

Association of the Unit Owners of the Island
Meeting Minutes
Friday, April 7, 2023
Zoom Only
5:00 to 6:00 PM

I. Calling of the Roll

Board Members attending:

Janet McCulloch, Sue Parks-Hilden, Jeff Starr, Deanna Davis

Unit Owners attending: Duerings #21

II. Proof of Notice of Meeting or Waiver of Notice

Tonight's Meeting was properly announced via email and notice was physically posted at the Island entrance.

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

- The March 18 Island Minutes are not yet ready for approval. The Island Board will approve them at the next meeting.

IV. Treasurer's Report

- A. Jeff confirmed that March was a quiet month with only a few invoices recorded and everything is looking good. In all 5 Reserve Accounts, we had a total of \$87,273 and in the Operating Account we had \$12,270 for a total of \$99,543. Jeff anticipates that we will have some large costs toward the end of the fiscal year if roofing projects are approved but everything looks like we are on a good track. Sue made a motion to approve the Financials as presented and Deanna seconded. All Board members voted in favor and the motion was unanimously approved.

V. Committee Reports

A. Landscape & Design

1. Sue reported that the L&D Committee met with Jesse @ Seas the Day and got a bid for trimming (\$750) and clean-up (\$400). Jesse was able to advise on what needed to be trimmed and what did not (non-blooming). The plan is for this work to be done next week and is a one-off job. Jesse wants to wait until he has more of an idea what we would require for maintenance before he submits Seas the Day's official bid – but is willing to do as-needed work for us in the interim.
2. GroundFX came back with a revised bid that omitted what we told them to omit, but they kept their price the same at \$1800/month. No one thinks that is reasonable so they're out of the running for now.
3. There is a large dangling limb that needs to be removed on the golf course side of our common area and an arborist has been called to advise and quote its removal soon. A shore pine between 9/10 & 11/12 should also be inspected also.

4. GroundFX was asked to bid the cleaning of the “canyon area” for fire prevention, do ivy removal from trees, and some general tree trimming. The committee felt that this quote was very reasonable and will retain it for consideration.

B. Finance

1. See Treasurer’s Report

C. Ad Hoc Capital Projects

1. Roofs Bids, Unit 5, 6, 21, 23

- a. Jeff reports that 3 larger roofing contractors responded to our request for proposal for these roof replacements. All 3 were vetted and proven to have a current CCB license and Insurance. They are Washington Roofing out of McMinnville with a bid of \$64,000; TopLine Roofing at \$68,000; and Pfeiffer Roofing at \$103,500. The Capital Committee interviewed both Washington Roofing and TopLine for more details about their bids and found some substantial differences. After serious consideration, TopLine is a better choice for keeping our shingles consistent, better airflow/venting for our needs and included the new plywood. Also, TopLine can start the project June 12, where Washington Roofing is several months out. The Capital Committee recommends moving forward with TopLine to secure this date. Sue made a motion to accept the TopLine bid to replace roofs on Units 5/6 and 21/23 and Deanna seconded. All Board members voted in favor and the motion was unanimously approved.
- b. Jeff reminded us that on June 1st the third and final roof assessment is due. With that and the roof repair budget we will have a combined \$76,000 for this final batch of roofs to replace under the assessment plan. Additional funds could be used on necessary garage roofs and gutter replacements.

2. Dry Rot Bids, Unit 16

- a. The rotted-out wing wall of Unit 16 was tarped last year and now needs to be fully repaired. R&B Contracting out of Otis has looked at the job and provided a quote of \$5,985 – which is about \$10k less than the quote received last year from another contractor when the problem was found out. This work could be scheduled around June/July and the Capital Committee recommends that the Board accept this bid. Sue made a motion to approve the R&B bid as presented and Deanna seconded. All Board members voted in favor and the motion was unanimously approved.

D. SHOA Emergency Committee

1. A unit owner asked the Island Board to develop an escape emergency plan if this person is trapped inside their unit again during inclement weather. After a brief discussion, it was determined that it is not the obligation of the Island Board to perform rescue attempts under any circumstance, for obvious liability reasons. Further, SHOA has strictly advised the Island Board that they oversee emergency planning and that the Island community is not to create our own set of plans. SHOA advises calling 911 if the need for rescue or an emergency arises.

VI. New Business

- A. Request to add Sue Parks-Hilden as contract signer during Janet's absence
 - c. Deanna made a motion to add Sue Parks-Hilden as a signer of contracts during Janet's absence in April and Jeff seconded. All Board members voted in favor and the motion was unanimously approved.

Unit Owners Comments, Questions—3-minute maximum

- Carla Duering #21 asked about the election openings and wondered why it was not 3/2 as the Bylaws indicate as ideal. The answer goes back to 2021 when the prior board president changed the rules so that the person receiving the least number of votes, only would be seated on the Board for one year. This caused the 3/2 balance to get out of order and it has been since then. This board has tried to put corrective measures in place to get the balance of terms back to 3/2 and are working at finding a way of returning to normalcy. The discussion went on about possibly changing the process mid-stream right now, but some felt it was too far along in the process. Janet asked for the board's decision on what to do and Deanna made a motion to not change the election process and continue this year as planned, and also invited Carla to participate on a committee next year to find a resolution. Sue seconded the motion, Janet abstained. 3 board members voted in favor and the motion to proceed with the election as planned was approved.

The meeting adjourned at approximately 6:25pm