

Gabriel Commons HOA

Board of Directors Meeting Minutes April 20, 2016

- **CALL TO ORDER** – 5:30 PM: Larry Drury called the meeting to order.
- *In attendance: Larry Drury, Gary Skovsted, George Walker, Leslie Hammond, Dianne Day, Kay Brooke-Willbanks, Jennifer Steimer*
- **QUORUM:** Established
- **PAST MEETING MINUTES:** Approved
- **HOMEOWNER’S FORUM:**
 - ✓ Jennifer raised concerns about an influx of “stink bugs” in her unit. The consensus was that is a common problem at this time of year and various sprays may help alleviate her situation as well as looking at her window and doors for any improvements. She also asked for an update on rodent issues (see below for current status).
 - ✓ Kay expressed her pleasure with the power washing to remove moss from her driveway curbs by the Kin Living maintenance team.
 - ✓ Dianne expressed her concern that the same team may have over-washed and degraded the surface of her driveway. Board indicated they will address this with the KL maintenance team. She was looking for updates on rodent and roofing issues (again, see below for current status).
 - ✓ Kay raised an issue about the Board’s work session meetings and open access to the residents...please see note at the bottom of the minutes for clarifications.
- **COMMITTEE REPORTS:**
 - ✓ Social—No updates.
 - ✓ Emergency Prep—No updates
 - ✓ Landscape—No updates
 - ✓ Pool – Emily submitted an update: The Annual Pool Committee Meeting will be at her home on 5/24 at 7:00 PM and it will discuss pool opening timing and subsequent timing implications for KL assistance and gas turn on. She is also investigating coping repair estimates and indicated that any repairs would most likely happen at the end of the 2016 pool season.
 - ✓ Reserve Study—Kay reviewed the current recommendation from the Reserve Study Committee, which was approved by the Reserve Study committee as follows:
 - “Reserve Committee’s Recommendation to the Gabriel Commons Board: April 7, 2016. The Reserve Committee met on March 22, 2016 and voted by a large majority to recommend to the Board that an Envelope Study be conducted for our property/facility. This study will be a comprehensive evaluation of our current state of repair/disrepair and will provide much needed information to the company that will be doing our Reserve Study. It is our recommendation that the Envelope Study be conducted as soon as possible in order to have the Reserve Study completed in a timely manner. Respectfully submitted, Kay Brooke-Willbanks, Chair, Reserve Committee.”

- The Board endorsed the basic premise of conducting both a Reserve Study and an Envelope Study. The Board had provided additional direction to Kay prior to the Board meeting, and based on her concerns will provide additional clarifications to Kay so we can move forward with this project.
 - ✓ Building and Maintenance—
 - Bids for repairing roof leaks were approved. The contractor is Griffith Roofing, a highly rated contractor and one the Board recommends using going forward. The previous roofing suppliers were a hodgepodge of suppliers which makes follow up on repair issues very cumbersome. Timing of repairs is TBD as is the exact source of funding which could come from the GC operations budget or the reserve fund depending on whether we are talking “replacement” or “repair”. Payment coverage by the GC insurance provider has been explored but that is an unlikely source of funding. Nor is there a warranty option since the previous contractor is no longer in business and shingle manufacturer remedies are litigious options not worth pursuing.
 - The Board will follow up with KL to schedule their weekly maintenance person to stain the pool fence.
 - Board is still exploring gate replacement options as some gates are deteriorating.
 - The rodent issue has turned out to be a rather complex issue and the Board is exploring additional resources for recommendations. Initial reports from Alpha Pest folks have been evaluated but the info left much to be considered. The Board is considering how to improve Common Area issues: crawl space screens, doors and sanitation (traps and monthly maintenance). As a point of information, any damage noted by Alpha in terms of vapor barrier/flooring insulation damage is a homeowner’s issue, since these were improvements installed by the homeowner.
 - Water Quality—A report surfaced that one GC resident may have a water quality issue based on a water test. The consensus from current and past Board members and other residents is that GC water meets all parameters for lead, copper and other metal content. Improvements over the years to the GC water delivery systems should provide a high quality source of water. Should any resident have concerns, the Board suggests they contact the Portland Water Bureau @ 503.823.7404 to obtain a free water testing kit...it is important that all procedures noted for the test be followed. If one receives any data indicating a water quality problem, please contact the Board so it can follow up.
 - ✓ GC Documents Review Committee—Larry indicated that the group has had two meetings with an attorney who is currently reviewing the draft of the Declaration documents and the group is on schedule to bring the documents forward to the residents for approval ASAP. The work on rewriting the By-Laws will follow.
- **OLD BUSINESS**
 - ✓ A new ARC request form is almost finalized by George and will be vetted with the GC Governing Documents Review Committee. It will reflect current realities with regard to home owners’ needs/code requirements.
 - ✓ ARC requests were approved for Rita Eagle’s door replacement and Becca Wochnick’s kitchen remodel.
 - ✓ New Owners FAQ is still under review as well as the development of a process for downloading the document via KL to new owners.

- ✓ The Board indicated that currently there is no need to recreate an ARC committee...the Board will review and approve submissions as was done with the past board. Also, there is no desire to recreate a Naturescape committee, as that responsibility falls under the current Landscape group.
- ✓ The Board affirmed the need to maintain current fire lane enforcement for construction vehicle parking except for brief loading/unloading of materials.
- ✓ The Board, after reviewing current insurance and liability issues, indicated that the Pool Committee is empowered to create pool usage rules for accessibility for resident family/guests/house sitters w/o resident accompaniment.
- **NEW BUSINESS**
 - ✓ Board passed a resolution approving Joel Glick to serve out Bruce Brenn's Board position for the balance of 2016.
- **FINANCIAL REPORT**
 - ✓ Current report was sent out with the meeting agenda and reviewed by Leslie.
- **ADJOURNED at approx. 7:30 PM**

PLEASE NOTE:

The next HOA Board meeting is May 18th and will begin at 5:30 at a change of venue due to library meeting room schedule conflicts...we will meet at the Drury's home (#3895).

Also, as an FYI, the Board is meeting in work/discussion sessions on the first and third Fridays every month from 10-12 am at various members' homes. Residents are welcome to come and listen, but please understand this does not take the place of the Homeowner's Forum portion of the monthly Board meetings or other processes for individuals to communicate maintenance or other GC HOA issues. In addition, these are meetings are focused on discussion of upcoming Board meeting agendas and pending GC issues and all final decisions are executed at the monthly Board meetings. Locations and times can vary, so please check with a Board member for the most up to date info on these meetings.