

Association of the Unit Owners of the Island

Meeting Minutes March 18, 2023

**Gleneden Beach Community Club
110 Azalea Street, Gleneden Beach OR
10:00 to 12:00 PM**

I. Calling of the Roll

Board Members in attendance are:

Janet McCulloch, President
Sue Parks-Hilden, Vice Chair
Jeff Starr, Treasurer
Deanna Davis, Secretary (via phone)

Unit Owners in attendance are:

Peggy Starr, Don Roberts, Paul Roberts, Carla Duering

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)

- February 11 Minutes – Jeff requested a change to Section V, Paragraph C, Number 1: To replace the word “most” with some, in reference to the amount that SHOA will shoulder for the Pinch Point project. This edit was made, and the board unanimously approved the February 11 minutes.

IV. Treasurer’s Report

- Jeff reports getting updated bids on the rotted wing wall on Unit #16 from Excellence and R&B Construction. After a review from the Capital Committee, the requirements were updated, and Jeff anticipates that the new bids should come in around \$12,000. We have about \$28,500 of potential work to do this Spring to take care of the existing rot repairs and miscellaneous fixes. We’ve already spent \$57,700 so far this year. After these items are completed, we will be caught up on rot repairs and anything urgent regarding decks and miscellaneous items.
- General Maintenance and Painting budgets have about \$41,000 between them to spend through the end of June 2023.
- Janet commented that this extensive rot repair is due to years of previous deferred maintenance. She noted that if small areas of rot were properly diagnosed and repaired as they arose in the past, we would not have such large and expensive projects to repair now.

- Currently we have \$89,600 in Reserves (through June 2023).
- Jeff did an analysis of our expenses and projected that we should have about \$9,000 available for improvements related to the Pinch Point project.
- Sue made a motion to approve these finances as presented and Deanna seconded. All Board members were in favor and approved unanimously.

V. Committee Reports

A. Landscape & Design

1. Request to SHOA for road cleaning update

- SHOA states that they are still currently reviewing their landscape contract and cannot provide input on when Island Drive will be regularly cleaned of debris, although Lakeside Maintenance is seen regularly on other roadways of the Hills.
- Sue noted that three of the landscapers that the L&D Committee has contacted have declined to bid on our general clean-up needs. As of today, 5 or more businesses have been contacted and 2 are still working on our RFP (that we should have soon). Seas the Day has completed their after-storm cleanup and are willing to do on-request work until we hire a regular landscaping company.

2. Window Replacement—Unit 4

- Sue and Peggy recommend that this request be approved with the caveat that if the HOA decided to continue with the trim color brown, the unit owner would paint the windows at that time. Sue made a motion to approve the window replacement at Unit 4 and Jeff seconded. Three Board members were in favor and Janet abstained.

B. Finance

1. Current

- See IV - Treasurers Report

2. Projected

- See IV - Treasurers Report

3. Finance & Budget Committee Appointment

- Jayne Menard has agreed to be on the Finance and Budget Committee. Sue made a motion to appoint Jayne to the Finance and Budget Committee and Jeff seconded. All Board members were in favor and approved unanimously.

C. Ad Hoc Capital Projects

1. Roofing Bids, Unit 5,6,21,23—when available

- Jeff noted that Washington Roofing provided a very good bid of just under \$64,000 for all 4 units. Two bids are pending at this time; Washington Roofing uses *Certainteed* shingles versus the *Malarkey* shingles that we've been having installed recently and

we would need to have the Capital Committee investigate any change of materials. TopLine is the second bidder and their bid is pending. Pfeiffer is another contractor that is being considered, with our goal of at least 3 vendors to be vetted.

2. Gutter Bids, Units 5, 6, 21, 23—gutter bids when available

- Crawford, Pfeiffer and perhaps Washington Roofing will be asked to quote on replacing the gutters so we have at least 3 vendors to compare pricing on.

3. Bids Unit 16 Dry Rot Repairs

- See IV Treasurers Report

D. SHOA Emergency Committee

- During the February 2023 snowstorm that left SHOA roads impassable, a lot of homeowners throughout the Hills were very upset when SHOA minimized the situation and refused to treat any roads. The Island will move forward by taking measures to ensure our own road safety (stocking nontoxic deicer and sand), regardless of what actions SHOA decides to take or not.

E. Elections Committee Appointments and Timeline

- Janet has appointed Sue as Chair of the Election Committee and recommends Deanna to serve as the committee's Secretary. Also on the committee are Peggy Starr and Maria Delapoer. Sue made a motion to form the Election Committee with the members as noted and Jeff seconded. All Board members were in favor and approved unanimously.

VI. New Business

A. Driving/Parking Policy Draft Discussion

- SHOA is responsible for Island Drive and makes all final decisions regarding the roads. Unit owners have made formal complaints about speeding and parking, and an email will be drafted regarding policy changes that are ultimately reinforced by SHOA as their responsibility.

B. Earthquake Insurance Discussion

- Nothing to report; with the pending insurance claim still outstanding, we cannot move forward until that is resolved.

C. Insurance Broker Search

- Pending; on the to-do list.

D. Ad Hoc Neighbors Helping Neighbors Committee

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VII. Old Business

A. Pinch Point Planning Update

- Jeff discussed the vendors he has contacted regarding the Pinch Point and is awaiting one more bid. Drayton came in at \$4,800 to excavate and build back the area (no timbers) and GroundFX quoted \$6,500 including the timbers. Seas the Day has provided preliminary pricing but will provide more info soon. At this time, \$7,800 is Jeff's estimate on total cost of the Pinch Point project. Other vendors that Jeff contacted either were booked up for the season or could not meet our needs exactly.
- Sue thanked Jeff for his extensive work on this entire project and the clear sense that we now have for everything that is involved here.
- The Design Committee recommends to the Island Board that the plan be adopted and sent to SHOA. Deanna made a motion to accept the plan as presented, sending it to SHOA and Sue seconded. All Board members were in favor and approved unanimously.
- The Design Committee further recommends to the Island Board to hire Drayton for the excavation as soon as approval comes from SHOA. Sue made a motion to accept the Drayton bid for stump removal and Deanna seconded. All Board members were in favor and approved unanimously.
- After further discussion, Jeff suggested amending the motion just approved; Sue made a motion to rescind the previous one that approved a budget of \$4800 and instead approve a budget of up to \$5000 as requested. Jeff seconded and all Board members approved unanimously.
- Jeff made a new motion to approve the new budget (not to exceed) \$5000 for the stump removal, timber removal, excavation work and gravel placement by Drayton. Sue seconded and all Board members approved unanimously.

B. Driving/Parking Policy

- See VI - New Business, item A.

C. Website Update

- The Island website had some plugin issues but has now been fixed. Deanna and Janet will take a refresher course so our site can be brought up to date for owners to reference as needed.

Unit Owners Comments, Questions—3-minute maximum

No comments were made.

Meeting adjourned just after 11:00am