

February 26, 2026 Meeting

Board Members present: David Brady, Scott Shurtleff, Dan Ertel (outgoing), Laura Miller

This is the first monthly meeting with the new board. David is our president, Scott is the treasurer, and Laura is the secretary.

Other owners present: Mary Lou Hass, Andre Girard, Connie Pullen, Jodie Trombley, Sharon Robbins, Syd Newell, Dianne Day, Evan Belknap, Maryann Lewis, Doug Meyers, Jay Brewster

Minutes taken by Laura Miller

Agenda:

Approve minutes from last meeting.....	1
Siding project update (Sharon)	1
Rebuild of 3895-3897 (Sharon)	2
Presentation of 2025 year-end financials and other financial topics (Dan/Scott)	2
Communication flows for maintenance requests (David)	3
Emergency preparedness (Scott)	3
Owners' forum / other business.....	3
Adjournment	4

Approve minutes from last meeting

- Minutes from the November 20, 2025 meeting were approved (motion to approve by Laura and seconded by Scott).
- Minutes from the January 22, 2026 annual meeting will be approved at our next annual meeting (January 2027).

Siding project update (Sharon)

- We are in the final stages of the siding project. All siding work has been completed, and the Lifetime Exteriors crew is focused on finishing the punch list items. We have done an exterior walk-through of the complex and have noted all pending tasks that we are aware of. If there is anything that still needs attention, please let Sharon know ASAP (David and Maryann had a couple of points about waves in the siding). The Lifetime crew will be finishing up in the next couple of business days.
- The gates at the southside and westside units are being completed. The gates are in place, but still need paint touch ups. The Lifetime crew is handling this (rather than bringing the painters back for this task).
- Staining of deck rails and fences will have to wait until later in the spring once the weather is warm and dry enough. Union Painting will complete this work as part of the siding project.
- Our last billing cycle for the siding project will cover work through the end of February 2026. We will end up exactly on budget, that includes using all the allowances that were included as part of the special assessment.

- Lifetime will address any issues as part of their 10-year warranty and will do a yearly inspection during that period (though we can raise any issues as they come up). Hardie plank itself has a 30-year warranty. The language in our contract with LE states, “The Contractor’s warranty excludes remedy for damage or defect caused by abuse, alterations to the Work not executed by the Contractor, improper or insufficient maintenance, improper operation...” so please take care not to damage the siding.
- Several owners noted how loud the new gutters are. Sharon to raise this with LE to see if anything can be done to adjust their placement so water flows at more of an angle rather than straight down.

Rebuild of 3895-3897 (Sharon)

- Lots of activity this past week. The foundation has been poured and stem walls are up. The next step will be to pour flat concrete between walls and framing will start after that.
- Charter is estimating that they’ll be done with construction by end of summer / early fall.
- We have received insurance payment from State Farm which should cover the costs of the rebuild. Sharon remains in contact with the adjustor at State Farm.

Presentation of 2025 year-end financials and other financial topics (Dan/Scott)

- The annual financial report for 2025 is available on the owner portal. We ended the year with a deficit of \$10,275 due to overages on management fees and common area maintenance. The overage on management fees was \$12,600. In addition, we were over budget by \$10,887 on common area maintenance due to two significant water leaks and the associated repairs. We received a credit from the Water Bureau for one leak, but we couldn’t recoup the costs for both.
- The loan balance at Northwest Bank for the siding project is \$523k as of February 1st. We are expecting final invoices in March. We’ll provide total costs after we have all of the invoices.
- We have earned approximately \$15k in interest this past year on our various accounts.
- For the record, the new board has approved roof replacements at 3851-3853, 3867-3869, and 3875-3877. In this calendar year, we also approved new framing and reset of deck boards for the back deck at 3865.
- Reserves: Since January 2026, we have had substantial draws on our reserves. Our recommended minimum for our reserve account is \$185k. In March 2026, our total will dip below \$100k. As a result, anything that is discretionary should be put on hold until we’ve built the reserves back up. We do have almost \$10k/month going to reserves from our HOA dues, so if there are no unexpected costs, we should be back to the minimum recommended amount later in 2026. If there are emergencies or safety issues, we’ll address them as best we can.
- Recent roof replacements: The original bids for the three roof replacements were about \$20k per building. Once the work was underway, it was discovered that many sheets of plywood underlayment needed to be replaced, which will be a substantial additional cost. We’ll also need to pay to paint the eaves, which Union Painting can do at a later date. Aylwin Roofing did increase the ventilation and ensure exhaust ventilation is hooked up properly.
 - Connie noted that there is some damage to the ceilings in her unit due to the roof leak. Sharon will facilitate getting a quote from Aylwin to take care of that.
- The landscaping committee had submitted a proposal to repair/improve the drainage path behind the southside units. This will need to be put on hold, though we can take some mitigation measures now, such as spreading bark chips.

- We need to communicate to 3839-3841 about timing for the replacement for their front deck. They were next on the list for replacement and initially we thought we'd be able to tackle this project in the spring. For now, we can get an estimate to replace the 10 or so boards that are most problematic.
- Discussion around contractor selection, AMS's process for getting bids and preferred contractors, the AMS vendor payment system, etc.
- Gutter on atrium addition at 3845: We have a proposal to install a gutter on the garden room addition at 3845 (materials & labor = \$785). The gutter is needed because there is erosion to the foundation underneath the deck where rainwater from the atrium flows. There was discussion about who should be responsible for paying for the gutter since the atrium was not original to the GC units. The ARC form states that the owner takes responsibility for maintenance as part of an approved architectural project and that responsibility is passed to the new owner at the time of sale. We agreed to look into this more after the meeting.
- Reserve study: The board approved a proposal for \$2750 from Schwindt to conduct an onsite reserve study this year. Section 5.7 of our bylaws outline our requirements for a reserve study and we must also be in compliance with [ORS 100.175](#).

Communication flows for maintenance requests (David)

- There are currently multiple ways that owners report maintenance issues for Common elements (form on the Gabriel Commons website, calling AMS, using the AMS portal). We need to streamline our processes so that requests can be tracked and it's clear that they're being addressed.
- As discussed at the meeting, we will disable the maintenance request form on the GC website and for now, owners should only go through AMS with requests.
- Laura will request that AMS contact owners with information about how to log in to the portal.
- We should continue to discuss whether to reinstate a maintenance committee, where owners will help respond to requests and select / schedule contractors. This could be a way to reduce our management fees.

Emergency preparedness (Scott)

- Scott would like to work as a community to improve our emergency preparedness and keep each other accountable.
- Be Two Weeks Ready – information available on [state website](#) – covers things like having enough food, water, planning for communications, shelter, sanitation, etc.
- Look for an invitation from Scott to convene a group.

Owners' forum / other business

- Doug raised a concern about water draining into garages and damaging lower panels of garage doors. Will need to look at this more closely & see if a trench drain is needed. This also raised the point about the steep grades of some driveways.
- With a board of three, we all have to be present to have a quorum. There are still two open positions for anyone who is interested. We are also asking for volunteers to help with maintenance requests (for exteriors/Common elements).

- Lifetime Exteriors had the asphalt patched in a couple of places this week where the dumpster and forklift had torn up the pavement. Many of the curbs are crumbling or have been knocked out of place, but that is not related to the siding project.
- AMS contract: Our contract will renew in May 2026 for a period of two years.

Adjournment

Meeting adjourned at 8:41pm