

**Jantzen Beach Moorage, Inc. (JBMI)**  
**Board Meeting Summary Minutes from**  
**May 15, 2011**

**Board of Directors (BOD) Present - Officers:** Maia Godet; Margaret Puckette; Ginny Girotti-Sorem; **Directors:** Ivan Karmel; Barbara Nelson; Berni Pilip; and Sharon Rixen

**Not Present:** Directors: John Heald and Jerry Pekrul

**Management:** Pam Pariseau

**Certificate Holders Present:** 1613; 1627; 1741; 1927; 1951; 1973; 1975; 1983; 1991; 1999

- **Opening of the meeting:**

**Introduction of Board members and moorage staff** ~ Maia Godet called the meeting to order at 6:32 with a quorum present and introduced all Board members as well as, Moorage Manager.

- **Secretary's Report:**

April 17 Board Meeting Minutes – Ivan Karmel had asked that Maia Godet's Investigative Report regarding legal costs be added to the minutes. Maia Godet replied that the report was an oral communication and the notes used to express that communication are not forthcoming nor are they retained.

*Barbara Nelson made a motion to accept the minutes as written. Sharon Rixen seconds the motion. The vote is a tie so the minutes will go to the next meeting for approval.*

April 24 Special Meeting Minutes –

*Berni Pilip made a motion to accept the minutes as written. Ivan Karmel seconds the motion. The vote passes unanimously.*

April 26 Special Meeting Minutes –

*Barbara Nelson made a motion to accept the minutes as written. Berni Pilip seconds the motion. The vote passes unanimously.*

April 29 First Special Meeting Minutes –

*Barbara Nelson made a motion to accept the minutes as written. Berni Pilip seconds the motion. The vote passes unanimously.*

April 29 Second Special Meeting Minutes – There was a discussion regarding the executive session and necessity of providing the minutes. Since the meeting was posted on the bulletin boards, minutes will be provided.

*Sharon Rixen made a motion to accept the minutes as written during the Special Meeting. Barbara Nelson seconds the motion. The vote passes unanimously.*

**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**

Michelle Tworoger had 1 question regarding the over budget amount of insurance for floating docks/piers which Pam Pariseau will research and provide feedback at a later date or next meeting. It may be the result of a double posting in March.

The Aging Summary and status of 1631 will be discussed during the Manager's report (see below).

## **Manager's Report:**

1. **New tenant:** 1687
2. **Collections:** 1631 has failed to make the agreed upon payments. The balance owing is approximately \$14,455. The certificate holder was notified that the property will go to a sheriff's sale and given to legal counsel to proceed with the collection process.
3. **Theft/Vandalism:** None to report
4. **Resident issues:** 1767 had three issues. One issue will be addressed next month in the Architectural Committee report. This certificate holder has requested to be contacted only via mail.
5. **Parking:** 12 citations were issued within the past 30 days. 9 had "no parking permits" but all resolved.
6. **JBMI Clean-Up Day:** Scheduled for May 19, 9am to noon. Two 20 yard dumpsters to be delivered on May 11 at Ramps 2 & 6. All BODs are encouraged to attend this event.
7. **Pet Waste Problem:** Since the trail cameras have been installed, this issue has improved. Additional pet waste problems have been reported at ramp 3.
8. **Unattended Boats Sinking:** One boat at 1529.
9. **Portland Water Bureau (PWB):** Three new fire hydrants have been installed. During this process it was discovered that the irrigation lines at ramps 1 & 3 were not installed properly and bypassed the meters. Plumbing bids / permits had to be obtained and new irrigation lines were installed properly at a cost of approximately \$5,600. This cost included installing a new backflow device, reduced pressure valves and double check valve.
10. **East Gate Repairs:** The circuit board burnt out and failed to work at the East gate. The repair costs were approximately \$1,400. The necessary repair was the result of someone forcing the gate to open. An article will appear in the next newsletter to notify everyone that gate repairs are very expensive and do not use your vehicles to push the gates. It was suggested to add a sign on the gate that says: "Do not touch the gate with your car; Fines will be imposed".
11. **Maintenance projects ~**
  - ❖ **In process:** 1) Pressure washing 2) Repairing irrigation heads is an ongoing task. Some sprinkler heads to be relocated to avoid potential damage but the budget amount for this task was not approved. There are concerns if the irrigation system is not repaired, new expensive plants will be lost. Other options for different types of sprinkler heads and options to use river water will be explored. 3) Helping residents to carry items to dumpsters 4) Setup hazardous waste areas.
  - ❖ **Completed projects:** 1) Color coded utility shut off valves on walkways 2) Touch up concrete walls at gates 3) Paint rust spots on gates and fence 4) Dug trenches for irrigation repairs at ramps 1, 2 & 3.
  - ❖ **Ongoing projects:** 1) Parking lot cleanup 2) Sewer/water readings 3) Gate repairs 4) Irrigation system repairs 5) Leaf removal 6) Install standoffs.
  - ❖ **Upcoming projects:**
    - ✓ Row A project – Cochran Kaufman Electric is working on three bids and options. PGE will not allow cables to be installed underwater and it's too far to hook into the transformer on land.
    - ✓ Replaced damaged standoffs
    - ✓ Prune shrubs and trees
    - ✓ Landscaping at garbage surrounds at ramps 4, 6 & 7.
    - ✓ Clean bank line when water levels drop.

A resident mentioned that the trench at the mailboxes is dangerous.

- **Unfinished Business:**

- 1. JBMI Communications Plan and Strategic Plan/Purpose** – Maia believes additional and reasonable communication needs to exist between the BODs and residents. It is an ongoing process to heal and move forward. Everyone must remember mutual respect is necessary.
- 2. Three top priorities for 2012** – **1)** The Harrison/BOLI complaint has been resolved and finalized. BOLI dismissed the complaint and Harrison was paid a settlement. If anyone wants to review the settlement, please contact the office. Maia believes that was an important hurdle and accomplishment but more work is still needed in this area. **2)** Hiring a Moorage Manager was accomplished **3)** The indemnification issue is not resolved but legal counsel has created a release so this issue is in process. The executive issue will address this issue.
- 3. Process to approve BOD minutes** – Maia wants to explore other alternatives to approve the meeting minutes in a timely fashion. E-mail correspondence was a suggestion. The current process is to send prior meeting minutes (one month behind) with the monthly statements. Sher Shepps stated that the prior board approved minutes via e-mail. She will provide more information to Maia about this previous process. Everyone agreed to try this process. Votes or business conducted by e-mail can be ratified and verified at the next regular Board meeting.
- 4. Development of nomination appointment policy** – It was decided that this policy is unnecessary because this policy is covered in the Bylaws. Sharon Rixen suggested going back to the guidelines as stated in the Bylaws. Election ballots should be counted prior to the annual meeting. Maia will talk with John Heald about this issue and clarify prior to the next Board meeting.
- 5. Offer to purchase additional parking strip** – An offer of \$2,500 has been presented to purchase additional parking by ramp 6 at the pumping station. TMT Development countered with \$2,970. To complete the project all the concrete must be removed and new asphalt be applied. The following concerns were expressed:
  - A five foot setback
  - Marking property boundaries. Pam Pariseau will obtain a mini survey for \$75.
  - City easements
  - Consider a different type of surface to address storm water runoff issues.It was suggested to purchase the property with the intention of the property to become additional parking for JBMI.

*Berni Pilip made a motion to approve the purchase the property at \$2,970;  
Barbara Nelson seconds the motion. Vote passes unanimously.*

- **New Business:**

- 1. Author of newsletter** – Rich Pariseau has resigned as editor of the JBMI newsletter and Dick Robinson is no longer the webmaster for the JBMI website.

Paul Hagen, 1695, was suggested as a good potential editor for the newsletter. Rich Sorem suggested setting guidelines as a job description for this position.

No one volunteered for the webmaster position. Berni will consider the position and research the components. It was suggested to hire someone but will explore other options and set the website in a “passive” status. Everyone agreed that communication is an important component with the membership.

- 2. Mutual respect for residents** – See #1 under Unfinished Business.

- **Committee Reports:** All reports are to be submitted in writing.
  1. **Architectural:** No report; tabled until next month.
  2. **Columbia River Crossing:** Margaret Puckette summarized and read her report. Currently working on Step 3 (Board review of proposed Bylaw change) of Step 6. Everyone was reminded that a super majority will be necessary to change the Bylaws. She plans to submit an updated report to the BOD prior to the next Board meeting. Margaret believes the BODs need to think strategically through the condemnation process.

There was also some discussion about renewing the DSL lease now which expires in 2017. Additional research will be conducted on this issue. The loss of income will be another factor when negotiating with Columbia River Crossing. Margaret agreed of setting a goal of having Jill Gellineau coming to a meeting within two months.

3. **Complaint Procedure:** Ivan Karmel reported that the number of viable unsolved complaints is unknown; therefore, Ivan will begin to contact the complainants regarding the status of their outstanding complaint. Rick Pariseau has resigned from the committee; therefore, Maks Dosek will step into his position and another alternate will need to be appointed.

Mr. Myers requested an appeal last year regarding his assessments but his request went unanswered. There was a concern if his written appeal was made in a timely fashion.

*Barbara Nelson made a motion to invite Leonard Myers to a Special Meeting (time to be arranged) to present his appeal. Berni Pilip seconds the vote. Vote passes unanimously.*

Ivan will establish a protocol and guidance (ground rules and time limits) on who speaks at the appeal.

4. **Finance:** Ginny Girotti-Sorem reported no pressing issues
5. **Moorage Activities:** Ivan reported that another meeting will be held on Thursday to determine the costs to be approved for the August 11 Bar-B-Q event.
6. **Security/Row Captains:** No report; tabled until next month.
7. **Volunteering:** No report; tabled until next month.
8. **Web Page:** No report (see #1 above under New Business)
9. **WOO:** Ron Schmidt provided a written report. The West Island industrial development project is coming to an end. The pollution insurance requirements have changed regarding the submerged land lease. Mr. Schmidt thanked everyone for their comments regarding the lottery at the strip mall on Hayden Island. There are eight missing bodies in the Columbia River which are a concern if the water temperatures increase, the bodies bloat and surface.

Adjourned at 8:40

Respectively Submitted by Michelle Tworoger

Went into Executive Session