

## **Association of the Unit Owners of the Island**

Annual Meeting Minutes  
July 2, 2022  
1:00 to 2:00pm  
Depoe Bay Fire Department  
Gleneden Beach Loop, Gleneden Beach 97388

### **I. CALL TO ORDER**

Board President, Janet McCulloch called the meeting to order just after 1:00pm.

### **II. ROLL CALL OF OFFICERS**

Board Members present:

President, Janet McCulloch - Unit #4  
Vice-Chair, Sue Parks-Hilden - Unit #14  
Treasurer, Jeff Starr - Unit #18  
Member, Eileen Fussner - Units #1 & #20

Board members absent:

Member, Jack Thompson - Unit #9

Owners present: Don Roberts & Paul Roberts #2; Jim & Maria DeLepoer #3; Shirley Hatfield #5; Linda Holloway #8; Deanna Davis & Scott Jennings #10; Bob Woods & Susan O'Leary #12; Sharon Jorgenson #13; Jayne Menard #15; Peggy Starr #18; Rose Sichel #19; Carla Duering #21.

### **III. PROOF OF QUORUM**

An official quorum was obtained.

### **IV. WAIVER OR PROOF OF NOTICE OF MEETING**

The meeting was announced in advance and notice was emailed to all owners by Janet McCulloch. Janet also noted that there is a new sign at the entrance of our circle that will have board meetings and other Island activities posted for future events.

### **APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING**

Motion by Sue Parks-Hilden to approve the minutes of the Board Meeting held on June 18<sup>th</sup>, 2022. Motion seconded by Eileen Fussner. Motion unanimously passed.

Motion by Jeff Starr to approve the minutes of the Executive Session, also held on June 18<sup>th</sup>, 2022. Motion seconded by Sue Parks-Hilden. Motion unanimously passed.

## **V. COMMITTEE REPORTS**

### **A. Elections**

1. The certification of the Board Election resulted in a total of 20 ballots cast. The new board members are Deanna Davis, Carla Duering, Janet McCulloch, and Sue Parks-Hilden.
2. Election of Officers will be held during a separate meeting on July 9<sup>th</sup>, 2022.

### **B. Treasurer's Report**

1. Jeff Starr explained that the internal audit system is 95% done and is only waiting on the current bank statement that wasn't ready in time for the meeting. He noted that a complete Financial Binder now exists that any owner may review at any time to see an accounting of Island funds.
2. Operating Fund: \$ 26,018
3. Reserve Fund: \$ 136,825
4. Total Assets as of July 2, 2022 \$ 162,843

### **C. Capital Projects**

1. Bud Wheeler, Craig Parks-Hilden and Jeff Starr began this committee in January 2022. Board-approved projects thus far have consisted of 6 roof replacements equaling \$130,375, several dormer repairs equaling \$15,250 and various dry-rot repairs equaling \$16,214. Total major capital projects last fiscal year totaled approximately \$162k.
2. This year in 2022-2023, McKenna will do the roof on 15/16 for \$33,300 and the roof for 9/10 is planned after that is completed.
3. Pending board approval is the foundation repair for 13/14 quoted at \$33,124 (revised Terra Firma bid). There is an add-on item of \$4500 for a sump pump that may be installed separately and later, if approved at a later date. Since Walter Bateman did not indicate that the pump would be absolutely necessary at this time, the Board will consider whether there are sufficient funds upon review.
4. For the other units along the golf course \$20,000 has been budgeted for jacking and other structural work but has not yet been quoted by contractors (TBD).
5. \$113,000 is planned to be spent this summer on rot repairs and maintenance.

### **D. Landscape & Design Committee**

1. The new budget for landscaping is helping to beautify the Island common areas and Sue Parks-Hilden requested another load of dirt to be delivered, with a second community gardening session to be planned.

### **E. Events and Welcome Committee**

1. Potluck BBQ will be held after the Annual Meeting so all neighbors can meet, enjoy good food and get to know each other. Festivities to begin at 4:30pm today in front of 13/14 near the garages.

### **F. Roads and Drains Committee**

1. Nothing new to report; no updates from SHOA on our pending repaving.

## **VI. BOARD VOTE**

Motion by Jeff Starr to approve the revised bid from Terra Firma for the foundation repair on 13/14. Motion seconded by Deanna Davis. Sue Parks-Hilden abstained. Motion passed, 4 to 1.

Jeff and Janet will sign the Terra Firma contact (today) so the permitting process and work may begin.

## **VII. PRESIDENT'S REPORT**

Janet McCulloch gave the president's report:

- A. Foundations – when Terra Firma comes out to work, they'll be asked to inspect other foundations to catch any other issues needing immediate and future attention.
- B. Dry-rot estimates are being done by Excellence and they've placed an "X" mark on areas that need to have boards replaced. The dry rot is being separated from the decks, to ensure that the wood structure is solid and can support any new decking to be done.
- C. Door frames are starting to show signs of needing to be replaced on some units so Excellence will be asked to quote those areas as needed.

## **VIII. OLD BUSINESS**

Janet McCulloch discussed unfinished business

- A. No update from SHOA regarding the status of our road and drains.
- B. No SHOA Meeting Report to share
- C. Fannie Mae Form 1076 is being researched and is still pending with the Board.
- D. Search for a Property Manager is ongoing; a job description is being rewritten currently and Brent Duering has volunteered to help with the search. Deanna Davis also volunteered to assist with this effort.
- E. Sue Parks-Hilden noted that the Landscaper is being watched to ensure that there is accountability and Lakeside is supposed to be at the Island for 4 hours each Friday. If owners see anything that needs tending to, let the Landscape committee know about it. Lakeside's contract is up in November so we have a few months to ensure that this organization is doing what we are paying them to do - or we will get another landscape maintenance firm under contract.

## **VIII. NEW BUSINESS**

- A. Unit #2 - struts to secure the chimney will be quoted, and likely be installed in the future by McKenna Construction.
- B. Reserve Study cost \$2,525 in full and is 52 pages in length. Copies are available for owners who may want one. A full day of inspections and photos were collected by John Brown and this reserve study provides the Island with the "useful life" for our various common assets and a roadmap of repairs that will need to be performed on a scheduled basis. This includes gutters, painting, tree maintenance, and many other projects.

## **X. COMMENTS AND QUESTIONS SESSION**

Rose had a question about deck railings in 2027; Sue noted it could occur sooner. Don asked to whom emails should be sent now; Janet noted to email the Board. Jayne asked about inflation and the Reserve Study; Janet said that 3% was factored in. Susan asked about roads repair; Jeff said SHOA has been no help – all still pending.

**Meeting adjourned at 1:59pm PDT.**