

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

August 27, 2022

10:00 to 12:00

Gleneden Beach Community Club

110 Azalea Street, Gleneden Beach 97388

Executive Session

12:15 to 1:15

I. Calling of the Roll

Board Members in attendance: Janet McCulloch, Sue Parks-Hilden, Jeff Starr, Carla Duering, Deanna Davis

Homeowners in attendance: Peggy Starr

II. Proof of Notice of Meeting or Waiver of Notice

Meeting posted @ Island entrance and email notice was provided to all owners

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

- July 2nd Meeting Minutes – Jeff Starr suggested mods to *Cap Projects #5* by adding “approximately” and “rot repair” to better define. With these edits, Janet asked for a motion to approve. Sue made the motion approve the updated July 2nd Minutes and Carla seconded. Motion passed by all 5 Board members.
- August 3rd Meeting Minutes – Sue made the motion approve the August 3rd Minutes as written and Carla seconded. Motion passed by all 5 Board members.

IV. Committee Reports

A. Treasurer

1. Operating and Emergency accounts – by Nov 1st should be collectively near \$58,000 so we’re in good shape going into winter.
2. Capital Accounts – projections through EOM October should equal \$90,000.
 - a) Excellence – Units 12/16/18 work invoiced at \$6,400. Change order expected for Unit 18 of \$1,800. These funds come from Maintenance/Repair account.
 - b) Roofing – Units 15/16 had costs of \$8,300 by McKenna. Units 9/10 finally got the permit approved, so work is expected to begin by McKenna in September. Original bid was \$33,000. These funds are from the Roof Assessment account.
 - c) Foundation – Units 13/14 foundation work by Terra Firma has been paid 50% down (\$16,600) and work is pending. Additional sump pump quoted for \$4,500 under Unit 13 is not required and considered preventive only. At this time, monitoring will continue because the foundation remedy may resolve moisture in the crawl space.

- d) Gutters – Estimated at \$3k per unit for 15/16 and 9/10. Both 4” and 5” gutters are being considered. White gutters are best for consistency and less in price so likely we will proceed with 5” white gutters; Jeff also suggested white garage doors in the future to remain consistent.
 - e) Pinch point – The overall concept is to remove the stump and enhance the area with a garden wall, while adding almost a 50% increase in width for emergency vehicles. This work is estimated at \$5,000 and will need to be approved by SHOA eventually, but only after the Island’s delayed paving project has been completed.
3. Jeff noted that Farmers Insurance has advised of a rate increase when our policy renews in October.
 4. Bookkeeping has been updated to cash basis accounting and Jeff will reach out to our CPA regarding taxes.
- B. Landscape and Design
- Sue mentioned the globs of pavement that are a tripping hazard, that were intended to divert water but don’t and are dangerous. These are a safety issue and need to be removed or painted.
- C. Capital Projects Ad Hoc
- Roofing and Maintenance work continues as needed; James the handyman is doing small-scale painting and general repair/maintenance as needed.
- D. Elections
- No Elections past/present/near future
- E. Events and Welcome Committee Ad Hoc
- Labor Day BBQ Potluck invites to be sent to owners
- E. Roads—SHOA, Island, Resort
- No update from SHOA on when the paving is to be scheduled, but Deanna and Jeff will collaborate to reach out to Teresa from the Island Roads/Drains Committee.
 - The Island Board will submit a SHOA Records Request, seeking documentation for the 3 years of Roads Assessment spending and CPA audit results.
- G. Ad Hoc Property Manager Search Committee
- Janet has had 10 candidates apply via Indeed and spoke with one who appeared good. All prospects know this is a part-time job and the search is pending. Janet, Sue, and Jeff are acting property managers and spend a lot of personal time performing this job. Meantime, the search for a new PM will continue.
- H. SHOA Meeting Report
- No SHOA meeting; no report.

V. Unfinished Business

A. Unit 2 Chimney Struts Replacement

- TopLine does not want to install the chimney struts; Jarret said he can do it for approximately \$50. Janet confirmed that Excellence will do it.

VI. New Business

A. Dry Rot Bids

- Unit 18 needs repair of dry rot around the upper window and front door, found while painting was being done. Repairs are estimated at \$1,850. Deanna made the motion to approve the dry rot repairs at Unit 18 for \$1,850 and Sue seconded. Motion passed by all 5 Board members.

B. Pest Control Discussion

- Janet and Sue met with Western Exterminators and did a walkthrough; received a bid for \$999 (each unit) for assessment and abatement of rats/squirrels/rodents, setting traps. Afterwards, \$149 per month gets ongoing visits to maintain pest control.
- All Natural from Otis has not responded our inquiry.
- Janet will contact Orkin (and others) to obtain more quotes, although most board members agree that the Western Exterminators quote is very reasonable.

C. Landscaping Work Party, August 20

- The beautification of the Island community is in full swing and shall continue. The effort of the homeowners is appreciated. The Hills owner that donated the ferns is very much appreciated and will receive a thank-you note.

D. Labor Day BBQ Party

- Party will begin earlier in the day and the location will likely be the same, in front of Units 13/14 for the ease and safety of all neighbors. Possible future location could be over by Unit 16 once it is developed as an easier-access common space.

E. Janet asked to amend the agenda to add Gutter Cleaning to this agenda. Sue motioned to add Gutter Cleaning to today's agenda and Deanna seconded. Motion passed by all 5 Board members.

- Carmelo's past gutter cleaning was determined to be ineffective. Newport Gutters gave us a bid of \$3,200 and was suggested to be done twice yearly. This quote includes professional and extensive cleaning and treating of the roofs and gutters/downspouts.
- Excellence gave us a bid of \$5,000 which we will not accept.

VII. Member Concerns, Comments, and Questions

Bob and Susan from Unit #12 thanked the Board for their "diligence and care".

Meeting adjourned at 11:36am

CANCELLED – NO UPDATES

Executive Session 12:15—Closed to Unit Owners

- 1. Calling of the Roll**
- 2. Proof of Notice of Meeting or Waiver of Notice**
- 3. Legal Matters**