

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

## **Meeting Minutes February 11, 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:

Don Roberts, Paul Roberts, Peggy Starr, Carla Duering (via phone)

#### **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)—Pending**

#### **IV. Treasurer's Report**

- A. Jeff began by informing everyone that we have had our Bookkeeper for one year and that our monthly expenses and revenues continue to be compiled and calculated in Quickbooks regularly. This process has been an effective method of managing our operating budget and expenses with easily trackable results. Jeff proposed approving the current Financial documents and Sue seconded the motion. Janet agreed – All 3 Board members available in favor.
- B. Jeff reviewed the supplementary information regarding pending repairs. He noted Unit 6 repairs of the enclosures under condo and upper outside window from past leaking. The most thorough quote for this work was from R&B Construction, who provided reasonable pricing for min/max repairs, all explained in detail. The Board having previously voted to proceed, this work will occur in April.
- C. Unit 16 has the wing wall with dry rot that was covered last fall after a very high quote (\$16k) from Excellence. R&B Construction will be reviewing it soon to provide their price to repair that entire area properly.

## V. Committee Reports

### A. Landscape & Design

1. **RFP for Landscaping Contractor Solicitation approval** - Sue reported that we have hired Seas the Day on a temporary basis only until we can find a permanent landscaper. Seas the Day has done general cleanups as we've requested and have done a very good job as needed. Sue noted that a couple of landscape organizations came out to review our requirements but never provided a bid, so we will need to proceed with others to bid that Peggy has on a master list.
2. **Request to SHOA for road cleaning update** – not discussed.

### B. Finance

1. **Current** – Jeff noted that we have really minimized expenses this year due to having no Property Manager and no regular Landscaper. He gave a quick summary of our current expenses that are outlined in his report, to include insurance and utilities.
2. **Projected** - Jeff reports that we have \$20k more to allocate toward reserves; we've totally funded our general maintenance reserve fund for the year. We have a bit less than \$17k in general maintenance and if the costs for Units 6 and 16 is over that, then we can pull from the painting reserve fund.

### C. Ad Hoc Capital Projects

1. **Pinch Point** – Jeff explained his diagram and detailed the plan to remove the stump, widen the road and replant the surrounding area. Jeff has been diligent working with Nate at Blake's Nursery and others for info and pricing to include the landscape timbers installation (Wiggins, Charlies, Seas the Day). From Jeff's research, it will require about a \$6000 budget to accomplish this work. The sanitation company and SHOA will take on much of this expense; it will not all be the Island's full responsibility.
2. **Terra Firma** – Jeff says that we can have foundation inspections done at no charge, and Terra Firma will check all remaining units. Lead time is about a month, and he'll proceed with scheduling.

### D. SHOA Emergency Committee

1. Peggy reported that SHOA continues to omit her from group messages, although they appear to have her correct email address. She remains diligent in her efforts to be engaged in SHOA's group but suggested that the Island develop our own tandem emergency efforts.

## VI. New Business

- A. **Driving/Parking Policy Draft Discussion** - Janet informed that when the Board receives complaints from unit owners, we are legally obligated to make an effort to resolve if safety is involved. Most of the recent complaints to the Board have been about driving and parking. A

draft letter has been created that will incorporate SHOA's already-existing rules and fines for road violations.

**B. Earthquake Insurance Discussion** – As most owners should know, our former Earthquake policy at the Island was cancelled a couple of years ago to save on costs. It is important to know what our options are at this time, so we will investigate coverage and pricing available to us now.

**C. Insurance Broker Search** - The Board will be looking at obtaining quotes from an insurance broker for an Earthquake policy at the Island. It seems that a broker would be the best professional to provide us with relatable info, options on coverage, and better servicing than an agent.

## **VII. Old Business**

**A. Gutters Update** – No response from Myer's Gutters, after 2 attempts to get a bid. Although we're happy with Crawford, we should get other quotes. Topline does gutters and can bid, too. There are 15 gutters remaining to be replaced, and we'll have to fit them in as we go.

**B. Pinch Point Planning Update** – (see V, Section C, Paragraph 1)

**C. Website Update** – The web host enabled pictures to be added to our website now.

## **Unit Owners Comments, Questions—3-minute maximum**

- Paul Roberts mentioned the stairs grips on Unit 2 have bunched up from the adhesive wearing out.
- Sue agreed that some stairs grips also have nails coming up, so the Board will ask Excellence to advise on the best method for anti-skid applications on wood.
- Janet said that Lynn had added some grit to paint and it works great so that is one option.

**Sue made the motion to adjourn the meeting and Jeff seconded. All 4 Board members approved.**

**Meeting adjourned at 11:10am**