working on 3 difficult issues. Many believe JBMI has many qualified contractors living in the moorage and they should be utilized. It was suggested to hold a training session for this committee and John Heald volunteered to chair this committee in 2012.
2. **Bylaws (Condemnation Issues):** This committee will be faced with a huge task and many Certificate Holders expressed an interest to get involved on this specific committee. Sub committees will be developed. Legal advice has been received on how to modify this section in the Bylaws. A super majority (117) will become necessary to change JBMI Bylaws, therefore, the membership will need to be educated as to why this change is necessary.

*Research needed:*

- Cost of losing A,B&C rows
- Decreased value of homes
- Lost of HOA income
- Financial compensation and distribution

This will be a standing committee to outline the priorities for 2012. It was agreed to invite Jill Gelineau (Schwabe, Williamson and Wyatt) *to come and speak at a special meeting*. The Island Times will be utilized to deliver and circulate additional information.

3. **Columbia River Crossing:** This is in a holding pattern because of height and cost concerns. Washington approved a toll on the new bridge.
4. **Complaint Procedure:** This committee has received lots of activity. A proposed draft has been downloaded which can be picked up at the office for comment. A flow chart to summarize the process will be created.

Ivan summarized the key points of the process:

- Log the complaint
- Moorage office handles the complaint internally to resolve; referred to an outside agency; determine if a violation occurred & notifies all parties accordingly.
- Refer to the Assessment committee; 1) to make an assessment 2) determine if a conflict of interest exists and 3) make recommendations.
- The Board makes the final decision and issues the assessment.
- Guidelines from prior Boards will be utilized.

*Ivan made a motion to adopt the proposed complaint procedure and conflict resolution with the understanding that a user friendly version will be created soon. John Heald seconds the motion. Motion passes by vote.*

It was agreed that Ivan and Michelle Tworoger will meet and develop a user friendly version but no substantial changes would be made.

5. **Finance:** Mike Frost and Sherre Vanegas volunteered to continue to serve on this committee.
6. **Moorage Activities:** Trish and Carla volunteered to serve on this committee. It was suggested to add a milk carton boat race event which is scheduled for June 10<sup>th</sup>. A JBMI clean up day will also be added.
7. **Security/Row Captains:** John Heald met with the night watchman and he seems very thorough. Night incidents have declined.

8. **Volunteering:** New committee, Jerry Pekrul, Chair, not present
9. **Web Page:** The JBMI web page has been reactivated. It was suggested that JBMI should be the owner of this web page.

### **New Business:**

1. **Legal Costs:** Maia and Ivan are negotiating these costs for all billings. Maia has spoken with the attorneys as well as the insurance representative and believes this will be resolved next month. The recall committee paid all their legal expenses. The status of the investigative report is unknown.
2. **Hiring Decisions:** Rob Wirtz was issued a letter in April 2011 stating that he was considered as a full time employee but was denied medical benefits and personal time off. It was agreed that this needs to resolve soon. Maia has researched this issue but there has been no definitive decision. Kathy Harrison wrote the letter and made the recommendation the day she resigned. Ivan claims she did not have the authority to hire and fire JBMI employees and does not agree to retroactive pay and benefits. It is clear that lots of discrepancy exists.

Sharon Rixen reported that past managers have hired/fired staff but the Board hires/fires the moorage manager. The Board generally rubber stamps the manager's decision. Everyone agrees that Rob has worked at JBMI full time and he believes he works for the manager. The membership believes that the moorage needs to do the right thing for this JBMI employee who has valued experience.

*Sharon Rixen made a motion to calculate the amount of retroactive medical benefits (\$529.00/month) owed to a full time employee effective May 1, 2011 and pay Rob Wirtz accordingly. Barbara Nelson seconds the motion. Motion passes by vote.*

*Ivan Karmel made a motion to hire Rob Wirtz as a full time employee with a raise at \$2.00 hour (to \$16.50/hour) plus benefits. Sharon seconds the motion. Motion passes by vote.*

3. **Distribution of Minutes:** The minutes from Board meeting will be available in the office, included on a secure section of the web page and included with the monthly statements to help improve community communications.
4. **JBMI Communications Plan & Strategic Plan ~** Assigned to committee
5. **Announce 3 top priorities for 2012 ~** tabled to next month

Maia gave Chuck Hindenburg recognition for helping to rescue a sinking boat within the moorage.

### **Unfinished Business:**

1. **CRC valuation of property process ~** tabled to next month

Adjourned at 9:15

Respectively Submitted by Michelle Tworoger

**ACTION ITEMS:**

<b>Date Discussed</b>	<b>Action / Due Date</b>	<b>Due Date</b>	<b>Persons Involved</b>	<b>Date Completed</b>
3/20	Develop a appointment policy			
3/20	Invite Jill Gellineau to a special meeting	April	Pam	
3/20	Develop a user friendly version of the complaint process	April	Ivan / Michelle	
3/20	Develop a secure section on JBMI web page		Dick Robinson	
3/20	Report on status of Investigative report	April	Maia	
3/20	Define the Manager's position	April	All Board	