

## **GABRIEL COMMONS ANNUAL MEETING MINUTES FOR 1/30/2024**

### **Agenda**

1. Call in. Welcome. Roll call. Appointment of timekeeper.
2. Call to order
3. Proof of notice of meeting or waiver of notice
4. Minutes of the preceding meeting of Jan. 25, 2023
5. Annual financial statement 2023
6. Presentation of 2024 Operating Budget (adopted Dec. 13, 2023)
7. Report of Board and Committees (pre-distributed via email)
8. Nomination of Directors (nominate five)
9. Voting Board of Directors
10. IRS 70-604 Ruling Adoption
11. Voting IRS 70-604
12. Forego 2023 Financial Review
13. Voting Forego Financial Review
14. Counting of Ballots
15. Announcement of election results
16. Owner's Forum
17. Adjournment. (A brief Board meeting may follow the Annual meeting.)

### **Opening/Call to Order**

The Zoom meeting was called to order by the president, Sharon VanSickle-Robbins and Ashlyn Dietz at around 6:10pm

Other Board members present were Pat Smith, Darby Bricker, and Andre Girard.

Owners present were: Chuck Ensign, Joni Miller, Dan and Tracy Ertel, Sydney Newell, Mary Lou Haas, Bill Pullen, Kay and Elizabeth Brooke-Wilbrooks, Rita Smith, Joel Glick, Connie Cox, Joanna Ponce, Jonny Loch, Darby Bricker, Lily Watkins and David Brady, Maryann Lewis, Elizabeth Keaton, Karen Dischner, Judy Blount, Cyndy Brown, Rita Eagle, Jodie Trombley, and Laura Miller

### **Minutes of the preceding meeting of Jan. 25, 2023**

- Sharon provided an overview of the 2023 annual meeting, outlined when it was held & delivered. There were no objections to the overview provided.

### **Annual financial statement 2023**

- The annual financial statement for 2023 was shared in the meeting package, Pat Smith gave a quick overview of its contents.
- There were no objections or questions.

## **Presentation of 2024 Operating Budget (adopted Dec. 13, 2023)**

- The 2024 operating budget was approved and adopted in the 12/13/23 board meeting and sent to owners by Superior prior to the annual meeting.

## **Report of Board and Committees (pre-distributed via email)**

- The 2024 Board of Directors and Committee Reports to Homeowners were distributed by email prior to the annual meeting.
  - In addition to distribution by email, the 2024 Board of Directors and Committee Reports to Homeowners is included below.
- Offer was provided to the committee chairs to provide an overview
- Syd outlined activities of the Social and Landscaping committees
- Syd invited everyone to the upcoming progressive dinner (scheduled for 2/24/14)
- Emily asks for help on the pool committee, she wants to leave the post of Pool Chairperson after serving in that role for 10 years.

## **Nomination of Directors (nominate five)**

- Laura Miller withdrew her name from consideration. Jonny Loch was a write-in candidate due to added himself to consideration after the initial ballots were written.
- Andre Girard initially remained as a candidate for Secretary but withdrew upon seeing there were five candidates that all received strong support from the resident community.
- As a result, there were candidates for 5 open board positions (Pat Smith is remaining in role as Treasurer).
  - Jonny Loch
  - Elizabeth
  - Joanna
  - Pat Smith
  - Dan Ertel

## **Voting Board of Directors**

- Upon completion of discussion about the voting process and an opportunity provided to owners to add their names to consideration for the board (no owner wanted to add themselves as a candidate). The five candidates for consideration for a role on the board were officially confirmed as the new board members going forward.
  - The three Jonny Loch
  - Elizabeth Brooke-Wilbrooks
  - Joanna Ponce
  - Pat Smith
  - Dan Ertel

## **IRS 70-604 Ruling Adoption**

- Foregoing the 2023 financial review passed by written ballots

## **Voting IRS 70-604**

- Passed by written ballots

## **Forego 2023 Financial Review**

- Passed by written ballot

## **Voting Forego Financial Review**

- Passed by written ballot

## Counting of Ballots

- Done offline
- Official copies given to Superior for record keeping

## Announcement of election results

- Ashlyn confirmed the election results

## Owner's Forum

- Sharon gives a statement about recommending re-establishing a maintenance committee or go with an enhanced management contract with Superior
- Ashlyn: to be clear, changing to Superior taking on a larger scale of maintenance management would involve a culture shift - response times would take longer, would still recommend that we would want to have a maintenance committee in addition to the enhanced management
- Joanna question - would Wind Thin have come out as quickly as they did during the recent ice storm? Answer is no - Sharon is the one who called and requested help from Wind Thin
- Chuck request for better snow and ice removal - extensive conversation about it - how much we'd want to pay to be done, or how it could be handled by volunteers

## Adjournment

## Copy of the text from the 2024 Annual report that was mailed to owners prior to the annual meeting:

### GABRIEL COMMONS ASSOCIATION

#### 2024 Board of Directors and Committee Reports to Homeowners

January 2024

This annual report has been prepared by the Gabriel Commons Board of Directors (Darby Bricker, Andre Girard, Pat Smith and Sharon VanSickle-Robbins; Jay Brewster resigned in November 2023) to share with you the actions and activities of our Board and committees during 2023. We thank Superior Community Management and in particular Ashlyn Dietz, Tina Brown and Lisa DeBoer for their assistance this past year.

During 2023 activities around Gabriel Commons returned to a post-pandemic new normal. While board meetings continued to be held via Zoom, most of our volunteer committees met in person. Our amazing pool committee of owner and renter volunteers got our pool ready and

sustained its use throughout the summer. The social committee provided opportunities to gather and enjoy music under the entry trees, croquet competitions, garage sale treasure-hunting and most gatherings included creative beverages from Syd, social committee chair and resident bartender extraordinaire! The landscape committee continued to work to maintain our greenscape in the face of continued heat and drought during the summer months. And the siding task force oversaw the process of putting the siding replacement project out to bid.

This report includes year-end reports from our outstanding committees comprised of owner and resident volunteers. Without their contributions, it would be impossible for Gabriel Commons to operate. The role of these committees in enhancing our relationships and sense of community is deeply appreciated by everyone at Gabriel Commons.

As stipulated in our Bylaws, our annual meetings are held in January when we can present owners with a complete picture of our financial condition. The financial Balance Sheet, Budget Comparison Report and Reserve Statement for the 2023 fiscal year and the 2024 Operating Budget that was approved in December were included in the Annual Meeting Packet that you received earlier in January.

### **Maintenance and Repair/Replacement Activities**

We completed a number of operating budget repairs during 2023: gutter repairs at 3849, 3855 and 3895; roofer drain lines at 3843; complex wide rodent control and individual rodent control at 3895 and wasp control at 3839; replacement of pool house window and hose bib; deck and exterior stair repairs at 3869, 3873 3875, 3877, 3895; siding repairs (including for woodpecker damage) at 3835, 3887, 3889, 3893 and 3895; water line repairs; crawlspace water remediation at 3855; French drain repairs at 3855; presale repairs at 3835; roof leak repairs at 3847, 3849; window leak repair at 3839; roof anchor installation on 16 buildings.

Contract maintenance with HOA Services included deck and patio cleaning in late May and roof and gutter cleaning in May and December.

We completed the following reserves repairs: sump pump installation at 3849 and two sump pump replacements in the north units; deck and fence replacement at 3865; roof replacement at 3887/89; deck and exterior stair replacement at 3893 and pool coping and pool deck surface repairs. We will be doing a roof replacement at 3847/49 in January due to persistent leaks.

### **Comings and Goings**

It was a relatively quiet year where we saw the departure of long-time renters Cole Dixon and Kirstie Ellis of unit 3865 and welcomed the arrival of new renters Billie Sandberg and her daughter Hattie Pearson. We also welcomed Frank Odermann, new owner of unit 3851 and bid farewell to Kay and Elizabeth Brooke-Willbanks whose daughter now resides in their unit 3835.

## **Social Committee 2023 Yearend Report**

During 2023 members of the Social Committee have organized the following:

Visited Frank Odermann, new owner of unit 3851, to welcome him to the community and provide him with the Owner's Handbook.

Scheduled the pool opening work party which occurred on Saturday, May 27.

Held four pool socials on June 23, July 15, August 20 and September 16.

Organized a work party to clean out the shed; Joanna spearheaded this.

Scheduled three croquet tournaments on July 9, August 6 and September 10.

Organized a garage giveaway on September 10; Becca spearheaded this.

Held a Halloween decorating party at the front entrance on October 27.

Hosted the Halloween party on October 28 which was a big success with 19 adults and 2 kids attending.

Planned the holiday Progressive Dinner which has been postponed to February 24 due to inclement weather.

The committee, chaired by Syd Newell and including Joanna Ponce, Becca Wilson-Ounekeo, Beth Girard, Charles Duncombe and Dianne Day, met at 8 monthly meetings throughout the year. Thanks to all of them for their hard work creating opportunities for us to gather!

## **Landscape Committee 2023 Yearend Report**

During 2023 the landscape committee worked with Green Earth Landscaping on weekly and biweekly care of our property, including meeting with the crew on most visits. The committee also worked with Wind Thin on annual assessment of the trees throughout the property and oversaw their work on pruning, removal and replacement.

The committee identified which owners want to personally maintain the garden spaces adjacent to their units and created a “Guidelines for Owner-Maintained Garden Plots” which is posted on the Gabriel Commons website. The HOA’s yard crew maintains the remaining garden plots. The committee hosted an art party to paint decorative rocks to identify those garden areas that are owner-maintained.

The committee also managed the growing needs for hand-watering throughout the landscape. This involved setting up hoses and watering bags for hard-to-reach plantings, having a spigot installed out near the entry planters and enlisting the help of other residents and the yard crew to keep things watered during the hot, dry periods. Special thanks to Elke and Laura for their assistance with this!

The committee worked with Abel Irrigation to reconnect the wired irrigation control panel to the irrigation system and special thanks to Bryan Denson for working with the HOA to provide power from his unit to the controller.

The committee is currently receiving bids from electricians to install outlets at each of the entry planters at the front of the drive.

The committee, chaired by Syd Newell and including Joanna Ponce, Mary Lou Haas and Sharon Robbins, met at 8 monthly meetings throughout the year. Thanks to all of them for their hard work keeping our landscape beautiful in the face of challenging climate realities!

## Pool Committee 2023 Yearend Report

### Volunteers

Although in recent memory we've only held one meeting a year prior to opening in spring, we can consider all regular or semi-regular pool volunteers to be members of the committee.

Other volunteers, who may help at a work party but not ongoing, are much appreciated but don't need to be counted as committee members.

### Regular volunteers last year (AKA Pool Committee Members) included:

Emily Polanshek

Charles Duncombe

Joel Glick

Joanna Ponce

Laura Miller

Syd Newell

Karen Dishner

Rex Ounekeo

Dan Ertel

(Apologies to anyone inadvertently not listed!).

### 2023 Pool Season Opening and Closing:

- Nine people helped open the pool on 6/10/23.
- Eight people helped close the pool on 9/24/23.

### 2023 Improvements & Costs:

Improvements included painting the coping stones to improve longevity and aesthetics, and installing a window in the pump room for ventilation to decrease heat build-up. Professionals have told us this will help the gas water heater and possibly the pump motor last longer.

The above expenditures helped send us way over budget. Other items have risen in cost however: Gas for the water heater and possibly the Multnomah County license to operate the pool; also chemicals and other supplies subject to inflation.

### Upcoming Repairs & Maintenance:

- No repairs known to be needed at this time.

- Next Spring, we should have the heater inspected and/or tuned up. It didn't give us any trouble this year without an inspection, but an annual check-up is recommended.

According to a federal law that is not enforced, the main drain cover is due to be changed (check date on left wall of pump room) but does not appear to be needed, no visible sign of deterioration or lost bolts.

**Proposed Term Limit for Pool Committee Chair:**

- Emily thinks we need a term limit (4 years?) for Pool Committee Chair. She began apprenticing in 2014 with Chuck Ensign and Syd as mentors. The HOA Board could decide and add language to the Pool Charter or ask the Pool Committee to do so.
- Emily has submitted her resignation as Pool Committee Chair effective fall of 2024, the end of next pool season and 10<sup>th</sup> year in this role. After that, she is happy to be a consultant and plans to continue as an active pool volunteer. She recommends at least one year of "apprenticeship" for anyone without prior experience overseeing a pool, i.e., work with her from start to finish in 2024. Attending a one-day class is helpful too. Multnomah Co. & Clackamas Co. Health Dept. offers them each spring for a nominal fee.
- If no one steps up to take on the role of Pool Committee Chair, could we hire one of our residents to oversee volunteer tasks and do whatever work is needed to supplement pool volunteers? Could we provide a stipend to get around insurance issues since this person almost certainly would not be a licensed professional?
- Overseeing the pool is not rocket science but it does involve chemistry, mechanics, and various kinds of troubleshooting. The health of those who use the pool depends on us taking pool care seriously.

## 2023 Yearend Report on Siding

The work of the Re-siding Task Force (Joel Glick, Syd Newell, Joanna Ponce and Sharon Robbins) during 2023 was focused on working with J2 on finalizing the construction bid packet and putting the project out to bid during the summer. Bid responses were received from 4 of the 5 contractors who were invited to bid: Pacific Exteriors, JR Johnson, I&E and Charter. Gores did not submit a bid due to inability to meet bid and construction timelines.

Superior also worked with Summit Bank (one of the primary lenders for HOA assessments in the region) to determine the HOA's borrowing capacity and to provide a draft term sheet.

In early November a well-attended owner's meeting was held to share the results of the bid process and enable owner's to ask questions of representatives from J2, Summit Bank, Vial Fotheringham and Superior and to share their perspectives and concerns.

The following is a summary of the outcomes of that meeting that was sent to owners by the Board:

*The board would like to thank all of you who joined our Zoom meeting last week to discuss the proposed siding project. We appreciate that there's a lot of information to digest and we hope that the consultants provided both content and context.*

*We have asked our HOA attorney to draft the amendments to our bylaws that would reinstate the owner vote for special assessments. The board expects to review and approve that prior to Thanksgiving and then we will initiate the procedure for owners to vote to adopt the amendments. As our attorney outlined at the owner meeting, the entire amendment process will likely not be completed until early in 2024 due to the holidays and the need for state approval of the amended bylaws.*

*In our owners-only session late in the meeting there were several suggestions that we wanted to follow up on:*

*First, the board has asked J2 to provide us with an estimate and timeline for preparing additional financial analyses on 1) a phased approach to accomplishing the scope over a 10-year period and 2) a "triage" approach that would enable the HOA to postpone the full scope for about 5-7 years. They continue to believe the scope that has been proposed for completion in 2024 is most prudent and provides the most certainty for current owners and prospective buyers, but they recognize that many owners may want to choose an alternate approach. **These alternatives would likely need to be seed funded with a smaller initial special assessment of \$30-40k and it was unclear when that was suggested whether that level of assessment would pass in an***

**owner vote. This is important to know because we would not be able to access bank financing for these alternate approaches.**

*Second, there was a suggestion that the HOA hire a couple of handymen on our payroll. Superior was unable to cite any example of this approach being undertaken by any similarly sized HOA. There seem to be several challenges with this suggestion—the volunteer and transient nature of our board (who would need to manage these employees), how recruitment and retention would be handled, the issues around provision of benefits and insurance for these employees, the issues of quality control for the work being done by these employees, etc. The HOA has been paying more than \$50/hour for handyman support which would mean these hires would likely have annual base salaries of over \$50k (plus benefits).*

*Third, there was a question about moving the common and limited common elements that are being repaired or replaced in this scope of work from HOA responsibility to unit owner responsibility. While this would theoretically move the responsibility for maintenance of these elements, it would also require unanimous vote of the owners and a complete revision of our declarations and bylaws to reflect this change. It would take us outside of the norms for condominium associations and it is likely that no reputable legal or property management professionals would support us in that attempt. It also raises significant issues of inequity and conflict in the case of a duplex where one owner is diligently maintaining their side of the duplex exterior and the other owner is not.*

*Finally, there was a suggestion that we get an appraisal of the value of our complex in the event of a sale of its entirety. Some owners referred to this as the “nuclear option.” This would also require unanimous vote of the owners for the dissolution of our HOA. Just some basic calculations indicate that if every owner wanted to get \$500k out of such a sale, the developer would need to pay \$17million for Gabriel Commons. This would be in stark contrast to the \$2.5 million that the developer paid for the property at the west end of SW Canby where 25 townhomes are being built. So, this is likely not a realistic option.*

*Please let us know if there are suggestions or questions that you would still like to share and whether you would like another meeting scheduled for further owner conversation.*