

**Jantzen Beach Moorage, Inc.**  
**Board Meeting Summary Minutes from**  
**November 20, 2012**

**Board of Directors (BOD) Present - Officers:** Maia Godet, Margaret Puckette (arrived at 8 pm) and Ginny Girotti-Sorem

**Directors:** John Heald; Barbara Nelson; Jerry Pekarul (via phone), Berni Pilip; and Sharon Rixen

**Not Present:** Ivan Karmel

**Management:** Pam Pariseau

**Certificate Holders Present:** 1627; 1639; 1731; 1767; 1849; 1871, 1983, 1999 and 2027.

- **Opening of the meeting:**

**Introduction of Board members and moorage staff** ~ Maia Godet called the meeting to order at 6:31 with a quorum present and introduced all Board members as well as, Moorage Manager.

- **Secretary's Report:**

October 16 Board Meeting Minutes –

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

October 9 Special Meeting Minutes –

*Sharon Rixen made a motion to accept the minutes as written. Barbara Nelson seconds the motion and John Heald abstained. Vote passes unanimously.*

November 13 Budget and Reserve Plan for 2013 Meeting Minutes –

*Sharon Rixen made a motion to accept the minutes as written. Barbara Nelson seconds the motion. Vote passes unanimously.*

Action Items were updated.

- **Treasurer's Report:** All reports are reviewed by Board Members. The 2013 Operating Budget, Reserve Fund and Planned Projects were approved at a Special Meeting and will be presented at the Annual Meeting. A special thanks was extended to Mike Frost, Sherre Vanegas and Ginny Girotti-Sorem.

The moorage manager, Pam, prepares all the financial reports via Quick Books and the bookkeeper validates Pam's work.

**1. Profit & Loss (P & L) by Class**

**2. Check Register**

**3. P & L Budget to Actual**

**4. Budget to Actual**

**5. Balance Sheet**

**6. A/R Aging Summary**

The following questions/concerns were addressed:

- P & L – Special Assessments has an \$800 credit due to the adjustments from the Dale Ott resolution.
- P & L Budget vs. Actual of the General Operating Fund – Provides estimates on the status of funds.
- Balance Sheet – \$72,000 was paid in property taxes from the General Operating savings balance of \$239,871.

- **Manager's Report:**

1. **New tenants:** 1533; 1631; 1661; 1819; 1939; and 2019
2. **Collections:** 1665 account has been turn over to the attorney.
3. **Theft/Vandalism:** 18 carports were broken into during October. The part-time security guard was dismissed.
4. **Resident issues:** Two issues regarding 1983 and 1947. These issues have been forwarded to the complaint committee.
5. **Gate Repairs:** The West gate has a new screen on the monitor and a new keypad has been ordered (the zero was not working). A resident damaged the West entrance gate; bids have been collected, which will be covered by the resident's insurance company.
6. **Additional Parking:** This project for 20 additional parking spaces at ramp 6 is on hold; weather permitting.
7. **Carport Repairs:** Dry rot repairs have been completed.
8. **Christmas Ships Parking:** Parking will be available adjacent to Stanfords. No one volunteered to shuttle neighbors between Stanfords and JBMI.
9. **Maintenance projects ~**
  - ❖ **In process:** 1) Repair pagoda lights / Replace corroded lights 2) Clean cobwebs / bugs from lights 3) Gate Maintenance 4) Deck screw replacement 5) Replace wheels on gates
  - ❖ **Completed projects:** 1) Finished pressure washing all walkways. 2) Unhooked houses connected to pile hoops and reattached the walkways. 3) Corrected all fire inspection violations and 4) Replaced all bad standoff pads. 5) Refill de-icer containers. 6) Replanted plants at Ramp 6 parking area.
  - ❖ **Ongoing projects:** 1) Parking lot cleanup 2) Sewer/water readings 3) Gate repairs 4) Irrigation system repairs 5) Leaf removal and 6) Installing standoffs.
  - ❖ **Upcoming projects:**
    - ✓ Row A project – Collecting bids
    - ✓ Prune shrubs and trees
    - ✓ Repair storm drain between Ramp 6 & 7
    - ✓ Paint West gate

- **Unfinished Business:**

1. **Watering Policy – Finalization:** Tabled until next month. This new policy will go out to the membership for comments before the Board of Directors vote.
2. **Updating the Bylaws:** This issue needs a resolution containing a one-sentence introduction “Be it be resolved that JBMI will have a special meeting with membership”. There was nothing to review or included with the Board packet but the proposed language changes will be reviewed by e-mail communications. Rich Sorem will distribute the proposed bylaw change to all members prior to voting.
3. **Update on A-Row Project:** The choices for electrical upgrades are decreasing. JBMI has received no bids and PGE has told the moorage that they will not sell the older underwater cable to JBMI. JBMI must install a new electrical service for Row A which could cost \$220,000.

- **New Business:**

1. **Moorage Manager Job Description:** Sharon, Pam and Maia have drafted a proposed Manager Job Description.  
*Sharon Rixen made a motion for the Board of Directors to accept the Moorage Manager Job Description as written.. Barbara Nelson seconds the motion. Motion passes unanimously.*
2. **Nominating Committee:** This committee is seeking volunteers. Pam has some possibilities. The committee must review the proposed new ballot. Sharon Rixen volunteered to head this committee. Anyone interested in running for an open position, needs to submit their name for consideration to the nominating committee, in care of the moorage office, no later than January 8<sup>th</sup>.
3. **Letter to 1845:** Resident has medical issues and has threatened numerous members, 911 has been called but the police must witness the threatening behavior. Everyone agreed that this household must be assessed fines and consider this matter to be an emergency situation. It is the moorage's responsibility to assess the homeowner.

To resolve this matter, an enforceable eviction needs to be served. Neighbors must document the Certificate Holder's brother's behaviors. If anyone has any encounters with the resident, call 911 and do not respond to the resident. Maia, John and Pam will talk with legal counsel regarding the situation and the enforceable eviction process.

*Barbara Nelson made a motion that the Manager and President shall have the authority to remove Wes Rowe. Sharon Rixen seconds the motion. Motion passes unanimously.*

- **Committee Reports:** All reports are to be submitted in writing. Only 1 report was submitted.

1. **Architectural:** One meeting was held to discuss 2 issues. They also discussed the grandfathering of architectural violations.
2. **Columbia River Crossing:** See #2 (Bylaws) under New Business.
3. **Complaint Procedure:** Tabled until next month.
4. **Finance:** See above – (Treasurer's report)
5. **Moorage Activities:** No report
6. **Security/Row Captains:** Tabled until next month and little progress on honey pot testing project.
7. **Parking Committee:** On hold.
8. **Web Page:** Berni Pilip is working with Monica Johnson the JBMI web page. Monica will be encouraged to talk to Pam to obtain some direction and information for posting onto the JBMI web page. Maia asked for volunteers to serve on this committee but no one volunteered.
9. **WOO & HINooN:** David Robinson attended the HINooN meeting along with Ron Schmidt; HINooN also opposes the development of West Hayden Island. Ron Schmidt provided a written report.

**10. West Hayden Island Development:** David Robinson and Susan O'Halloran along with 200 other people attended the latest objection meeting. Ivan Karmel sent in written testimony. David Robinson reported that approx 80% of the speakers opposed the development of West Hayden Island because of noise and pollution issues. This port is not considered a deep water port. Health impact studies and an assessment are needed. .

November 27<sup>th</sup> is the next meeting at 1900 SW 4<sup>th</sup> Avenue from 6 - 9 pm. Barbara Nelson, David Robinson and Trish Jordan plan to attend this meeting. Mayor Sam Adams will be present and supports this development. People can testify and speak at the meeting if unable to attend in person via an on-line link.

**Open Session:** Charles Hindenburg asked about the legal costs incurred as a result of the recall efforts. He was told that \$10,000 was spent for the entire year of 2012. This expense covered all JBMI legal matters for 2011. He was invited to come to the office to review the legal expenses if he had additional concerns. It was suggested that he make an appointment with Pam prior coming to the office.

Jan Wirtz thanked the Board of Directors for all their efforts and work during this past year.

Meeting Adjourned at 8:25 pm

Respectively Submitted by Michelle Tworoger