



West Hayden Island Moorage Owners Association

2630 North Hayden Island Drive
Portland, OR 97217

MINUTES FOR THE ANNUAL MEETING OF THE GENERAL MEMBERSHIP OF THE WEST HAYDEN ISLAND MOORAGE OWNERS ASSOCIATION

TIME & PLACE: Sunday, January 26, 2020, at the Portland Yacht Club, located at 1241 NE Marine Drive, Portland, OR 97211

Order of Business

- ❖ Call to Order: 2:04 PM
 - ❖ Thank you to Skip and Mary Ann Nitchie (Slip 1) for arranging for today's meeting room.
 - ❖ Moment of silence to honor deceased member, Jim Stevens (Slips 12 and 44)
 - ❖ Determination of Quorum
 - There were 20 slips represented, which does not represent a quorum; as such, all actions are advisory or informational in nature.
- ❖ Secretary's Report – Ivy Dodge
 - ❖ Announcement of Ballot Results and New Board Members
 - There were three candidates for the two open Board positions. The new members on the BoD, who will serve a three-year term, are Vicki Maiden (Slip 6), elected with 28 votes; and Carl Coffman (Slip 52), who was elected for another term with 37 votes. Richard Fisher (Slip 50) received 23 votes.
 - The Resolution on **Revenue Ruling 70-604**, regarding whether the Treasurer shall apply excess income to our following year's assessments, was passed 43 to 4. As such, any funds remaining from the 2019 budget will be returned to the Reserves.
 - ❖ Announcement of 2019 Home Sales and Rentals
 - There were three home sales – Slip 26 (sold by Randy and Ann Jacobsen to Mark and Christy Davis); Slip 43 (sold by Barbara Grigell-Farris to Judith LaScola); and Slip 5 (sold by Ann Weisensee to Greg Hamilton and Rene Allen).
 - There were two house rentals, each for a one-year lease – Slip 48 (Robyn Pierce, owner; Adam and Sarah Dagostino, renters; effective 7/1/19); and Slip 54 (Rick and Lori Ruffo, owners; Erin Cooley, renter; effective 9/4/19).
 - We currently have a total of six rentals.
 - ❖ Administrative Reminders
 - Reminder to all owners to provide the Association each year with proof of \$1 million insurance coverage. A copy of the relevant insurance policy page is all that's needed.

- Reminder to all owners to return the Multnomah County Property tax information form (green envelope; due March 15) when you receive it, and keep a copy of the completed form.
- ❖ Treasurer's Report – Larry Cheever
 - ❖ Thank you to Monie Holmes (Slip 38) for an excellent job in her role as WHIMOA's bookkeeper.
 - ❖ Line 6330 Real Property Tax paid in 2019 was \$52,743.82 divided by 56 = **\$941.85** that can be claimed by each slip owner. Please note - if you purchased your home in 2019, please calculate how much of this amount should be apportioned to you and how much to the sellers of your property, based on your closing date.
 - ❖ Several 2019 and 2020 financial documents were made available to owners, copies of which appear at the end of these Minutes. The December Treasurer's Report is available on the WHIMOA web site in the Finance Section, [Current Year, 2019-12](#).
 - ❖ The 2019 Budget vs. Actuals were reviewed. Of the funds remaining in the 2019 Budget, \$5288 is to be returned to the Reserves as an annual reimbursement payment for the solar panels loan; and the remaining \$1681 is to be returned to the reserves as cash.
 - ❖ The 2020 Budget, which was discussed and passed by a unanimously approved Motion at the January 9, 2020, finance meeting of the BoD, was reviewed. The moorage Reserves balance has remained relatively steady over the past four to five years; it is invested in CDs, the current balance of which is \$349,975.
 - ❖ Larry indicated that he would welcome working with interested moorage members to assess our current insurance policies with an eye to reducing costs.
- ❖ Old Business
 - ❖ Standing Committee Reports
 - Facilities and Grounds – Carl Coffman
General Review of 2019
 - Carl was happy to report that the Board was able to keep its commitments to decrease electricity costs and pay the first installment of the loan from the Reserves for the solar panel array.
 - Gerry Abrams has been coordinating with the landscapers to trim the bank between the ramps on a regular basis in order to remove destructive, invasive plants. Care is taken to avoid the flowers.
 - Plans for increased and improved lighting are moving along, with new lights recently installed and plans to replace the parking lot lights with LEDs partially funded by cash incentives through the Energy Trust of Oregon.
 - Carl wished to thank the members of the Facilities and Grounds Committee for their hard work this past year: Gerry and Jory Abrams (Slip 8); Dave Koop (Slip 39); Clay Funkhouser (Slip 15); and Roy Ettinger (Slip 21). He also thanked those individuals who helped out with various projects over the course of the year: Richard Fisher; George Heiskell (Slip 40); Skip and Mary Ann Nitchie; and others.
 - In response to a question from Brad Pendergraft (Slip 23) regarding potential uses for the savings realized from our reduced electricity costs (e.g., not charge owners for electric car charging), Carl indicated that, yes, we could look at

foregoing the requirement that owners pay for charging costs, and we could install additional assets such as electric car charging stations.

-- Fire, Safety, and Security – Royanne Mathiesen

General Review of 2019

- Royanne recognized Committee members Gary Clark (Slip 18) and Casey Holmes (Slip 38) for an excellent job this past year. In addition to making themselves available when Royanne is off-moorage, they have been instrumental in identifying and strategizing about our lighting and camera security needs. Royanne also thanked Ryan Grantz (Slip 37) for his above and beyond effort to install our new security lights.
- Royanne acknowledged the security incidents that have affected the moorage this past year, but she stressed that WHIM is still a safe place to live. When faced with security issues, communication is key. When confronted with a security issue, all are encouraged to serve as the moorage's eyes and ears by reporting issues immediately to the BoD and your neighbors. If comfortable doing so, question intruders; if not, or if someone is unreasonable, first call 911, then call a member of the BoD. Moreover, do not allow the Portland Police to talk you out of the need to send an officer. Document and photograph any incidents as comprehensively as possible. And, we must all stay on top of the homeless population living on the Island by persistently notifying the police and other authorities of their illegal presence.
- Royanne stressed that the use of a firearm is not an appropriate response to a property crime, and she cautioned against such overreactions at the moorage.
- In response to a question from Clay Funkhouser regarding maintenance of the lights on N. Hayden Island Drive, Cathy Evanson (Slip 31) indicated that the roadway, heading west, is public up to the curve in the road at NW Rugs; after that, it is private and under the oversight of the Hayden Island Business Park Association and its President, Mike Trudeau. CW is the Moorage's liaison to the Association; issues such as light maintenance should be addressed to Mike or CW. Carl indicated that the BoD would also look into the lighting concerns, as well as the homeless population and itinerant trailer dwellers living on the Drive.
- In response to a question from Brad Pendergraft regarding the status of the recently cut fence behind the garages, Royanne indicated that the fence is the property of Manheim Portland and that they will be making the repairs. Following a car theft on their property, Manheim is also planning to hire armed security.

-- Architectural Review Committee – Larry Cheever

General Review of 2019

- Larry thanked Committee members Christie Taylor (Slip 29) and Nancy Lindgren (Slip 13) for a job well done this past year.
- The ARC reviewed and approved nine formal projects that were submitted this past year. The [Architectural Review Approval Request Form](#) for alterations or renovations to moorage spaces is available on the WHIMOA web site.

- Over the year, ARC members began archiving historical data and documenting the ARC review process. In the hopes of improving its communication processes, the Committee has established a single email site for its members to share information. Additionally, improvements have been made to the Annual Walk process, with standardized emails, and forms that are more descriptive and allow for photographs.
- The ARC encourages all members to use environmentally safe cleaning products.
- In response to a question regarding the turnaround time allowed for resolving issues identified on the Annual Walk, Larry indicated that there will be a second, follow-up Walk to address any outstanding items.
- Substantial steps have been taken by the office park above the moorage to address the sudsy run off between the ramps, including the installation of drain signage to identify those drains that empty into the river. When asked by a member if there were plans to do the same for moorage drains, Larry indicated that there are currently no plans, but that relevant information will be communicated to members to reinforce the fact that car washing and other potential damaging actions may affect the run off from the moorage's Upland drains. It was further pointed out by Nancy Lindgren (Slip 13) that the moorage earns "clean river rewards," a financial benefit derived from maintaining clean river water in our catch basins.
- Bylaws, CC&Rs, and Rules – Ivy Dodge
General Review of 2019
 - Ivy thanked the Committee members for their hard work over the past year: Brad Pendergraft, Chair; Amy Cox (Slip 14); Cathy Evanson; Mary Martin (Slip 45); and contributing members Norah Martin (Slip 23) and Judi Johnson Furgason (Slip 4).
 - New Rules approved:
 - **Rule 15: Annual Honeypot Inspections** -- Posted to the web site
 - **Rule 6a: Garage Repairs** -- WHIMOA shall reimburse owners for the cost of repairing the mechanical elements of garage doors that enable them to open and close (e.g., springs, runners). However, owners are responsible for all repairs related to electric garage door openers and their clickers, and for any damage done to the doors or to the garages themselves.
 - **Rule 4e: Pet Limits** -- Per CCR Section 4.6.2, no more than 2 dogs and 1 cat or 1 dog and 2 cats are allowed per household. This limitation does not apply to short-term guests of two weeks or less.
 - New Rules approved by the Board and underway:
 - **Pet Rules** regarding updated leashing and scooping requirements -- At the September BoD meeting, a motion was unanimously approved to change the Rules to reflect the CC&Rs regarding cleaning up after pets and leashing requirements; to provide signage to identify the off-leash area; and, to add to the Rules the requirement that poop not be disposed of in the river, but must be disposed of properly in the trash.

- **Garage and Parking Space Use** -- Because the Rules Committee was unable to reach a consensus on an approach, it was decided to defer work on these issues until the new Board and Rules Committee are in place.
- New Form posted to the web site:
 - **Designation of Non-Owner to Receive WHIMOA Information** -- The purpose of this Form is to allow Owners to designate individuals who reside with them, but do not appear on the Deed of Sublease, and who, therefore, are not considered Owners or members of the Association, to receive information related to the West Hayden Island Moorage Owners Association via emails, and attendance at monthly and annual meetings. Owners may not designate their Renters to receive this information or to attend meetings. This designation in no way delegates the legal rights of Owners to the designee. REMINDER: Should it become appropriate, the Secretary of the WHIMOA Board of Directors is to be **notified, in a timely manner, of the need to rescind this designation.**
- More Administrative Reminders:
 - Reminder to all owners to read the governing documents and follow them. All members are encouraged to review the CC&Rs and Rules at regular intervals.
 - Reminder to all owners that the BoD can provide an exception to a Rule, especially in emergency situations. It takes three BoD votes to provide an exception, so please reach out to the entire Board, and do so as soon as you realize that the exception is needed.
- Violation and Adjudication Committee – CW Taylor
 - General Review of 2019**
 - CW thanked Committee members Jimmé Peters (Slip 7) and Brian Rich (Slip 16) for their efforts over the past year.
 - CW reported that no fines were levied this year, although in a few instances it was a close call. Over the course of the year, the Committee dealt with routine, continuing violations including construction workers on the moorage after hours (fine: \$500 per day); lack of poop scooping (fine: \$10 first occurrence/\$25 subsequent); serious noise complaints (fine: \$100 per occurrence or day); and inappropriately stored garbage (fine: \$100 per occurrence or day). Subsequent violations by the offenders will result in fines. CW asked for everyone's cooperation in complying with our CC&Rs and Rules.
 - When reporting a violation, timeliness is essential. If contacting the BoD with a complaint, one should be prepared to provide full details, evidence, and documentation of the violation (date, time, place, CC&R or Rule paragraph in violation, nature of violation, person in violation, person observing the violation, and any potential witnesses or pictures).

❖ New Business

❖ **Proposal for Professional Management of Moorage Rental Properties**

Carl indicated that, given the burden placed on Board members (primarily the Secretary) by the demands of the rental process, a motion was unanimously approved at the

December BoD meeting authorizing the Board to contract with a property management firm to handle all rentals at the moorage. The BoD will be interviewing potential management firms, and, once a contract is in place, owners wishing to rent will be responsible for all costs related to this service.

❖ **Current and Planned Security Measures**

Royanne indicated that Gary Clark will be presenting a proposal and budget at the February BoD meeting for security cameras and additional lighting at the moorage. Potential locations for the cameras include the parking lot, the gazebos, and the roadway behind the garages. Ensuing discussion by meeting attendees focused on current security issues facing the moorage including intruders by land and water, homeless populations on our end of the Island, the recent burglary on the east end of the moorage, and how to address these concerns. Again, Royanne urged better communication among moorage residents, and cited plans for wired fencing, cameras, lighting, and signage.

- ❖ Skip Nitchie and Cathy Evanson thanked the BoD members for their work over the past year, and presented each with a gift from the moorage members.
- ❖ Carl thanked CW for his years of exceptional service as President of the BoD, and for acting as the BoD's institutional memory during this time.
- ❖ CW used the remaining time to thank everyone for putting their trust in him as a member and leader of the BoD. He reviewed the improvements that were accomplished over his most recent term on the BoD . . .
 - ❖ Upgrade of the Garage Sublease document now available on the web site
 - ❖ Installation of solar panels in the Upland
 - ❖ New sewer pumps and moorage honeypot
 - ❖ Portland storm water run-off fee issue dealt with and resolved in our favor
 - ❖ Parking lot lights replaced with LEDs
 - ❖ Whaler boards pressure treated
 - ❖ Reroofing of garages completed
 - ❖ Upgrade of gate controller from hard wired to wireless system
 - ❖ Upgrade of moorage office file cabinets and filing system

. . . and he thanked all of those who contributed and provided help in various capacities along the way, showing his appreciation with a potable gift:

- ❖ First lady, Christie, for her support
- ❖ 2019 BoD members Carl Coffman, Royanne Mathiesen (Slip 34), Larry Cheever (Slip 3), and Ivy Dodge (Slip 2)
- ❖ Moorage bookkeeper, Monie Holmes
- ❖ Number 1 volunteer, Skip Nitchie
- ❖ Volunteers and contributors, Gerry and Jory Abrams
- ❖ Key card manager and gate repair go-to, Nancy Lindgren
- ❖ Web site administrator, Arthur Breur (Slip 41)
- ❖ Beautification Committee Chair, Jan Funkhouser (Slip 15)
- ❖ Bottle Drop manager, Graffiti concealer, and Security Camera/Lighting guru, Gary Clark

- ❖ Reminder: Time and place for next and subsequent monthly BoD meetings
 - ❖ Day: First Thursday of the month
 - ❖ Next meeting to be held on Thursday, February 6, 2020
 - ❖ Time: 7:00 PM
 - ❖ Place: Moorage office
 - ❖ All members are invited to attend as observers
- ❖ Reminder: Date for next Annual Membership Meeting
 - ❖ Day: Tentatively set for the fourth Sunday in January (January 24, 2021)
 - ❖ Time and Place: TBD
- ❖ The meeting was adjourned at 3:47 PM.

9:31 AM

West Hayden Island Moorage Owners Association

Profit & Loss Budget vs. Actual

01/12/20

Accrual Basis

January through December 2019

	Jan - Dec 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4100 · Operating assessments	216,600.00	216,600.00	0.00	100.0%
Total Income	216,600.00	216,600.00	0.00	100.0%
Gross Profit	216,600.00	216,600.00	0.00	100.0%
Expense				
6100 · Operating				
6110 · Electricity	498.82	2,000.00	-1,501.18	24.9%
6115 · Electricity - Solar Loan	5,342.18	0.00	5,342.18	100.0%
6120 · Garbage	5,016.00	5,025.00	-9.00	99.8%
6130 · Telephone	956.12	1,000.00	-43.88	95.6%
6140 · Water	58,571.16	73,500.00	-14,928.84	79.7%
Total 6100 · Operating	70,384.28	81,525.00	-11,140.72	86.3%
6200 · Repairs & Maint				
6210 · Landscaping	29,614.30	26,000.00	3,614.30	113.9%
6215 · Beautification Committee	256.83	400.00	-143.17	64.2%
6220 · Gate Maintenance	5,119.00	1,000.00	4,119.00	511.9%
6230 · Pipes Maintenance	649.15	500.00	149.15	129.8%
6235 · Pump Repair	0.00	0.00	0.00	0.0%
6240 · General maintenance	5,856.90	4,500.00	1,356.90	130.2%
6242 · Work party	1,397.73	250.00	1,147.73	559.1%
6245 · Security				
6247 · Fire prevention maintenance	1,189.76			
6245 · Security - Other	0.00	1,200.00	-1,200.00	0.0%
Total 6245 · Security	1,189.76	1,200.00	-10.24	99.1%
Total 6200 · Repairs & Maint	44,083.67	33,850.00	10,233.67	130.2%
6300 · Administrative				
6310 · Fees and Licenses	50.00	50.00	0.00	100.0%
6315 · Income Taxes	933.00	550.00	383.00	169.6%
6320 · Submerged Land Lease	10,340.50	10,400.00	-59.50	99.4%
6325 · Bank fees	1,380.70	1,500.00	-119.30	92.0%
6330 · Real Property Taxes	52,743.82	53,725.00	-981.18	98.2%
6340 · Hayden Island Business Park	0.00	800.00	-800.00	0.0%
6350 · Insurance	33,852.00	33,000.00	852.00	102.6%
6360 · Supplies & Postage	350.87	400.00	-49.13	87.7%
6370 · Legal Services	500.00	500.00	0.00	100.0%
6380 · Accounting Services	300.00	300.00	0.00	100.0%
Total 6300 · Administrative	100,450.89	101,225.00	-774.11	99.2%
Total Expense	214,918.84	216,600.00	-1,681.16	99.2%
Net Ordinary Income	1,681.16	0.00	1,681.16	100.0%
Other Income/Expense				
Other Income				
5000 · Reserves Income				
5100 · Reserves assessments	16,920.00	16,920.00	0.00	100.0%
5200 · Reserves - Reimb Solar Panel	5,342.18	0.00	5,342.18	100.0%
5300 · Reserves bank interest	5,390.18	2,400.00	2,990.18	224.6%
5600 · Reserves Bottle Drop	296.00	0.00	296.00	100.0%
Total 5000 · Reserves Income	27,948.36	19,320.00	8,628.36	144.7%
Total Other Income	27,948.36	19,320.00	8,628.36	144.7%

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West Hayden Island Moorage Owners Association

Profit & Loss Budget vs. Actual

01/12/20

Accrual Basis

January through December 2019

	Jan - Dec 19	Budget	\$ Over Budget	% of Budget
Other Expense				
7000 · Reserve expenses				
7400 · Extraordinary Landscaping	4,800.00	0.00	4,800.00	100.0%
7500 · Pump Repair	842.60	0.00	842.60	100.0%
7600 · Legal	15,692.00	0.00	15,692.00	100.0%
Total 7000 · Reserve expenses	21,334.60	0.00	21,334.60	100.0%
Total Other Expense	21,334.60	0.00	21,334.60	100.0%
Net Other Income	6,613.76	19,320.00	-12,706.24	34.2%
Net Income	8,294.92	19,320.00	-11,025.08	42.9%

6:36 PM

01/24/20

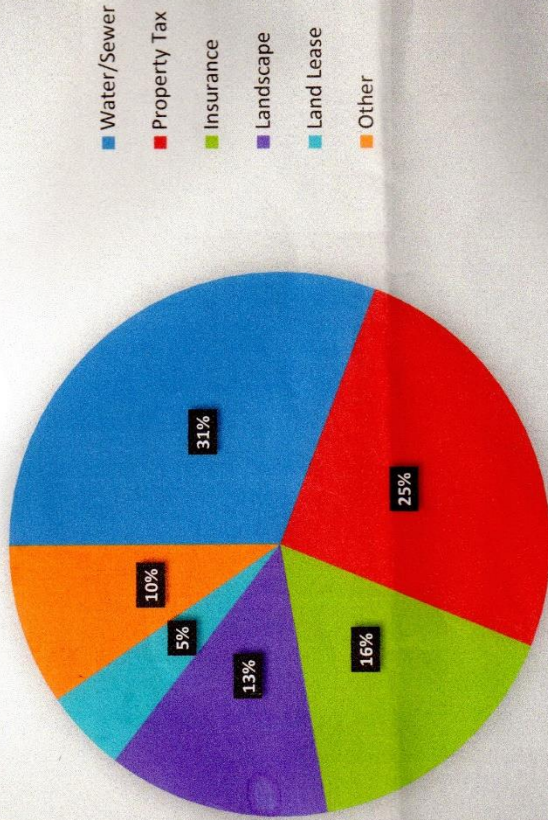
Accrual Basis

West Hayden Island Moorage Owners Association
Budget
 January through December 2020

	Jan - Dec 20
Ordinary Income/Expense	
Income	
4100 · Operating assessments	217,310.00
Total Income	217,310.00
Gross Profit	217,310.00
Expense	
6100 · Operating	
6110 · Electricity	756.00
6115 · Electricity - Solar Loan	5,288.00
6120 · Garbage	5,016.00
6130 · Telephone	1,000.00
6140 · Water	61,500.00
Total 6100 · Operating	73,560.00
6200 · Repairs & Maint	
6210 · Landscaping	29,000.00
6215 · Beautification Committee	400.00
6220 · Gate Maintenance	2,500.00
6230 · Pipes Maintenance	500.00
6235 · Pump Repair	500.00
6240 · General maintenance	6,000.00
6242 · Work party	800.00
6245 · Security	
6247 · Fire prevention maintenance	1,200.00
6249 · Security - Other	150.00
6245 · Security - Other	0.00
Total 6245 · Security	1,350.00
Total 6200 · Repairs & Maint	41,050.00
6300 · Administrative	
6310 · Fees and Licenses	50.00
6315 · Income Taxes	950.00
6320 · Submerged Land Lease	10,400.00
6325 · Bank fees	1,500.00
6330 · Real Property Taxes	54,000.00
6340 · Hayden Island Business Park	500.00
6350 · Insurance	34,000.00
6360 · Supplies & Postage	500.00
6370 · Legal Services	500.00
6380 · Accounting Services	300.00
Total 6300 · Administrative	102,700.00
Total Expense	217,310.00
Net Ordinary Income	0.00
Other Income/Expense	
Other Income	
5000 · Reserves Income	
5100 · Reserves assessments	17,890.00
5200 · Reserves - Reimb Solar Panel	5,288.00
5300 · Reserves bank interest	2,400.00
5600 · Reserves Bottle Drop	1,150.00
Total 5000 · Reserves Income	26,728.00
Total Other Income	26,728.00
Net Other Income	26,728.00
Net Income	26,728.00

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WHIMOA - 2020 Budget Allocation



Water/Sewer 65000
 Property Tax 53725
 Insurance 34000
 Landscaping 28000
 Land Lease 10400
 Other 20275

Other =
 Garage Elect
 Gate
 Pump/Pipes
 General Maint
 Tax/Fees
 Services
 Garbage