



## **General Board Meeting – July 16, 2024**

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### Quick recap

The board discussed ongoing financial matters, including vacancies, hiring a bookkeeper, and transferring funds to a reserve fund. They also addressed various operational issues. Lastly, they deliberated on the need for new leadership roles and the ongoing paving project

### Next steps

- Board to send out notice requesting letters of intent for open officer and director positions
- Lori to send letter to entire mortgage regarding rental fees and procedures
- Bernie to transfer \$85,000 to reserve fund
- Mark to assist with secretary duties and handle off-hours phone calls
- Board to review applications and hire groundskeeper/maintenance assistant
- Lori to get quotes for one-time landscaping cleanup around fire hydrants
- Board to develop job description for potential replacement for Rob's position

### Summary

#### Board Meeting on Vacancies and Finances

Jbmi led a discussion with the board members, including Toms, Gina, Sherry, Ephone2, Berni, and Leo. The board approved the minutes from a previous meeting and discussed ongoing vacancies. Jbmi mentioned that an email had been sent out regarding these vacancies and that the board was working to address them. Berni was asked to provide a financial update and discuss the status of hiring a bookkeeper.

#### Financial Adjustments and Future Planning

Berni discussed the financials, highlighting that the June water bill was yet to be received. She estimated the water bill to be around \$12,000, a \$1,000 increase from the previous month. Berni also mentioned some discrepancies in the coding but noted that overall, the finances were in order. She proposed transferring some funds to Fidelity to make interest and to establish a reserve fund for future expenses, such as landscaping, security, and a new mortgage manager. Berni also expressed concern about the upcoming year's budget and the need for a maintenance plan, especially with the aging Ron's eventual retirement.

### Reserve Fund Transfer and Checks

Berni proposed transferring \$85,000 from a water work project to the reserve fund, which was agreed upon by the team. The team also recognized the importance of regularly contributing to the reserve fund. Additionally, the team decided to require a second signature for checks and other documents due to the absence of a President, with several members volunteering to take on this responsibility. Lastly, the team invited Lori to provide an update on office matters.

### Office Update and Maintenance Issues

Lori provided an update on the office situation, highlighting that there were 15 homes for sale, with 25% of the mortgages being rented. She requested homeowners to inform her of their homes' details to streamline the application process. Lori also discussed various maintenance issues, including the need for new address signs, electrical signs, fire extinguisher maintenance, and backflow testing. There was also a discussion about the layout of the ramps and the division of the homes, with the suggestion to consult with the fire department for a plan.

### Delinquencies, Unified Camera System, and Mortgage Walkthroughs

Lori reported a decrease in delinquencies and shared updates on a proposal for a unified camera system with John. Lori further discussed the need to review and update old invoices and agreements. The Architectural Committee shared plans for conducting walkthroughs of the moorage. Alex reported on the placement of children's life jackets. JBMI and Gina confirmed that they had noticed the containers for the life jackets.

### Filling Vacant Positions and Addressing Concerns

Jbmi highlighted the need to fill vacant positions for the presidency, vice presidency, secretary, and director roles in the organization. Gina suggested accepting letters of intent and holding an election if multiple individuals express interest. Leosmith nominated Ron Schmidt for president, but michaelvirgin raised concerns about Schmidt's past. The group decided to reach out to the community for letters of intent and to address the situation as it evolves. Ephone2 emphasized the importance of volunteers and suggested conducting a survey to gather feedback on potential changes to management.

### Portland Water Bureau Paving Project Update

Jbmi reported on the ongoing paving project at the Portland Water Bureau, which was expected to be completed by Friday, despite some issues with extent and cost exceeding \$3 million. The need for resealing the parking lot and the removal of call boxes on the exit gates were also discussed. A part-time groundskeeper was sought to assist with landscaping, and a decision on enhanced security with Columbia Crossing was left open. Lastly, the malfunctioning of the water sprinkler system was addressed, with a call for volunteers to assist Ron in fixing it.

### Addressing Unmonitored Phone Issues

Jbmi highlighted an internal issue regarding the monitoring of two phones, one for the gate and another for emergency calls, when Lori is not in the office. Jbmi expressed the need for a reliable system to manage these calls, as they had previously used a service for emergency calls which was not well utilized. Gina offered to help, and a discussion ensued about what constitutes an emergency for the mortgage. The team agreed that in a true emergency, such as someone falling into the water, they would reach out to their road captains or Ron, but they needed to be careful with who they called to avoid overtime emergency fees. The team agreed to further discuss and figure out the best solution for this issue.

### New Initiatives and Project Updates

Jbmi sought suggestions for a new initiative and expressed openness to volunteers. Mark provided updates on the phone tower replacement project, which was facing some challenges due to a requested easement from Pge. Berni reported progress in resolving issues with bookkeepers and anticipated a resolution in the coming weeks. Mark offered to assist the board as secretary and handle after-hours phone duties, given a decrease in such calls. The team also discussed the implementation of virtual numbers for their project, with Mark agreeing to demonstrate the system's functionality.

### Financial Misuse, Reserves, and Job Descriptions

Mark cautioned about the potential misuse of funds, emphasizing the need for careful spending. Berni confirmed that they were legally obligated to put money into reserves but had not done so. Mark recommended hiring a groundskeeper as soon as possible to offload some of Robs tasks and keep him focused. RichardS proposed aggressively searching for a replacement for Rob and suggested negotiating with the fence company to keep their invaluable fence. Rose asked about job descriptions for the maintenance and director positions.

### Rental Property Management and Restrictions

The team discussed the current state of their rental properties, highlighting the need for better property management due to the 25% of people renting. They debated whether to hire a full-time maintenance person or contractors for specific tasks, with no clear decision reached. The team also addressed rental restrictions, with suggestions to change the 90-day rule, improve office communication, and consider a 25% rental limit procedure. Concerns were raised about potential community dissent regarding rental restriction changes, and FHA loan requirements were discussed. The team encouraged suggestions and volunteers for future discussions.