Gabriel Commons HOA

Board of Directors Meeting Minutes May 21, 2015

I. **CALL TO ORDER –** 5:30 PM Mary Lou Haas called meeting to order**.** *In attendance:*

Board Members	**Position on Board**
Mary Lou Haas	Board President
Leslie Hammond	Board Treasurer
Charles Duncombe	Board Secretary
Committee Chairs	
Leslie Hammond	Landscape
Emily Polanchek	Pool
Charles Duncombe	Building and Facilities
Owners Attending	
Larry Drury	Sydney Newell
Kay Brooke-Willbanks	Emily Polanchek
Joel Glick	

II. **ESTABLISH EXISTENCE OF QUORUM –** Quorum was established

III. **APPROVAL OF MINUTES for April, 22, 2015 HOA Meeting**

A motion to approve the minutes was made by Leslie and seconded by Mary Lou.

Motion carried.

IV. **HOMEOWNER'S FORUM**

- **Discussion:** Kay requested that the Board consider a process by which homeowners could have the opportunity to work on their own HOA responsible areas without having to have the homeowner are responsible for said improvements from that point forward. One suggestion was that the Board has a contractor or an MSI employee approve the improvements prior to starting the work and then sign off on the improvements once the work has been completed. This will allow the HOA to have oversight on the projects, allows the homeowner to use this work towards community hours, and reduce the costs to the HOA.
- One concern that was voiced is that a licensed and bonded person must do work on the HOA property. It was also discussed how work on the HOA property has been done in a scattered manner throughout the history of the complex. The Board will take this proposal under consideration.
- Emily brought up the topic of having solar panels installed on the homes. She has just begun this research and will continue to report as more information is discovered. It was suggested that she have a consultant come out and see where it would be feasible to have the panels installed and if it might work on the pool house.

V. COMMITTEE REPORTS

a. **Maintenance - Discussion:** Cleaning and de-mossing of the roofs has been done. Awnings and siding of some homes have been completed. The gutters have been cleaned. The gate at 3883 has been rebuilt. The mold on the railings of 3847 and 3849 is still being addressed. Mario of MSI has started the cleaning of the pool area.

   Leslie reported that it would probably take 3-4 hours per unit to have the decks and balconies pressure washed. The HOA's pressure washer has been repaired, and it was discussed that perhaps we need to get a commercial pressure washer in the future as ours is 10 years old. Larry expressed concern about buying equipment and suggested that we contract with a service that can provide the equipment on an as needed basis. MSI currently has a hard time providing a pressure washer to us when we need it. Also, by having our own, Mario does not use his time to go and get the MSI pressure washer.

   Sydney would like to donate a garden cart to the HOA if the HOA would like it.

   Charles reported that we have a portable sump pump, which is currently under Emily and Joel's unit.

b. **Pool - Discussion:** Emily presented the attached report. After discussion, Charles agreed to create the GoogleDoc calendar for the pool work that will need to be done this summer. The training will be done Saturday, June 6th at the pool work party. We agreed to have someone come in and scrub the pool. Mario will also wash the deck for us on June 2. If we do have the pool drained enough, we will have a company come in and paint the stripe on the bottom of the pool, which will delineate the shallow and deep ends. We will postpone having Northwest Natural Gas here to turn on the gas for the pool until June 8th or 9th. Mary Lou will arrange for this to happen. Leslie will try to be present when the gas company is here. The pool may open later than June 7th, depending on weather.

c. **Social Committee – Discussion:** Sydney reported that the pool meeting will be at Dianne Day's home (#3869) on May 27th at 7-8 pm. Also, the annual pool picnic will be on July 19th at 4:00 pm. The ongoing conflict with Ladies Night Out and the Board Meetings was once again discussed. It was agreed that the Board would make every effort to avoid scheduling meetings on the third Thursday of each month.

VI. OLD BUSINESS

a. **Update on efforts to complete agreed work on Unit 3835 (& 3837).** Mary Lou reported that Kennedy Restoration completed the mold remediation in the units' attics and restored the firewall. The Board is awaiting bids for the repair of the decks for these two units. Charles will follow up on this.

   Larry suggested that we be proactive on other units, but the Board is concerned that significant maintenance and repairs may be needed this year, as 4 units will be sold during the year. We will be proactive on maintenance of other units as the money allows.

b. **Update on Board efforts to find a heat pump screen that is architecturally consistent with our complex and reasonable in cost while requiring little maintenance –** Mary Lou rejected the plastic taupe colored screen that she ordered. She and her son are building a screen from left over lumber and will have input on this once it is completed and painted.

c. **Adoption of Resolution of the Board formally creating Governing Document Review Committee, its charter and membership.** Mary Lou read the resolution. Leslie moved that the resolution be adopted; Mary Lou seconded the motion. Discussion followed. The resolution passed.

d. **Update on yellow water and hydrant flushing –** Mary Lou reported that Western States Fire Protection flushed the fire hydrants on May 8th. The water was very dirty, and upon completion of the flushing, Larry was happy to report that his yellow water has been resolved. Mary Lou stated that we would need to hire a company to do this every year as the process is much more involved than originally thought. In addition, one fire hydrant is partially buried and will need to be dug out with placement of a minimal retaining wall to ensure the hydrant stays accessible and usable.

e. **Discussion of construction of north side path to pool.** Leslie reviewed the evolution of this topic and that a diagram of the path was created by Chuck Ensign after getting input from the homeowners in that area.

   Leslie reported that Glen Blackmore came out to look at the area and advised that a drainage path like the one on the South side of the complex can collect 20-30% of the runoff from the hill. It was also mentioned that the repair work on the water pipes that was done last year might have disrupted the drainage system that is currently in place. It was reported that the sump pumps in the effected units usually only run when it rains. (Chuck has stated that he has 3 sump pumps running when it is raining). Sydney said that her pump only runs when it is raining.

   Larry mentioned that addressing this water issue proactively will be much more prudent than having to do repairs to foundations later. Sydney would like for us to only do work that is necessary.

   In addition, we seem to have a "sinkhole" starting in the road, next to the drainage inlet outside of Charles' unit. Kay reminded the Board that addressing these issues early is very prudent as later repairs can be very costly and involved. The Board will continue to research the options for mitigating the water that goes into these units, look into having the "sinkhole" repaired and have Glen Blackmore come back to look at all of the foundations of the units to make sure no more erosion is occurring.

f. **Discussion of possible construction or purchase of new storage shed.** Charles updated everyone on the possible placement of the storage shed and explained the four locations under consideration; the South side by the neighbors chicken coop; the East side where the mulch pile is located; the East side closer to the road; and next to the existing pool shed.

   He stated that in order to have a shed that is large enough for our needs and can be moved, a Tuff Shed is our best bet. In addition, one of our homeowner's, George Walker, is the Tuff Shed dealer for the area. After much discussion, it was decided that the best location for the shed might be by the existing pool shed or the East side next to the road. This area is more level than the locations on the East side and has less water issues.

Electricity is readily available, and it is more centrally located. The one downside is that a pathway to the shed would have to be re-built in order to accommodate the rolling equipment that we own. Charles will continue to look into all of these areas and report back at the next meeting. It was also discussed that on the day of the pool work party, June 2nd, we will take the time to go through the existing shed and throw away and/or donate items that we no longer use or need.

VII. NEW BUSINESS

1. **Signing of Written Action by Board approving the ARC Request from Mary Lou Haas to screen a portion of her courtyard deck to make a "catio".** Leslie moved that this ARC request be approved; Charles seconded it. The motion passed.

VIII. REVIEW AND APPROVAL OF FINANCIAL REPORTS FOR MARCH 2015

Discussion: Leslie reviewed the financial statements for the month. We continue to have excess funds in the Operating Budget and our Reserve Account continues to build.

IX. ADJOURNMENT

Motion made to adjourn meeting, Seconded. Motion Carried / Approved

Meeting adjourned 7:33 pm

Next meeting is on June 24th at 5:30 pm at Hillsdale Branch of the Multnomah County Library.