

*Jantzen Beach Moorage, Inc.
Board of Directors (BOD) Meeting
Summary Minutes from
January 21, 2014*

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

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

Absent: Michelle Tworoger

Management: Pam Pariseau

Certificate Holders Present: 1613, 1627, 1685, 1767, 1983, 1999, 2007 and 2047.

A. Opening of the meeting: The meeting was called to order at 6:32 pm by Maia Godet.

1. Introduction of Board of Directors (BOD)

B. Secretary's Report:

1. **December 17, 2013 BOD Meeting minutes**

Pam Pariseau noted incorrect slip number on page 3, G-2, should read 1533.
Berni Pilip made a motion to accept the minutes with correction; Sharon Rixen seconds the motion. Vote passes unanimously.

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

1. **Balance Sheet** – No comments
2. **Profit & Loss (P & L) by Class** – No comments
3. **Check Register Detail Report** – John Heald inquired about the high cost of the Portland Water Bureau bill. Pam explained it was due to the freezing weather in early December and that both January and December bills will reflect the increased water usage.
4. **P&L Budget to Actual – General OP Fund** – This report reflects activity from January through December 2013. YTD total JBMI expenses are under budget by \$21,691. Berni Pilip had several questions regarding budget and stated that she was impressed that we came in below budget and most line items were on budget or less.
5. **A/R Aging Summary** – No accounts in collections.

D. Manager's Report:

- **Occupancy Report** – 1709, longtime residents recently completed purchase of home and slip and are now members.
- **Collections** – No accounts over 90 days.
- **Thefts / Vandalism** – Vehicle stolen on New Year's Eve from Ramp 7 parking lot. Was recovered by Portland Police with suspects in vehicle a week later.
- **Resident Issues** – Member sent an email regarding tenant and legal issue at 1683 (see unfinished business).
- **Cell Tower** – PGE removed old pole. Landscaping will be replaced by the 24th of January...
- **Trimet** - Jantzen Avenue does not have a public easement on record. A meeting will be held with Columbia Crossings and Jantzen Beach Mall Manager to discuss writing a letter

to Trimet requesting that they share in cost of expenses for road repair. Also 25mph signs need to be installed.

- **Pump Station** – A bid has been accepted for \$2300 to replace the discharge pipes that are corroded and leaking.
- **Annual Meeting** – Will be held on Tuesday, February 25th at the Oxford Suites, Town Meeting Room. Notices will be mailed to the members.
- **Clean Marina** – Oregon Marine Board will be scheduling a walk through to recertify JBMI. This is done every three years. All un-encapsulated foam needs to be removed from around homes.
- **Maintenance in Process** –
 - ✓ Power washing garbage surrounds
 - ✓ Ball valve replacements
 - ✓ Repair pagoda lights on walkways
 - ✓ Screw replacement
 - ✓ Leaf blowing
- **Maintenance Ongoing** – same as last month
 - ✓ Parking lot clean up
 - ✓ Sewer/Water meter readings
 - ✓ Gate repairs
 - ✓ Irrigation repairs
 - ✓ Install standoffs
- **Maintenance Completed** – no changes
 - ✓ Replace 36 broken curb stops
 - ✓ Trimmed bushes and trees outside West gate and behind Comp USA.
 - ✓ Security Guard Shack
 - ✓ Marked NW Gas meter
 - ✓ Created and painted motorcycle parking spots
 - ✓ Replaced siding on East wall and painted carport 1 & 2 at Ramps 7 and 2 respectively
 - ✓ Re-painted handicap parking stencils at all ramps.
 - ✓ New communication and phone wires to gates
 - ✓ Treat rose bushes and trees for aphids
 - ✓ Trimmed trees and bushes outside West gate
 - ✓ Replace transition plates at ramps 2,3,4,5 & 7
- **Maintenance Upcoming** – same as last month
 - ✓ Repair pile hoops
 - ✓ Repair/Paint electrical pedestals on walkways
 - ✓ Replace transition plate at ramp 1

E. Unfinished Business:

1. **Hiring Policies: Employees** – Berni Pilip reported on meeting that was held by this committee on January 7, 2014, an outside facilitator conducted the meeting to keep attendees on track. She stated that half attendees were opposed and half were in favor of residents being employees at JBMI. Concern was regarding JBMI Manager being resident and confidentiality. Employees are required to sign agreement in Employee Handbook. Berni Pilip proposed that all employees sign a confidentiality agreement, besides the one in the handbook, also to review and initial at their annual review. After discussion motion was made by Berni Pilip to accept this practice. Motion died due to no second__
2. **1683 Tenant** – F Row neighbors spoke regarding the tenant. They would like the policy changed regarding tenant requirements to move into JBMI. Discussion followed. Board decision was

based on liability to moorage residents.

F. New Business:

1. **Nominations for Officers & Directors** – Board reviewed election timeline. Nominations were accepted from the floor. Deadline for candidate statements is January 27th, 2014. Candidates were introduced by the Nomination Committee Chair and nominations were closed.

G. Committee Reports:

1. Architectural – Letters will be sent out next month for residents that have not corrected issues.
2. Complaint Committee – Ivan Karmel resigned from committee.
3. Employment Policies – Report under Unfinished Business
4. Row/Ramp Captains –The honey pot testing is completed.
5. Web Page Master – www.JBMI.net has been updated.
6. HiNoon – Ron Schmidt reported that the meeting was a celebration of the victory of The Port of Portland withdrawing its consent to annex West Hayden Island into the City of Portland.

H. Open Discussion – None

Meeting adjourned at 8:05 pm

Respectively Submitted by Pam Pariseau