

**Association of the Unit Owners of the Island
Meeting Minutes**

**October 11, 2022
6:30 to 7:15 PM
Zoom Only**

I. Calling of the Roll

Janet McCulloch, President
Sue Parks-Hilden, Vice Chair
Jeff Starr, Treasurer
Carla Duering
Deanna Davis, Secretary
All 5 Island Board Members in attendance
(No homeowners were in attendance)

II. Proof of Notice of Meeting or Waiver of Notice

This Board Meeting was announced by email and physically posted with proper notice

III. Reading of the Minutes of the Preceding Meeting(s)

- August 27th Meeting Minutes were reviewed and approved by all 5 board members
- September 11th Meeting Minutes will be reviewed for approval at next meeting

IV. New Business

- A. Change Order Units 9/10 Roofing—Additional Materials and Labor for Completely Rotted Walkway Roof on Unit 10
- 1) Janet and Sue reviewed the owner file of Unit #10 and found an overwhelming amount of documentation submitted by current owners regarding leaking, pooling and other water penetration issues that had been ignored for years. There are numbers of work requests from other owners that were similarly ignored by the previous Property Manager, and the result is all of this unnecessary and costly damage from prior deliberate inaction and mismanagement.
 - 2) Regarding the Change Order from McKenna, Jeff advised that the 38 hours of labor at \$2,400 seems accurate based on the carpenter spending several long days on the walkway project. Materials of \$2,500 included the plywood and fascia boards, similar to additional repairs needed for other units. The porch on Unit #10 took a lot of unforeseen work due to rotting from past neglect so Jeff feels that this Change Order is fair but will ask Jarret for a breakdown of materials costs for more clarity.
 - 3) Deductions by the Island HOA on this Change Order will include \$679 to reimburse for McKenna's worker cutting the gas line during the Unit #10 walkway work, and \$1,360 will also be deducted for painting in which McKenna will not perform as originally quoted. Instead, James will tend to the plywood and dormer painting on Units #9/10 and other painting that was not done by McKenna at Unit #15.
 - 4) The Board discussed that McKenna's projects have not progressed as quickly as we wanted. McKenna takes much longer to complete a job, but in return, McKenna's work quality and accountability far exceeds that of previous contractors used by the former Property Manager(s).
 - 5) Jeff explained that the money from the roof repair Change Orders (rotten walkway, siding) does not come from the Roof Assessment fund, so as not to deplete it before those roofs are fulfilled. At this point, we have approximately \$50,000 in unexpected "roof repair" work due to past negligence.
 - 6) When the roofers were working on Unit #9, the uncovered siding was found to have termites near the dining room door area. The door shows evidence of rotting and actual holes in the door with termites. The workers had pointed out to Unit #9 owner that termites are in the door and could have originated there from rot. The HOA has called an exterminator and their evaluation will aid us in next steps. The door is the responsibility of the homeowner, and he has agreed to replace it soon.

- 7) The Board discussed that years ago, the Island HOA voted to eliminate pest control to save on costs, so no pest control is being provided to any Island Condo unit currently, unless arranged and paid by the owner directly.

B. Gutters—Crawford Construction for Units 9/10 & TopLine

- 1) Crawford provided the same bid pricewise as they did recently for Units #15/16. Janet and Jeff agreed that they were delightful to work with on the previous project. The workers were efficient, and the company's quotes have a breakdown of T&M, which is our requirement. Bud on the Capital Committee agreed that this gutter quote for Units #9/10 was market competitive and recommended us moving forward with it.
- 2) Sue made a motion to accept the quote from Crawford Construction for purchase of gutters for Units #9/10, approving the work to proceed. Carla seconded the motion. All Board Members voted in favor. **MOTION PASSED unanimously.**

C. Update on Unit 16—Extensive Dry Rot

- 1) Unit #16 had the wall pulled off and the entire garbage alcove area was rotted from water damage similar to how Unit #15 was. Unit #16's damage also goes back toward the garage, and the current quote from Excellence is \$15,000 to repair this damage. To minimize further damage, the area has been covered in plywood for protection until we can reassess in the Spring of 2023 and allocate funds. Sue informed the Board that the records show Chris Scholten was paid \$13,000 a few years ago to "fix" this same issue at Unit #15, but instead covered it up and did not perform the actual repair work, so the rot continued to increase there.
- 2) Sue suggests getting another bid to vet the \$15k bid from Excellence, while Janet noted that Bud on the Capital Committee advised that this quote was indeed reasonable. Bud also made a drawing of this area to be improved and both he and Excellence suggest getting quotes from Groth Gates and another sheet metal company to have metal caps put on the flat wood surfaces to maintain them, for Units #7-16. Janet said she had this capping already on her unit and Deanna also noted that Units #9/10 also has it. The Capital Committee will proceed with obtaining quotes to get this done sooner than later.

D. Gutter Cleaning Update

- 1) \$4,100 was the latest new quote, which we will not pursue, as \$3,200 was Newport Gutter's recent estimate for the same service. Meantime, James can blow off the roofs/gutters as a preventive measure for now and could also clean the gutters if we want. Downspouts require 2 people to clean out, so James would need help to do it if we chose to have him do this later.
- 2) James is putting moss remover on the roofs while he's up blowing them off.
 - New Topic: Sue asked about the fertilization of our rhododendrons and Carla has not had a reply to her multiple emails to Lakeside. Carla has asked for an exact outline of Lakeside's maintenance schedule with the Island, and the scope of work that we've contracted with Lakeside, for which she has heard nothing in return.
 - New Topic: Carla spoke about the tree that needs to be addressed and contacted several arborist-types. Nate at Blake's was a good resource for referral, and suggested Roots and Shoots who have licensed arborist owners that could assess the tree for \$95. If we did proceed, then that consultation fee would be absorbed into the project. Carla investigated and found this arborist to be in good standing with the CCB and has arranged to have them out to advise on the situation. Coast Tree Service was also contacted and said they could do it but did not offer a quote yet.

V. Old Business

A. Website update

- 1) Our new website is almost ready to launch, and Janet continues to upload docs so we should be soon moving to the training phase. Deanna and another Board Member can be trained to administer the site when ready. All forms and informative documentation will be accessible to all owners from this site.

New Topic: Jeff commented on how nice the lighting looked over the garages. All the bulbs are now similar, so the look is much more cohesive. All Board Members agreed that this simple thing makes such a positive impact and thanked Janet and Lynn for their efforts on behalf of the community.

- **New/Added Agenda item:** Deanna made the motion to correct the date on today's Meeting Agenda, to October (from September) 11th, 2022. Janet seconded and all Board Members voted in favor. **MOTION PASSED unanimously** and the date of today's Agenda shall be corrected.
- **New/Added Agenda item:** Sue motioned to add to today's agenda, the topic of the Island Board's written request to SHOA, for information and documentation on the SHOA Roads Assessment. Deanna seconded the motion and all Board Members voted in favor. **MOTION PASSED unanimously** so the Board proceeded to discuss the matter.

The Island Board agreed that all owners have the right to view SHOA's records regarding the recent Roads Assessment and that we should proceed with sending our formal request to the SHOA Board. Sue motioned to send the Island Board's request for Roads Assessment documentation to SHOA. Jeff seconded the motion and all Board Members voted in favor. **MOTION PASSED unanimously** and the Island Board letter to review SHOA Roads Assessment documentation will be emailed to the SHOA Board Members.

MEETING ADJOURNED near 7:30pm