

*Jantzen Beach Moorage, Inc.
Board of Directors (BOD) Meeting
Summary Minutes from
May 20, 2014*

Board of Directors (BOD) Present - Officers: Maia Godet, Melinda Head and Ginny Girotti-Sorem
Directors: Mary DeHart, John Heald, Barbara Nelson, Margaret Puckette and Sharon Rixen
Management: Pam Pariseau
Absent: Michelle Tworoger
Certificate Holders Present: 1627, 1647, 1685, 1859, 1967, 1935, 1999 and 2047

A. Open the meeting

Maia Godet called the meeting to order at 6:31 pm and introduced all Board Members and the Moorage Manager.

B. Secretary's Report

Sharon Rixen made a motion to accept the JBMI April 15, 2014 meeting minutes as written. Mary DeHart seconds the motion. Vote passes unanimously.

C. Treasurer's Report

- ⌚ Profit and Loss by Class – John Heald inquired as to amount posted to acct 5454, Bank Service Charge. Pam Pariseau stated that she had to replace the Check Deposit machine at a cost of \$325.00. He also inquired about acct 5455 Dues and Subscriptions. Pam Pariseau responded that this is the annual expense for QuickBooks Payroll support.
- ⌚ P&L Budget to Actual – John Heald commented that account 5454 did not reflect amount for check deposit machine charge.
- ⌚ Balance Sheet – There were no concerns or questions from the BODs.
- ⌚ Check Detail Report & Check Register & Expenses by Vendor – There were no concerns or questions from the BODs
- ⌚ A/R Aging Summary – There were no concerns or questions from the BODs.

D. Manager's Report

➤ Occupancy:

3 New Tenants: 1663, and 1831

1 New Member: 1907

➤ Collections:

None

➤ Thefts and Vandalism:

⌚ Member reported truck keyed in parking lot at Ramp 1.

⌚ A Row tenant came upon 2 men attempting to break into a vehicle parked at Ramp 1, they ran off and police were called.

- Ⓜ Member reported that someone attempted to break into his carport storage at Unit 6, twice in last several weeks, but were not successful.
- Ⓜ Multnomah County DA Office called to inquire about cost of repairs to realtor board that was damaged outside the West gate. The repairs totaled \$173.08. This cost was kept low as a result of volunteer labor to rebuild structure.
- Resident Issues: One at 1683 – See Unfinished Business
- TriMet: A letter was sent to TriMet and C-Tran regarding a maintenance agreement for road repairs to Center and Jantzen Avenue to be agreed upon with their share of cost to be 90 per cent.
- Clean Marina Certification: JBMI passed with a score of 100 and is re-certified for 3 years.
- Rules and Regulations Review: Pam requested the Board to form a committee to review and update the Rules and Regulations; they have not been updated since 1997 and do not reflect changes that have been made in policies. Melinda Head volunteered to chair the committee with the Mary DeHart and Maia Godet.
- Sewer Leak @ Ramp 5: The main sewer pipe connection fromJBMI to the City Main is corroded and the plumber was able to repair pipe temporarily. Bids need to be obtained and this will be added to Improvement Fund Budget for 2015. This will need to be completed prior to resurfacing the parking lot.
- Irrigation repairs at Ramp 6: Received bid of \$1850. to replace pipes and reconnect system. John Heald asked that we obtain additional bids. Sharon Rixen made a motion to approve \$1850. for these repairs to be completed. John Heald seconds and vote passed unanimously. Additional bids will be obtained.
- Maintenance Projects In Process :
 - ✓ Irrigation line repairs.
 - ✓ Screw replacement – 92% completed
 - ✓ Leaf blowing of carports and parking lot
 - ✓ Repair pagoda lights and replace lights that have corrosion and not working
- Completed Projects in 2014:
 - ✓ Painted newspaper boxes and placed near mailboxes for Oregonian to deliver papers
 - ✓ Power washed garbage surrounds
 - ✓ Located sewer leak at Ramp 5
 - ✓ Replaced ball valves and sewer pipes damaged by freezing weather
 - ✓ Repaired damaged realtor sign board outside West Gate
 - ✓ Ramp 6 faucet replaced
- Maintenance – Ongoing Projects Sanded (no changes from last month):
 - ✓ Parking lot clean-up
 - ✓ Sewer/Water readings
 - ✓ Gate repair (pedestrian and vehicle)
 - ✓ Irrigation system repairs
 - ✓ Installing standoffs
- Maintenance – Upcoming Projects:
 - ✓ Repair piling hoops
 - ✓ Repair & paint electrical pedestals on walkways

✓ Power wash walkways

✓ Power wash walkways

✓

✓

✓ **E. Unfinished Business:**

- 1683 Tenant Issue: Brown & Brown insurance has been contacted to represent JBMI in this matter.
- Rental Residents Screening Criteria: Committee reported back with suggested guidelines to be handed out to new members and tenants highlighting important rules and regulations that requires landlord and tenant to sign after reading. Assessment schedule should be attached to these guidelines. Melinda Head suggested that Rich Sorem & Rick Pariseau join the Rules & Regulations committee and they would continue to work on these guidelines.
- Spring Clean-up Saturday, May 24th. Barbara Nelson encouraged board members to attend and visit with residents.

✓ **F. New Business:**

- When does a "Guest" become a Resident Criteria: This will be reviewed by the Rules & Regulations Review Committee.
- Electric Car Charging Station: A Member at Ramp 7 has purchased an EV- Chevy Volt. It was reported that Oregon Environmental Law states that you can't deny the resident the right to install an EV hook-up for their use. The resident would have to pay for the installation and charging device. Different types of EV charging Stations were discussed. When more residents have electric vehicles, a charging station will be discussed again. It was decided that at this time the member would be responsible to pay for a licensed electrician to install a dedicated outlet and voltage meter in their carport. The bid for the dedicated outlet was \$250.00.
- River Bank Line Restoration Discussion: Margaret Puckette and Pam Pariseau did a walk thru with a City of Portland Forester. The City would charge too high a fee to correct our bank line. Two areas need to be addressed because of erosion, Ramp 1 and Ramp 6. Margaret with the help of volunteers will collect natural material to construct fascines to stop the soil from sliding into the river. The blackberry bushes will be cut back in June & July, when the bank line is drier.

✓ **G. Committee Reports: All reports are to be submitted in writing**

- Architectural – The committee will be sending out 3rd notices on the 2013 AC walk thru.
- Conflict Resolution – None
- Finance – No report
- Landscape –Report was given in New Business.
- Ramp Captains – No report
- Web Page Master – No report
- WOO – No report
- HiNoon – Berni provided a report which addressed the following:
 - ⌚ May 9th Shred-it- Day was a success and hopefully will be repeated in 6 months.
 - ⌚ Aircraft noise. Flight paths may change due to weather and excess air traffic.
 - ⌚ Sewer pump station repairs at Safeway will be remodeled in spring 2015 and will cause traffic lane closures on Center Ave by Safeway and Liquor Store.

✓ **H. Open Session** –

➤ No comments or discussion.

✓ **I. Close of Meeting** – Meeting adjourned at 8:10 pm

✓ Respectively Submitted, Pam Pariseau