

Association of the Unit Owners of the Island Meeting Minutes

**January 21, 2023
Gleneden Beach Community Club
110 Azalea Street, Gleneden Beach OR
10:00AM 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

Homeowners in attendance are:

Don and Paul Roberts, Unit #2
Brent and Carla Duering, Unit #21
Peggy Starr, Unit #18

II. Proof of Notice of Meeting or Waiver of Notice

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

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

Nov 5th Meeting Minutes – approved unanimously by all Island Board members.

Nov 30th Meeting Minutes – approved unanimously by all Island Board members.

IV. Treasurer's Report

A. Balance Sheet (6-month timeframe = July 1 to December 31, 2022)

- Operating Account includes landscaping, gutter cleaning, handyman work. At the end of December, our Operating Account was approximately \$11,400 and maintaining consistently with a 2-month buffer, per Jeff.
- Reserve Accounts include painting, repair & replacement, roof repairs, roof assessment. At the end of December, our Reserve Accounts totaled roughly \$65,000 and this combined with the Operating Account equaled just under \$77,000 in all of our accounts (Current Assets).
- \$18,000 has been prepaid for regular dues (burn off throughout the year).
- \$13,000 has been prepaid for dues on the roof assessment.

B. Profit & Loss

- As of end of December, we had just under \$84,000 in monthly dues, and there was also some interest and donations for landscaping improvements that brought us to \$84,512.
- We had spent roughly \$65,000 in building maintenance and almost \$80,000 on roof replacements – bringing our total expenses to near \$173,000 in order to get caught up on all of the necessary work.

- Projected through June 2023, if no funds are spent between now and then, our Reserve Allocation would be \$164,350.

Motion made by Sue to approve the 7-1-2022 through 12/31/2022 Balance Sheet and Profit & Loss data. Deanna seconded. All Board members unanimously approved the motion.

V. Committee Reports

A. Landscape & Design

1. RFP for Landscaping Contractor Solicitation approval
 - The Landscape Committee has reviewed the draft RFP and made suggestions; it currently resides with Janet for updating. RFP will then go out to the Board for agreement. Ultimately, the Landscape Committee will determine the schedule with the contractor.
 - Seas the Day will do some more work to fill our current needs and Sue/Peggy are keeping an eye on the workers and managing them for now. They have done a thorough job so far, and have been removing debris rather than blowing it around. Seas the Day is not under contract currently. The first week of February, Seas the Day will clean out all gutters/downspouts for \$1,200 which is far less previous experiences at the Island.
2. Request to SHOA for road cleaning update
 - The Island Board sent a letter to SHOA, asking for details on the road cleaning and did not receive a written response. At the January 20th SHOA Meeting, the SHOA Board acknowledged that ALL roads were SHOA responsibility and that they were re-developing their contract with Lakeside but could not commit to cleaning Island roads at this time, even though we have paid for that service with our SHOA dues.

B. Finance

1. Current – A request from a unit owner asked for reporting on total spending per unit, and the Board will not do this. We cannot scrutinize based on the amount spent on one unit over the other, so a report of this kind is of no use. If something is in serious need of repair, the Island Board is legally obligated to take care of it, regardless of past money spent on a unit.
2. Reporting Requirements – The Island Board follows our reporting requirements, and we cannot generate various reports simply because we are asked to. Jeff's reports are detailed enough and should supply ample information for those who wish to review it on their own time.

C. Ad Hoc Capital Projects

- Pinch Point – Nate @ Blakes Nursery came out and met with Jeff, Sue and Janet to review the area. Jeff followed up with Nate by providing a CAD drawing of the pinch point that gives a great visual aid showing exactly what the intended result will be. The CAD reflects a widened road, improved parking area and landscaping options that match the surroundings. Jeff estimates this project to be \$2,500-\$3,500 (with SHOA's share at \$1000 for their responsibility) to make this area a safe passage for vehicles.

- Deck Research – Jeff has engaged Central Coast Home Services regarding a budgetary review of our 3 various deck layouts. This company uses Fibron (similar to Trex) and they advised that nowadays cedar decking is similar in pricing to the newer composite options. Central Coast also would do repairs of our existing wood decks as needs arise. Using Unit #10 for this example, all framing and repair of rotted wood is estimated at \$2,400 (including adding 12” centers to support the composite). Square footage for this deck is estimated at 600sf, with the options of square angled or straight cut designs. Total pricing is estimated at \$19,200 and \$21,600, respectively. Central Coast estimates 1 week to complete a deck of this size, weather permitting.
- Foundations – Jeff will reach out to Terra Firma to possibly schedule them to inspect most units, with a focus on under-condo crawl spaces.

D. SHOA Emergency Committee

- Peggy said the December meeting was postponed and that Erik Barton had resigned from his post. There was supposed to be a meeting in January, but Peggy wasn’t included due to SHOA’s “error”. Peggy reiterated to SHOA her role on this committee to ensure future receipt of their emails.

VI. New Business

A. Lowering the Speed Limit in the Island Circle Discussion & Driving/Parking Policy

Island Board members attended the SHOA Board meeting yesterday and our new speed limit request of 10mph on Island Drive was approved by that Board. Sue made a motion for SHOA to lower the speed limit to 10mph and take care of proper signage as their responsibility and Jeff seconded. All Board members unanimously approved the motion.

B. SHOA Gate Codes Discussion

- A unit owner asked about changing our gate codes, with a concern that contractors from previous jobs have access to our community. After discussing generally, it was determined that if an individual owner wants their code changed, they have every right to request that of SHOA directly on their own.

C. Bid Approvals

1. Dry Rot—Unit 6 requested repairs under the condo and seal an access door. There is also dry rot on the upper level near the fireplace, where the stack wasn’t properly installed, which allowed for rain to leak inside at the window. Three different contractors were asked to bid and R&B Construction provided the most detailed bid of \$1,732. A caveat on their window repair allows for a change order so the upper end is \$6,450 (which includes the window, responsibility of the owner so this needs adjusting). Excellence gave a quote of \$2,216 with no “worst case”) pricing. McKenna didn’t respond with specs so are not being considered. Sue made a motion to accept the bid from R&B on Unit #6 and Deanna seconded. All Board members unanimously approved the motion.

VII. Old Business

A. Gutters Update

- Jeff's recommendation is to replace gutters when the remaining roofs are replaced, as that practice has saved money and time. Gutters get damaged during a roof install, so it makes sense to do them in tandem.

B. Pinch Point Planning Update

- Discussed previously (See Section V., Item C – Pinch Point).

C. Website Update

- The Island website continues to evolve, and Design Point has allowed us to upload pictures now.

D. Rodent Contract Discussion for Future Planning

- Western Exterminators has been contacted for rodent control (rats, mice and squirrels) for crawl space and external servicing. There would be a one-time fee of roughly \$1000 and then a monthly fee of \$150 for maintenance on 1/3 of the units at a time. This won't include pests like ants, bees, roaches – which will require additional attention by the Board.

E. SHOA Roads Assessment Report

- SHOA still has not provided the documents that we requested from their 3-year Roads Assessment, telling us the documents do not exist. Essentially, there is no accountability for spending per the assessment, no contract copies, no summary of spending at all.

Unit Owners Comments, Questions—3-minute maximum

- Carla mentioned her desire to not have additional signage with the changed speed limit, as she prefers our natural environment and less clutter and Paul concurred. The Board agreed and will ask SHOA to remove the existing metal signs, use the standard wood signage for the new speed limit enforcement.
- Carla also asked about landscaping, needing clarification on leaf blowing vs general property maintenance. She also wants to ensure that any landscape contractor that we hire, holds Workers Comp insurance. The Island Board will review these requirements, taking into account all laws and best practices.

Meeting adjourned at 12:15pm