

March 26, 2026 Meeting – Minutes

Board Members present: David Brady, Scott Shurtleff, Laura Miller

Other owners present: Connie Cox, Elizabeth Keaton, Emily Polanshek, Evan Belknap, Harriet Cooke, Joel Glick, Karen Dischner, Mary Lou Hass, Sharon Robbins

Minutes taken by Laura Miller

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Call to order

David called the meeting to order at 7:01 p.m.

Approve minutes from last meeting

- Minutes from the February 26, 2026 board meeting were approved.

Major project updates – siding and rebuild of 3895-3897 (Sharon)

Siding Project

- Sharon is working with Lifetime Exteriors on the final punch list items, which are nearly complete. Lifetime is no longer on site on a daily basis.
- With the warmer weather this week, Union Painting has been completing painting and staining work. Please let us know if any touch-ups are needed.
- As noted in the February board meeting, 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. We will have AMS review the finances before sharing them.
- Pike Awning is planning to be here on Friday to check on reports of reverberations when doors are closed.

- The Social Committee is planning an end-of-project celebration to include the community and workers. Stay tuned for details.
- Sharon will check with AMS if there needs to be a certificate of completion.

Rebuild of 3895-3897

- Work continues on a steady basis. The foundation has been poured. The plumber and HVAC contractors have been doing work before framing is done.
- Charter is estimating that they'll be done with construction by end of September.

Financial Update (Scott)

- The AMS portal has been down and the February financials are not ready as a result.
- We received our insurance renewal from State Farm and our rate has more than doubled; the coverage has increased from \$7.5m to \$10.7m. We had anticipated an increase, but not to this extent. To address the shortfall, we are looking at increasing HOA fees by approximately \$40/month. We are not able to shop around or change coverage because we have an open claim. Scott to check if hardie plank siding, Ting sensors, etc. may have an impact on the rate.
- Reserves: Currently below the recommended amount. Scott is working with Northwest Bank to see if we could pull money out of the loan and put that into our reserves. Would need to decide by June.

Maintenance strategy, process, and communications

- David and Sharon met to brainstorm potential contactors that we may need (plumbers, arborists, electricians, etc.). The idea is that if we have a list of preferred suppliers, we could arrange repairs with them rather than having AMS schedule a contractor to come out and assess an issue and then schedule the repair with a different contractor. There were questions about how this would be managed and how to link it to the AMS portal.

Document storage and recordkeeping

- There are multiple places that we have documents – on the AMS portal, the Google drive (accessible by board members), and physical files which are at Sharon's house. David proposed that we have a file cabinet at the pool house, but others were uncomfortable with this idea.
- Talked about what types of documents need to be stored.
- Discussion about whether files should be hard copies or digital.

Pool planning and summer readiness

- [Pool planning document](#)
- We need volunteers to help operate the pool. Without volunteers, we cannot open and operate the pool.
- This will be a discussion topic at an upcoming meeting.

Owners' forum / other business

- Scott and Harriet invite community members to two upcoming events:
 - April 12th at 2pm: Becoming Rooted in Gabriel Commons – spring celebration

- April 19th at 2pm: Community Emergency Preparedness

Adjournment

Meeting adjourned at 8:14 p.m.