

Gabriel Commons Association Board Meeting

Hillsdale Branch of Multnomah County Library Meeting Room

MINUTES FOR A RECHEDULED JULY MEETING HELD AUGUST 3, 2016

- Meeting called to order and quorum established—Larry Drury
- Attendees: Larry Drury, George Walker, Joel Glick, Gary Skovsted, Leslie Hammond, Charles Duncombe, Nancy Cartwright and Kay Brooke-Willbanks
- Approved: June 2016 Mtg. Minutes
- Homeowner's Forum
 - No items brought forward
- Standing Committee Reports
 - Landscape—Leslie indicated that there have been several issues with the sprinklers along the front entrance and south side grassy area. The timer has been repaired and sprinkler heads will be adjusted or replaced as necessary. The sprinklers are set to go off at approx. 6 AM and 8 PM on Tues., Thurs. and Sat.
 - Maintenance—Charles has prepared a comprehensive summary of deck, patio, crawl space and other improvements/repairs by unit that been made over the years and has downloaded that file to a flash drive for the Board and Kin Living to review.
 - Emergency Preparedness—Nancy indicated that she will be distributing to GC homeowners a brochure entitled ***Living on Shaky Ground: How to Survive Earthquakes and Tsunamis in Oregon*** along with other relevant materials covering earthquake preparedness topics. In addition, the committee will be working on other proposals on this subject and bring those forward for review by the Board. Charles has also put together a list of where the gas shutoffs are located for each unit.
 - Social—The committee did not meet in July and will provide an update from its August meeting at the next Board meeting. The committee also wants to remind GC residents that the Annual Picnic and Pool Party is scheduled for Sunday, August 28th at 3 PM.
 - GovDocs Review Committee—Mary Lou Hass provided an email update indicating our attorney, Kevin Harker, expects to receive a tentative approval of the GC Amended Declaration from the Oregon Real Estate Commissioner by late August. He will also be providing a template of condominium association by-laws for the committee to begin its GC HOA By-Laws review. The committee's next meeting is tentatively scheduled for September 28th. Mary Lou also asked the Board to consider appointing one or two new members to the committee to bring back it up to full strength in numbers.
 - Reserve—Kay informed the Board that the first draft of the Reserve Study has been completed and has been submitted to the Board and the committee

for review. Schwindt indicated that we have 90 days to get back to them with revisions.

- Old Business
 - Roofing update—Three roofs have been repaired by Griffith Roofing at a cost of \$20,500
 - Rodent remediation update/recommendation—After additional inspections by two pest control companies and a review by Kin Living, the Board concluded there was no need for further remediation nor for contracting a monthly pest protection program.
 - Deck repair at 3875 has been completed by Kin Living
- New Business
 - Siding repair at 3845—Maintenance request has been forwarded to Kin Living for repair
 - Deck repair at 3841—Kin Living has been retained to replace this deck due dry rot
 - Deck replacement guidelines recommendation—The Board has decided that all future deck replacements will utilize composite decking materials and is finalizing the guidelines.
 - Job description for treasurer position—The Board is seeking a volunteer to act as GC HOA Treasurer; please see the attached position description for an overview of the tasks.
 - The Board approved: Leslie Hammond to serve as “interim treasurer” until her replacement is found.
 - The Board approved: Resolution to change the date of the 2016 Association Annual Meeting of Homeowners to late January (tentatively scheduled for Wednesday, January 25, 2017) in order to better align the next year’s budget recommendation with the GC fiscal yearend reports. See attachment for details.
 - The Board approved: Resolution to conduct a Property Condition Assessment based on the recommendation of the Reserve Committee. See attachment for details.
- Financial Report—See attached summary of GCA June financials. Leslie indicated that all invoices paid in June were in the expected range; Reserve dollars have been collected; and the Board is dealing with one HOA fee delinquency.
- Meeting adjourned at 7:50 PM
- Next meeting – August 24, 2016 at 6:00 PM at the Hillsdale Branch of Multnomah County Library Meeting Room