

Gabriel Commons HOA

Board of Directors Meeting Minutes June 15, 2016

- **CALL TO ORDER** – 6:00 PM: Chuck Ensign called the meeting to order.
- *In attendance: Chuck Ensign, Larry Drury, George Walker, Leslie Hammond, Kay Brooke-Willbanks, Mary Lou Calvin Haas*
- **QUORUM:** Established
- **PAST MEETING MINUTES:** Approved
- **HOMEOWNER'S FORUM:**
 - ✓ Chuck announced that Leslie has tendered her resignation, effective immediately, as GC HOA treasurer. Leslie indicated that “the commitments I have made for much of the year are more than will allow me to continue my duties as treasurer.” The Board thanked her for her dedication, her day-to-day financial oversight and her work with MSI/Kin Living during its merger/transition to ensure accurate reporting of GC financial statements. Leslie will continue her role as a member on the Reserve Study committee. The Board will be seeking out a new treasurer ASAP. If any GC resident has an interest in this role, please reach out to any board member.
 - ✓ Leslie shared the most recent news involving the city's development of a new zoning and building plan for the neighborhood. The city is proposing changing the zoning from largely single family units to duplex and triplex infill. That means when someone sells their house, a developer can buy the house, tear it down and put up a duplex or triplex with the city's blessing. This plan raises many issues including how parking will need to be addressed and implications of how to ensure that the character and culture of Multnomah Village is maintained. City planners and leaders are looking for higher density, affordable housing and a carless environment. The city council will vote on this in the fall and there are a few short months to change, modify or have an impact on the final plan. No matter where you stand on these issues, Leslie encourages everyone to learn more about this proposal. Leslie's email(s) to GC residents sent on June 15th contained a schedule of Residential Infill Project Open Houses throughout the city in June and July, a summary of the proposal as well as links to the full draft of the proposal.
 - ✓ Mary Lou brought up the idea of moving the GC HOA Annual Meeting to January each year in order to align it with our fiscal year. This appears to have many benefits including the ability to create the future year's budget based on actual yearend financial data. **The Board agreed that moving the Annual Meeting to late January has a lot of merit and will prepare a resolution for consideration and action at the July meeting.**
 - ✓ Leslie also asked the Board to consider moving Gabriel Commons HOA Board of Directors Meetings to the fourth Wednesday of every month. This would enable the Board to have an opportunity to review completed and accurate monthly financial statements from Kin Living. The current meeting schedule does not sync up well with

the standard business billing/payment cycles...past month bills typically do not arrive to Kin Living until mid-month which makes for a difficult turnaround to get monthly statements wrapped up. **After some discussion, the Board agreed that this approach makes sense and will move its monthly meetings to the fourth Wednesday of every month starting in July.**

- **COMMITTEE REPORTS:**

- ✓ Social—Mary Lou provided an update on the committee's May meeting:
 - Charles will make sure the New Owner's FAQ document and the new Architectural Review Request form will be included in the Owner's Handbook. (These documents are attached.) He is also is working on updating the Renter's Handbook and creating a list of Local Service Providers to include in the handbooks.
 - The committee is working on a recommendation for Board consideration at the July meeting regarding a process for reporting violations of GC Rules by residents and/or guests; this would also outline Kin Living's role in handling these matters.
 - The committee is also assisting the Emergency Preparedness committee. Charles will make a list of everyone's gas shutoffs for discussion at the committee's next meeting. Nancy will provide a list of what to pack in an emergency kit and review that with the group at that meeting as well.
 - The GC Annual Picnic and Pool Party is scheduled for Aug. 28th at 3:00 PM.
- ✓ Emergency Prep—See Social Committee notes
- ✓ Landscape—Chuck gave a quick update on the Ivy Removal Work Party. He thanked the volunteers (Charles, Emily, Mary Lou and Shaydyn) for the impressive progress they made together removing the invasive English ivy from the lower commons property. They concentrated on saving our native plants which prevent erosion and stabilize the slope. In addition, the group pushed back the leading edge of the ivy to make room for new native growth in the grove of cedars. Also, Chuck gave additional thanks to Jack and Fran Love, who supplied the work party with great Reese's' Chocolate/Peanut Butter bars.
- ✓ Pool—No updates
- ✓ Reserve Study—At the May meeting the Board approved the engagement of Schwindt and Company to conduct an updated Reserve Study. Kay indicated that she was in the process of the gathering answers to several questions that the company had raised as well as collecting a considerable amount of historical data. The goal is to have the study completed by July 15, 2016. Kay also said the committee will meet by the end of June to discuss how to best attack the topic of conducting a Property Condition Assessment.
- ✓ Building and Maintenance—
 - Roof repairs are complete. The roofing company will be engaged to do a complete assessment of GC roofs, gutters and downspouts. Kin Living is working out the timing of this work.
 - Deck repair at 3875 will begin soon.

- Kin Living is securing estimates from two companies, Bugaboo Pest Control and Jackson Exterminators to provide rodent control management and repair of damaged crawl space screens and access doors. Any insulation and vapor barrier damage is an owner's responsibility since those components were owner add-ons and not part of the original construction. Once the bids are received the Board will select a service provider.
 - The old ARC form is being replaced by an updated version.
 - Kin Living is preparing information on how to best approach deck washing and staining in a coordinated manner along with cost estimates for Board review.
- ✓ GC Documents Review Committee—Mary Lou and Larry indicated that the group has completed its review of the Amended and Restated Declaration of Unit Ownership for the Gabriel Commons Condominium. The committee has brought forth a resolution for Board approval to move forward with the submission of the current draft of the document to the State of Oregon Real Estate Commission for preliminary review. Once that process is completed the committee will distribute copies of the document to homeowners, schedule a Q&A session and coordinate the final approval by owners. The committee is now concentrating on the next phase of their assignment: updating GC By-Laws.
- **OLD BUSINESS**
 - ✓ See updates included in the Committee Reports
- **NEW BUSINESS**
 - ✓ Board passed a resolution approving the replacement of the old ARC form with the new Architectural Review Request (ARR) Form (see attachment).
 - ✓ Board passed a resolution approving the submission of the current draft of the Amended and Restated Declaration of Unit Ownership for the Gabriel Commons Condominium to the State of Oregon Real Estate Commission for preliminary review (see attachment).
- **FINANCIAL REPORT**
 - ✓ See the attached documents for the May Summary
 - Comparative Income Statement—Operating Fund
 - Balance Sheet—Operating Fund
- **ADJOURNED at approx. 7:45 PM**

PLEASE NOTE:

The next HOA Board meeting is July 27th and will begin at 6:00 PM at the Hillsdale Library.