

Gabriel Commons Annual Meeting Minutes, November 18, 2020

The meeting, conducted via Zoom, was called to order at 6:00pm by the Chair, Joel Glick. Other Board members present were Dianne Day, Maryann Lewis, Jodie Trombly, and Sharon VanSickle-Robbins.

Owners signed in to the meeting: Evan Belknap, David Brady and Lily Watkins, Jay Brewster, Kay and Elizabeth Brooke-Willbanks, Cindy and Hal Brown, Connie Cox, Larry and Jan Drury, Charles Duncombe, Rita Eagle, Chuck Ensign, Elizabeth and Andre Girard, Peter Grazier and Nance Cheifetz, Mary Lou Haas, Laura Miller, Syd Newell, Emily Polanshek, Joanna Ponce, Connie and Bill Pullen, Lori Reynolds, Pat Smith.

Absentee/Proxy Ballots: Steven and Rochelle Balzer, Rita Smith, Jonathan Loch.

Also attending was Ashlyn Dietz, our account manager at Superior Community Management, who facilitated the meeting and gave a brief intro explaining how to vote using the Zoom app.

The Chair Joel Glick delivered proof of notice of the meeting. He also thanked the Board and committee members for their work throughout the year.

The minutes from the 2019 Annual Meeting were approved.

Joel reminded owners that the Board's Annual Report and Committee Reports were distributed prior to the meeting and asked if there were any questions.

Financial Reports: The year-to-date financial report for 2020 and the proposed budget for 2021 were presented by our Treasurer Jodie Trombly. The 2020 Special Project Expense line item is money paid to J2 for the Phases 2 and 3 design and bid portions of the re-siding proposal which the majority of owners approved at last year's Annual Meeting. The 2021 budget reflects an overall increase of 4% over the 2020 budget with additional monies added for landscape contract*, landscape extras, and irrigation repair. The monthly HOA fee for the 2021 Budget was increased by \$21/month/owner for a total of \$579/month/owner. One owner expressed concern about the yearly increases in the HOA fee. The 2021 Budget was voted on and passed with unanimous consent. A vote by owners to waive a CPA Financial Review in 2021 also passed since a CPA review was completed for 2019. The Board recommends this type of review be done every three years.

* The Landscape Committee hired a new weekly landscape service—ProLawn Maintenance. The contract is to be signed by Joel Glick and forwarded to Ashlyn, who also needs a copy of the company's W9 and insurance coverage documents.

Board of Directors: Terms for two Board members ended this year with no new nominees recommended by owners. The two members, Dianne Day and Maryann Lewis, agreed to stay on the Board for another term. Both were re-elected unanimously. Also continuing on the Board for 2021 are Joel Glick, Jodie Trombly, and Sharon VanSickle-Robbins.

Amended Bylaws: The Bylaws Committee and Board have approved the new Bylaws, which require 75% of the owners to vote and approve. Since some of the provisions have been removed from the Declaration and added to the Bylaws, the committee chair, Mary Lou Haas, noted that we are in a "kind of legal limbo" until the Bylaws are approved.

There are two provisions that are controversial: the 30% cap on investment/rental units and a new pet policy limiting the number and type of pets allowed. Based on the discussion most owners seemed to agree that limiting the number and type of pets is not necessary and would prefer to remove that provision. The cap on rental units has arguments on both sides of the issue. Some owners want the flexibility to rent their units and are not in favor of the 30% (10 units) cap. Ashlyn, our rep at Superior Management, suggested that a restrictive cap could be difficult for some owners due to funds needed for the possible re-siding special assessment, as well as potential job loss or income reduction due to the COVID virus. There is currently an FHA limit of 50% on rental units which allows condo

units to qualify for FHA financing. Other owners prefer the lower 30% limit on rentals to preserve the character, social gatherings, and current high level of involvement by resident-owners in the community. It was noted that the new rental restriction provides a special exception for owners with hardship cases. Additionally, our two HOA attorneys have recommended a 30% rental cap. The vote on the Amended Bylaws did not pass and will be reconsidered at the owner Board Meeting in January after providing opportunities for owners to meet virtually or by phone to discuss potential changes.

IRS 70-604: Owners voted to pass this ruling which allows an HOA to avoid taxation on its excess membership income.

The meeting was adjourned at 7:45pm

Annual Report

GABRIEL COMMONS ASSOCIATION

2020 Board of Directors Report to Homeowners

November 2020

This annual report has been prepared by the Board of Directors (Dianne Day, Joel Glick, Maryann Lewis, Sharon VanSickle-Robbins and Jodie Trombly) to share with you the actions we have taken and challenges we have met during 2020. We will also share what we know about the anticipated work facing our Association in 2021. We thank Superior Community Management and in particular Ashlyn Dietz and Tina Brown for their assistance this year.

Due to the pandemic, this has been a particularly challenging year for owners, renters and the HOA Board. For the past several months, we have held our HOA Board, Re-siding Task Force and Committee meetings by phone or socially distanced. The pool was not open this past summer. Social events have either been cancelled or adapted to accommodate social distancing. We are grateful to everyone for their flexibility, patience and kindness during this difficult period.

This report includes year-end reports from our outstanding committees comprised of owner and resident volunteers. The Board acknowledges the service and contribution of these committees and volunteers. Without their help, the cost of running our complex and our pool would be prohibitive. In addition, the role of these committees in enhancing our relationships and sense of community is priceless.

This year our new Declaration was approved by the state and city. If the owners adopt our proposed new Bylaws, 2020 will be the final year our Association will operate under our original governing documents, which have required us to hold our annual meeting in the month of November. In the future, we expect to hold our annual meetings in January, which will allow us to present owners with a more complete picture of our financial condition at our annual meetings. Since we operate on a January 1 to December 31 fiscal year, our budget for 2021 reflects our best estimate of funds needed based upon monies spent through October 31 of this year, as well as monies needed for ongoing contracts with some of our providers and anticipated estimated increases from others. A year-end financial report for 2020 will be provided early in January and will be discussed at the first Board meeting in 2021, tentatively scheduled for Wednesday, January 13 at 6:00 pm.

At the January Board meeting, we also expect to present owners with an updated Reserve Study, which is currently being prepared for the HOA Board by Schwindt and Company, who previously prepared a Reserve Study for us for 2017.

Comings and Goings

We welcome new renters: Mike Kelly and Stacey Buinevic in 3831, Susan Elworth & Tom Johns in 3865, and Elke Knapp & Brian Carman in 3897. We said goodbye to our owner and friend Jill Looijenga, and we welcome new owners Connie and Bill Pullen in 3867.

Committee and Task Force Reports

Maintenance Committee

In July we signed a new agreement with MR Maintenance. Rather than the typical 12-month duration, this contract has a ten-month duration: from August 1, 2020 thru May 31, 2021. The reason for signing a ten-month contract is to ensure that any future contracts with MR Maintenance require that roof and gutter cleaning be done in the spring rather than the summer.

The new contract includes the following services (new language is in *italics*):

Spring visit

1. Blow off gutters and roofs and downspouts as needed.
2. Pressure wash all decks & sidewalk to pool house and pool area, *concrete walkways from driveway to front doors. With seven days advance notice to owners.*
3. Clean roofs toward landscape of building as much as possible then a broom clean of front and back decks and breezeways. *Also, clean roof debris from exterior walls.*
4. Spot clean all parking drains at street level and below section for debris blocking if needed.

Fall visit

1. Check sump pump for operation and debris.
2. Apply moss treatment on roofs in fall only.
3. Blow off gutters, roofs and downspouts as needed.

Due to issues that arose when gutters and roofs were cleaned during the spring of 2020, the HOA and MR Maintenance have added specific language to the new contract that establishes the sequence of work, as well as the responsibilities of the MR Maintenance crews and home owners during the roof and gutter cleanings and sump pump inspections.

A number of minor maintenance projects were completed in 2020, including sale inspection repairs at 3867, which required roof shingle replacement, mold remediation, attic venting, and crawlspace and plumbing repairs. We hired Bugaboo Pest Control to treat units 3855 and 3893 for wasps and ants. MR Maintenance repaired gutters at 3867 and 3869.

Three major projects were undertaken this year:

- 1) The replacement of the fence at 3855 after a cherry tree fell on it. The fence was in need of replacement so the tree falling on it just moved it to the top of our list of priorities.
- 2) The beginning of work on replacement of front decks at 3835-3837. Unfortunately, due to the pandemic, the city has been very slow to issue a permit for the work, despite the HOA having commissioned Miller Engineering to develop plans for the decks. The drawings are property of the HOA, and will be used as templates for future front decks of units on the south and west sides.
- 3) Coast Paving reduced the size of the island at the entranceway and replaced the defective curbs on the west side of the driveway. We are still waiting for them to cut additional openings for water drainage. Coast Pavement also replaced the curb on our northeast side that was damaged by a FedEx truck that lost control and went over the embankment. The latter work was paid for with an insurance settlement from FedEx.

Submitted by Joel Glick

Governing Documents Review Committee

Committee membership: Current members: Mary Lou Haas, Chair, Syd Newell, Larry Drury, Rita Smith. Past members of the committee we wish to acknowledge: John Belknap, Fran Love, Sue Sandvig and Leslie Hammond.

Without a doubt the most significant thing that happened in the document review process this year was the approval of the Declaration by the State of Oregon Real Estate Office and the actual recording of the document on August 11, 2020, in the Multnomah County Deed Records, Number 2020-100336. The five-year process to amend the Declaration was finally completed. The document is on the Association's website. All owners are encouraged to become familiar with it.

With the Declaration review and adoption complete, the committee turned again to the Bylaws. Though the committee did not hold any meetings this year we continued our Bylaws review by email. With the

help of our attorney Kevin Harker, we completed a proposed final draft in September and forwarded it to the Board for their blessing before asking the owners to approve it. The Board made a few changes and then approved it at their October Board meeting. The Bylaws are on the November 18, 2020 Annual Owner Meeting agenda for owner approval.

Owners have been provided a copy of the proposed amended Bylaws together with a summary of the major changes made to the old bylaws. Our attorney and the committee will be at the Annual Meeting and will address any questions the owners may have regarding the document. *The committee sincerely hopes that the owners will approve the Amended Bylaws. We would be happy to answer any questions owners may have in advance of the meeting.*

On behalf of the committee I would like to thank the Board, the owners, our Attorney Kevin Harker, and Don Deflaeminck, the contractor who helped us address the plat issues for Declaration approval. Your patience, cooperation and hard work made it possible to resolve many major issues facing the Association for several years through the amendment of these documents. With both documents in compliance with current state law and drafted to adapt to changes in the law, we should be good for another 47 years!

Submitted by Mary Lou Haas

Social Committee

Meetings

The Social Committee did not meet in April, May, or June because of the Coronavirus; we did meet in January, February, March, July, August, September, and October. We will also meet during November and December.

Visitations

On the phone, Syd welcomed renters at David and Lily's and at Shira and Jonny's units, and later gave them copies of the Renters Handbook. Visitations of the new renters at 3897, and the new owners at 3867, are being negotiated. The owners at 3867 plan to rent their unit, so a renter visitation will be needed there also.

Social Events

- Christmas Un-decorating party January 4. Many residents gathered to remove and pack up the Christmas decorations that had been put up at the entry.
- Holiday Progressive Dinner January 24: Eighteen households participated for a good turnout.
- Croquet games on the South lawn: August 8, August 30, October 4.
- Halloween events Oct. 24 (planned): Cancelled due to coronavirus.

Work Party Refreshments

The committee provided refreshments for several landscape work parties that were organized to remove weeds and spread woodchips on: March 1, March 15, March 29, August 9, August 29, and September 5.

Future Plans

The Covid-19 situation presents a challenge. We cannot have any indoor gatherings, so as winter sets in it will be more difficult to plan events. However, we continue to brainstorm about what we can do. We plan to have one more croquet game and more work parties.

Submitted by Sydney Newell

Pool Committee

Our 2020 pool permit is valid from January-December but Oregon's rules for pools during the Covid-19 pandemic did not allow us to open.

Physical Aspects of Pool:

- Volunteers mostly drained and refilled the pool to get the ratio of cyanuric acid back in the target zone, then tested and rebalanced calcium. One of the testing reagents for cyanuric acid was ordered.
- Volunteers ordered and changed a blue light bulb at the deep end.
- We inspected the pool twice for algae growth and found none.
- Except for cleaning and sanitation, the pool water is ready to go for 2021 or whenever we are able to open for use.
- Inspection and filling of new cracks or holes in pool deck surface and stairs is postponed until next spring. Due to rainfall and occasional freezes, this is an aspect of annual maintenance, expected to be a relatively minor expense.

Pool Expenses

Expenses were very low. They were, as listed above, water to refill the pool, one light bulb, some liquid chlorine and testing reagent for cyanuric acid. Everything else we needed was already in stock in our chemical storage room.

Pool Rules

Our pool rules need updating. We have a couple of volunteers willing to do this, and hope they can revise them this winter and submit them to the Board for approval. Once approved, they can be posted on the Gabriel Commons website in advance of opening the pool in spring of 2021 or later.

Pool Volunteers

Since the pandemic didn't allow us to open the pool, we didn't need a large crew of volunteers this year. We thank them all the same for "standing by" in case we needed them. Consequently, just three of us were able to handle the physical tasks. Special gratitude to Syd N. for her invaluable advice as well as hands-on help and Peter Grazier, who has kept the pool area clean and tidy under our tree canopy. He not only worked inside the pool fence, but also took it upon himself to clean up the area outside the fence on the east side. For those who put their units on the market, his work could only have been a benefit in any walk-throughs of our grounds.

Submitted by Emily Polanshek

Landscape Committee

We continue to find ways to keep the common grounds minimally maintained. We recognize that the owners all love the green grounds and want them to stay. This is a difficult task given our tight budget. Over the last decade we have been deferring maintenance. We cannot continue on that path. Specifically, we have a large amount of tree work as climate change, limited irrigation system, and disease (beetle infestation) have caused some trees to die. Experts tell us disease is more rampant due to the water and temperature stress.

Work beyond mowing/blowing service that was completed this year:

- Procured bids for mowing/blowing contract to find an economical provider with broader skills (i.e. landscape maintenance and pruning)
- Procured bids for the extensive tree work needed to keep our buildings clear, and remove the dead and dying trees
- Trimmed the rhododendrons to manageable size and clear from buildings

- Cleared the planting strips along the entry stairs to the pool sidewalk
- Watered the central commons area weekly by sprinkler from July-October
- Collaborated with the Board to repair the entry island and minimize future damage

With the help of work parties:

- Removed invasive non-native plants (blackberry, ivy, holly, stinky bob geranium)
- Cleared our borders of extensive weeds and invasive plants
- Repaired the gravel paths and increased the chip base on the naturescaped paths

For 2021 we propose to make some changes as well as build on 2020 work:

- hire a new mow/blow contractor with more skills
- trim the trees from the buildings (~\$10,000 reserve funds)
- remove highest priority of the dead and dying trees (~\$10,000 reserve funds)
- continue to remove invasive non-native plants
- resume HOA maintenance of a number of areas adjacent to units
- use bark mulch and chips to control weed production

Thank you to the core group that regularly comes out at work parties to help. Many kudos to our worker bees! Going forward we will continue to have work parties and encourage you all to join in the fun camaraderie helping to keep our grounds green and weed free.

Submitted by Loralie Reynolds

Re-siding Task Force

Task Force Members: Peter Grazier, Chair, Sharon VanSickle-Robbins, Syd Newell, Joanna Ponce

After the November 21, 2019 Annual Meeting, in which the Board received support from a majority of owners, the decision was made to move forward with the next steps necessary to obtain contractor bids on the re-siding project. The work includes removing and replacing all siding, original windows, and noncomplying windows and doors on the units. In an effort to increase owner involvement in the process, the Board created the Gabriel Commons Residing Task Force in January, 2020.

Under the Charter developed by the Board, the Task Force is to:

- Identify, evaluate, and propose contractors to be invited to participate in the bid process overseen by J2
- Work with the Board, J2, and the bidding contractors to search for economical approaches (called value engineering) to benefit the entire owner community

The Task Force met in February and March, including one meeting with J2's representative, to understand the process and begin to research qualified contractors. By the end of March, the corona virus issue delayed progress. Other than limited work on contractors, the Task Force went on a hiatus until September, when J2 was able to provide preliminary drawings and specifications for the bid package.

Based on its work, the Task Force is recommending the following contractors to bid the work:

- JR Johnson
- Charter Construction
- Pacific Exteriors
- Gores Construction (inclusion not finalized)
- I&E Construction, Inc. (inclusion not finalized)

At the present time, the Task Force is reviewing all drawings, specifications, and other bid documents to assure comprehension and generate questions for J2. Members are also looking at other condominium associations with similar work that has been done or is currently underway. The intent is to glean best practices to incorporate into our project.

A Master List of Questions is being developed. The intent is to understand everything we can about this project and assure that the consultant, J2, is clear on our objectives and that we understand the process from beginning to end.

With that in mind, we solicit all owners to think about their own wants and needs, and forward any questions and suggestions to the Task Force members. We plan to distribute a Master List of Questions to all owners in the very near future.

Submitted by Peter Grazier

GABRIEL COMMONS ASSOCIATION
2020 Annual Meeting

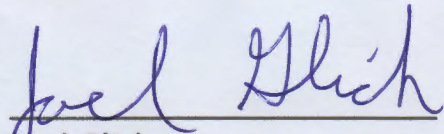
Proof of Notice

I, Joel Glick, Chair of the Board of Directors of Gabriel Commons Association, do hereby attest and swear that Notice of the November 18, 2020 Annual Meeting of Owners was given as follows:

On October 23, 2020, a "Save the Date" notice was emailed to all owners with email addresses advising them of the upcoming Annual Meeting of Owners on November 18, 2020.

On November 7, 2020 a Notice of the Annual Meeting of Owners was emailed to all owners with email service. A hard copy of Notice was hand carried or mailed to owners on November 8, 2020. Copies of all relevant documents have been emailed and/or mailed or hand delivered to all owners.

On November 11, 2020 a reminder of the November 18, 2020 Annual Meeting of Owners was sent by email to all owners with email accounts, one week prior to the meeting.


Joel Glick

Date Nov. 18, 2020