



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 23, 2022, 3:00 PM via Zoom

Order of Business

- ❖ Call to Order: 3:07 PM
- ❖ Thank you to Jimme' Peters (Slip 7) for arranging and moderating today's Zoom meeting.
- ❖ Determination of Quorum
 - The meeting was opened and closed with 22 slips represented, which does not represent a quorum; as such, all actions are advisory or informational in nature.
- ❖ President's (Chair's) Comments: Carl Coffman (Slips 17 & 52)
 - Carl welcomed new owners Charlene Sheasgreen (Slip 54); James Kreofsky (Slip 55); Judith LaScola and Earl Richardson (Slip 48); and Carl Coffman and Robyn Ellensohn (Slip 17).
 - Following the Annual Meeting, the BoD will meet to determine officers and committee assignments.
 - Carl reminded all attendees that the BoD circulated Annual Reports previously for our members' review and didn't feel it necessary to revisit the information provided.
- ❖ Secretary's Report - Ivy Dodge (Slip 2)
 - Announcement of Ballot Results and New Board Members
 - There were three candidates running for the two open positions on the Board, Larry Cheever (Slip 3); Jimme' Peters (Slip 7); George Heiskell (Slip 40). We received 44 ballots with the outcome as follows: Jimme' 31 votes; Larry 28 votes; George 26 votes. Congratulations for Jimme' and Larry and a thank you to George for running.
 - The Resolution on Revenue Ruling 70-604, regarding whether the Treasurer shall apply excess income to our following year's operating budget, was passed 39 t 5.

- Ivy advised that a couple secretarial tasks have been delegated to community members. Nancy Braaten (Slip 56) will be coordinating the slip owners' liability insurance continued coverage. Amy Cox will be coordinating Sales and rentals. Both coordinators will be working with the Secretary.
- Ivy reminded all owners to return the Multnomah County Property tax information form (green return envelope; due March 15) when you receive it and keep a copy for your files.
- Ivy noted that the moorage currently has one house for sale and one house pending closing on February 7, 2022.
- Ivy noted that the remainder of the Report of the Secretary is incorporated in the 2022 BoD Annual Reports, attached below.

❖ Treasurer's Report - Larry Cheever (Slip 3)

- Larry thanked Monie Holmes (Slip 38) for an excellent job in her role as WHIMOA's bookkeeper.
- 2021 ended with a \$8,386.00 (\$150/slip) surplus at year end. It is being kept in the Operations account as per the membership vote.
- The Moorage's Real Property Tax paid in 2021 was \$58,961.00 divided by 56 = \$1,053 that can be claimed by each slip owner. Please note; if you purchased your home in 2021, 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.
- Copies of the December Treasurer's Report and the 2022 Budget were disseminated to members in the January 17, 2022, WHIMOA All Membership Meeting Agenda email. The December Treasurers Report will be available on the WHIMOA web site in the Finance Section, [current year, 2021-12](#).

❖ Old Business

❖ Standing Committee Reports

○ Facilities and Grounds - Carl Coffman (Slips 17 and 52)

- Carl explained that his team has spent a lot of energy checking the water lines, both the Moorage lines and the 56 private lines. Issues were found with both. This year two different, hard to locate leaks were discovered. The private lines have more problems than the Moorage lines. Snow on the decks has been submerging some of the tanks, which causes problems. As far as irrigation, we don't want to cut it off, but want to monitor it closely this year.
- This year, the Rules Committee will be looking at the use of potable water and options to minimize abuse.
- Carl noted that the remainder of his Facilities and Grounds report is incorporated in the 2022 BoD Annual Report, attached below.
- Fire, Safety, and Security - Cathy Evanson (Slip 31)
- Cathy advised that her Fire, Safety, and Security report is incorporated in the 2022 BoD Annual Report, attached below.

- Architectural Review Committee - Vicky Maiden (Slip 6)
 - Vicky thanked Nancy Lindgren and Mary Ann Nitchie for being part of the ARC again this past year.
 - Vicky advised that her ARC report is incorporated in the 2022 BoD Annual Report, attached below.

- Violation and Adjudication Committee - Larry Cheever (Slip 3)
 - Larry advised that his VAC report is incorporated in the 2022 BoD Annual Report, attached below.

- Bylaws, CC&Rs & Rules Committee - Ivy Dodge (Slip 2) and Carl Coffman (Slips 17 & 52)
 - Ivy advised all owners to read all Moorage documents and to follow the rules.
 - Ivy also advised that her Bylaws, CC&Rs & Rules report is incorporated in the 2022 BoD Annual Report, attached below.

- ❖ New Business
 - Discussion followed regarding the Moorage use of City water. CW Taylor (Slip 29) suggested that part of the reason for the extreme water bills is the irrigation of the uplands on 80-degree days, and during the day. He has seen the sprinklers on for 8 hours a day, which is excessive. We should be watering at night, especially on the hot summer days. CW Taylor also talked about the problem of watering plantings on our personal decks with City water. He generously offered to help owners set upriver water irrigation for their outdoor plantings. He said it costs approximately \$100 to purchase the necessary equipment. Skip Nitchie (Slip 1) also volunteered to assist in setting upriver watering solutions for slip owners. Jory Abrams suggested the Moorage cleanup weekend might be a good time to determine if any help is needed for this set-up.
 - Roy Ettinger (Slip 21) discussed the use of using City water to wash cars and boats in the parking lot. Carl said the BoD will be getting their arms around the city water use.

- ❖ Reminder: Time and place for the next and subsequent monthly BoD meetings
 - Day: First Thursday of the month
 - Time: 6:00 PM
 - Next meeting to be held on Thursday, February 3, 2022, via Zoom
 - The Zoom link will be included on the February Agenda
 - 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 22, 2023)
 - Time and Place: TBD

- ❖ The meeting was adjourned at 4:10 PM.

2021 WHIMOA BoD Annual Report

Prepared by the members of the WHIMOA Board of Directors for the 2022 Annual Membership Meeting, to be held on January 23, 2022, from 3:00 to 5:00 PM on Zoom

January 17, 2022

Dear WHIMOA Members,

Once again, the COVID-19 pandemic has prevented us from gathering in person for our Annual Membership Meeting and has compelled us to meet on Zoom. As was the case last year, to reduce the time spent presenting routine reports in a streaming environment, the members of the BoD have documented in the attached Annual Report their work and the accomplishments of the Committees for which they have been responsible over the course of 2021. We ask that you please review the Report before the meeting and join us with any questions or comments you may have.

Sincerely,

The WHIMOA BoD

2021 WHIMOA BoD Annual Report

Report of the Facilities and Grounds Committee

Submitted by: Carl Coffman, BoD President and Chair of the Facilities and Grounds Committee

Thanks to the members of the Facilities and Grounds Committee for all of their work throughout the year. Those members include Richard Fisher, Dave Koop, Jory Abrams, Jerry Abrams, and Larry Cheever (nonvoting BOD member).

The Beautification Committee lived up to its title both with hanging baskets in the summer and holiday decorations for our enjoyment just recently. Thanks to Nancy Lindgren, Gerry Abrams, Jan and Clay Funkhouser, Mary Martin, and Gary Clark and Jane for working through the cold to decorate this year.

We welcomed back the moorage work party last year in June. We had more volunteers than we had work to complete this past year which was a pleasant surprise. The volunteers did all the normal tasks -- pressure wash garbage areas, gazebos, and ramps; paint touch-up on various structures; repair and clean garage doors; repaint handicap spaces; and more.

One of the major focuses of the work party was to examine each of the 56 honey pots to discover whether they are a plastic or steel tank (rust out over time); whether there were any detected leaks; and the distance from the inlet of the honey pot to the water. If the inlet is close to the water and not sealed properly, they can pull river water into the sewer. This would increase our sewer/ water bill from the city which is one of the major cost overruns in our annual budget.

We found several honey pots that are zero inches above the water. These become a risk with the added weight of snow. The honey pots at two homes were not accessible for evaluation. We found three homes with problems of pumps not working or bad leaks. It was determined that there are no apparent leaks in the main line.

Thanks to the suggestion by Mike Maiden and the supervision by Jory and Jerry Abrams, we completed the seal coating of the parking lot, along with restriping and repainting fire lanes.

We also hired divers to clear river weeds on the inside channel to see if that would help control the growth of the water plants that interfere with boating there. We will see this summer if that helped.

In 2022, we are looking at performing some siding repairs and painting on the garages. It has been 10 years since the garages were painted and it's time we tackle that maintenance work.

We are also considering replacing the cables and a couple of other wear parts on all of our garage doors. We've had about 10% of the doors break down over the last year and the culprit is always the same, so taking a preventive maintenance approach may be less expensive overall and less stressful for each owner that gets caught up when this happens on what is becoming a more routine basis.

Regarding the cost management of our city water -- we have several items that we expect to get cleared up this year, some of which I had hoped to have done last year. These include (a) metering our upland landscape water to get a handle on how much that use affects our billings; (b) creating a system to more quickly find leaks in our main sewer line so as to avoid paying for additional fees from the city for water that leaks INTO our system through breaks; and (c) establishing a more complete analysis of the risks of river water entering our system through submerged or leaking honey pots, and developing a program to encourage or mandate individual compliance.

Respectfully submitted,

Carl Coffman, Chair, Facilities and Grounds Committee

2021 WHIMOA BoD Annual Report

Report of the Treasurer

Report of the Violation and Adjudication Committee

Submitted by: Larry Cheever, BoD Treasurer and Chair of the Violation and Adjudication Committee

Treasurer's Report

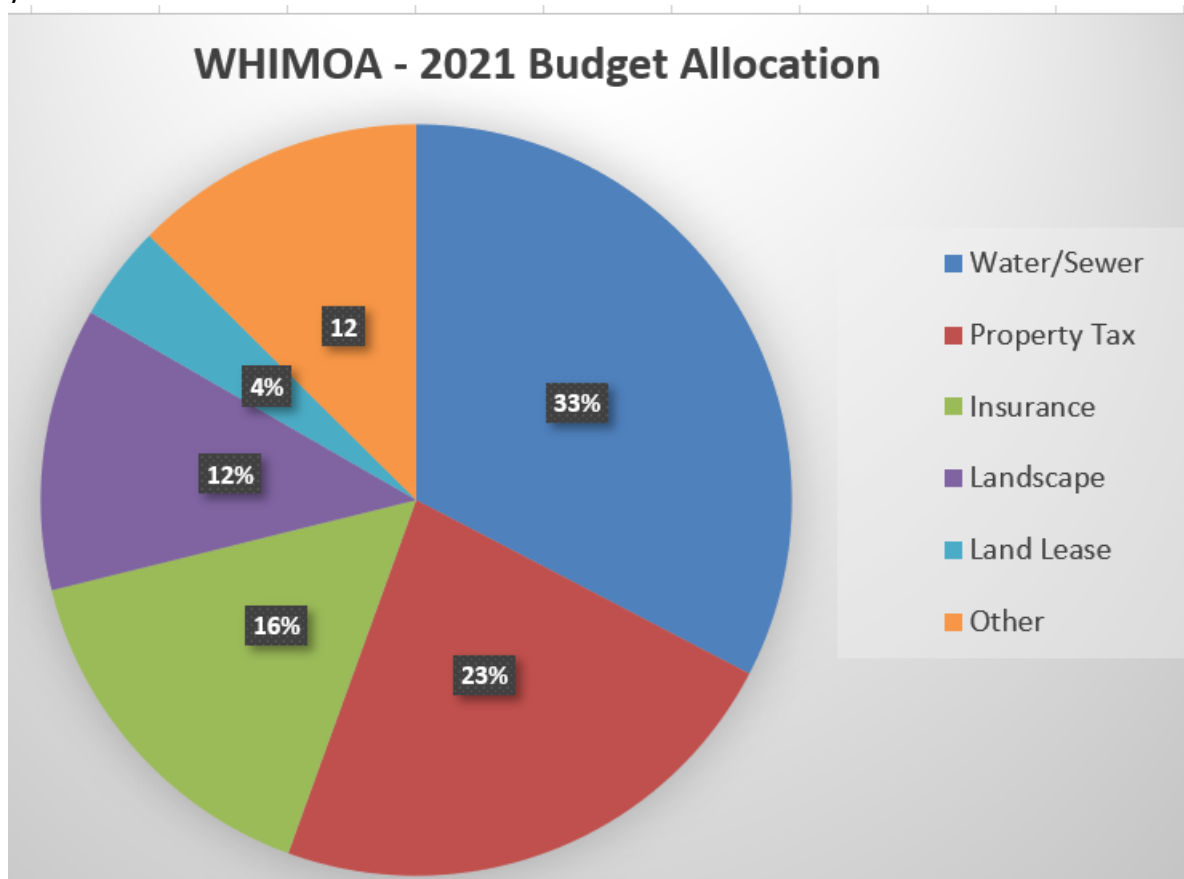
Larry Cheever, Treasurer

Monie Holmes, Accountant

Property Tax for 2021: WHIMOA paid \$58,961, divided by 56 Slips = **\$1,053 each** that can be claimed by the owner of each slip. Please note -- if you purchased your home in 2021, 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.

2021 Summary

- ❖ **Revenue:** \$284,387
 - ❖ HOA dues (\$263,200)
 - ❖ Special assessment (\$17,360)
 - ❖ Bank interest (\$1,642)
 - ❖ Fines (\$2,185)
- ❖ **Expense** – Where did your HOA dues go? Percentage has been unchanged for three years.



- ❖ **Operating Expense Budget** = \$243,200 (up 12% from 2020)
 - ❖ Actual 2021 Operation Costs = \$252,174, a \$8,974 shortfall
 - ❖ Big Contributors:
 - Water/Sewer (cost up 29% from previous year with rates up 8%/3%)
 - Property Tax (up 8%), Insurance (up 7%), and Land Lease (up 3%)
- ❖ **Reserves: Balance 12/31/2021** = \$380,247, 1:4 ratio cash (1-2yr CDs), FDIC insured
 - ❖ Contribute \$20,000 target was met 100%
 - ❖ Contributed \$6,044 Scheduled Solar Loan payback (Operating Expense)
 - ❖ Contributed \$2185 Penalty/Fines
 - ❖ Interest earned \$1642, roughly a .4% return in 2021
 - ❖ Spent \$22,878 to maintain asset: Driveway, parking lot, dock plumbing/float, milfoil

2022 Forecast by Board

- ❖ Revenue \$295,680: increase 12% with HOA rate increase of \$40 (\$440/month) as of Jan 2022
- ❖ Expense \$275,680: increase 8.8%
- ❖ Reserve Contribution: Target of \$20,000 is unchanged from 2021
- ❖ Reserve Expenditures: TBD
- ❖ Will be available on the web site or upon request

You can view monthly financial reports including our 2021 Reserve Study at the WHIMOA Website [here](#).

Violation and Adjudication Committee Report

Larry Cheever, Chair

Thanks to Committee members Jimmé Peters (Slip 7) and Cathy Evanson (Slip 31) for their efforts over the past year.

The Committee dealt with warnings and violations, including for the following: late payments, not conducting the honeypot test, and excessively varying from ARC-approved project content and duration. The V&A Committee process is as follows:

- ❖ Receive from the Board of Directors the complaint of violations of CC&Rs and/or Rules
- ❖ Evaluate and report on findings
- ❖ Make a recommendation to the Board of Directors for action

When reporting a violation, timeliness is essential. If contacting the BoD with a complaint, one should be prepared to provide full details; evidence, if possible; and documentation of the violation with date, time, place, CC&R or Rule paragraph in violation, nature of violation, person in violation, and any potential witnesses or pictures.

2021 WHIMOA BoD Annual Report

Report of the Secretary

Report of the Bylaws, CC&Rs, and Rules Committee

Submitted by: Ivy Dodge, BoD Secretary and Co-Chair of the Bylaws, CC&Rs, and Rules Committee

Secretary's Report

2021 Home Sales and Rentals

- ❖ There were four homes sales:
 - ❖ Slip 17, sold by Cheryl Lund to Carl Coffman and Robyn Ellensohn (7/27/21)
 - ❖ Slip 48, sold by Robyn Pierce to Judith LaScola and Earl Richardson (12/17/21)
 - ❖ Slip 54, sold by Rick and Lori Ruffo to Charlene Sheasgreen (6/1/21)
 - ❖ Slip 55, sold by Stephanie Baum to Columbia Real Property, LLC, James Kreofsky, Governor (7/28/21)

- ❖ We began 2021 with four house rentals; currently, we have two.

Delegation of BoD Secretarial Tasks to Member Coordinators

- ❖ To help alleviate the workload of the Secretary, and to help ensure continuity in the administration of these functions by eliminating a change in oversight every three years, two WHIMOA tasks have been delegated to members who have generously agreed to assume these responsibilities:
 - ❖ Nancy Braaten (Slip 56) has assumed responsibility for ensuring that documentation of \$1million in liability insurance is received from members each year and filed appropriately. In her role as WHIMOA Liability Insurance Coordinator, she will send reminders each month to those owners whose annual insurance policies are up for renewal that month. Please send your documentation directly to Nancy when requested to do so. The WHIMOA Board of Directors has determined that owners should request from their insurance companies, and provide to WHIMOA, a "Certificate of Liability Insurance" (Accord Form 25); or a "Marine Certificate of Insurance" or "Evidence of Property Insurance" (Accord Form 27) that stipulates the liability coverage and amount. This is the type of documentation that WHIMOA requires as it confirms actual, active coverage (unlike policy declarations pages, and the renewal notifications sent to WHIMOA by insurance companies).
 - ❖ Amy Cox (Slip 14), has assumed responsibility for oversight of the Moorage's home sales and rentals. In her role as WHIMOA Home Sales/Rentals Coordinator, she will work with real estate agents and property managers to ensure that all WHIMOA requirements for sales and rentals are met.
- Both Coordinators will continue to work with the Secretary in the conduct of these tasks.

Administrative Reminders

- ❖ A reminder to all owners to return the Multnomah County Property tax information form (green return envelope; due March 15) when you receive it, and keep a copy for your files.
- ❖ Please remember to read our governing documents and follow them. All members are encouraged to review the CC&Rs and Rules at regular intervals.
- ❖ A reminder that the BoD can provide an exception to a Rule in urgent or emergency situations. It takes three BoD votes to provide an exception, so please reach out to the entire Board, and do it as soon as you realize that the exception is needed.

Bylaws, CC&Rs, and Rules Committee Report

Carl Coffman and Ivy Dodge, Co-Chairs

- ❖ New Rule approved:
 - ❖ Approved by the WHIMOA Bylaws, CC&Rs, and Rules Committee on April 6, 2021, and by the WHIMOA Board of Directors on May 6, 2021, Rule #10, which addresses outside contractor hours on the Moorage, was revised to more clearly define "contractor" to exclude utility workers, such as those that work for gas, electric, and cable providers:

Rule #10 Construction activity as authorized will be limited to the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday only for outside contractors. For purposes of this Rule, the term "contractor" does not include utility workers, such as those that provide services for gas, electric, and cable companies. Remodeling construction and home maintenance activity by the slip owner as authorized will be limited to the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday and 9:00 a.m. to 5:00 p.m. on Saturday and Sunday and legal holidays, except in an emergency repair situation.

- ❖ New Rule agreed to by the Board:
 - ❖ Given the sizeable increase in the Moorage's water bills this past year, the BoD agreed at its December 2, 2021, meeting to ask the new 2022 Bylaws, CC&Rs, and Rules Committee to formulate a Rule to prohibit the use of potable water for outside watering and irrigation, and, potentially, other uses, as well.

And, last but hardly least, many thanks to the members of the 2021 Bylaws, CC&Rs, and Rules Committee -- Carl, Clyde Cornell (Slip 27), Jackie Draper (Slip 56), and Clay Funkhouser (Slip 15)-- for their efforts this past year!

2021 WHIMOA BoD Annual Report

Report of the Architectural Review Committee

Submitted by: Vicky Maiden, BoD 1st Vice President and Chair of the ARC

I am happy to report that Nancy Lindgren and Mary Ann Nitchie kindly completed the Architectural Review Committee again in 2021. They have been a tremendous asset and a pleasure to work with. Thank you so much for your commitment and follow through on all the responsibilities handed your way!

The year in review shows a tremendous amount of activity in our Moorage with the following projects reviewed and approved:

- Eight Deck Improvements, Replacements or Enlargements
- One Deck Fencing
- Two Siding Replacements
- Two House Paintings
- Two HVAC Installations
- One Leak Repair
- Two Over-Head Door Installations

The annual WHIMOA Spring Walk Through happened on May 24th and May 26th. We are reminded of the beauty of our little slice of paradise and appreciate the care each of you give the maintenance of your homes and slips!

This is a good time to remind all owners of the CC&Rs and Rules regarding construction activities around our Moorage, which follow:

4.11 Construction Activity. New construction activity within any Moorage Space will be limited to the first twenty-four (24) month period commencing upon the date of the Sublease, but in no event shall any new construction within any Moorage Space be permitted to extend past two years from the date seventy-five percent (75%) of the Moorage Spaces have been developed. New construction activity at a Moorage Space after that date must be accomplished offsite. Any Houseboats moved into the Moorage thereafter must be substantially complete, including interior finish, subflooring, sheet rocking, plumbing, electrical, and windows. All new construction must be approved by the ARC pursuant to Article 5. Remodeling or additions to Houseboats within the Moorage after the initial construction period will be permitted only with written approval of the Board of Directors of the Association, in addition to design approval by the ARC. Construction activity as authorized will be limited to the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday only for outside contractors. Remodeling construction and home maintenance activity by the slip owner as authorized will be limited to the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday and 9:00a.m. to 5:00p.m. on Saturday and Sunday and legal holidays, except in an emergency repair situation. Owner is responsible for removal of all construction materials, debris, trash and related items from the Moorage, except that such materials may be stored

in the Owner's Garage Space, subject to compliance with this Declaration and rules and regulations adopted by the Board of Directors. The construction area shall be kept neat and orderly and free of hazards. Owner shall not be permitted to use Common Facility garbage containers for any reason for removal of construction materials, debris and trash. Owners must seek prior written permission from the Board of Directors for placement of any large capacity garbage containers on the Common Facilities. Such approval may be withheld or conditioned in the Board of Directors' sole and unfettered discretion. Owners shall be responsible for all activities of builders and contractors hired by them to perform any construction within the Moorage or Moorage Space. Owner shall ensure builders comply with all aspects of the Declaration, the Bylaws, any rules and regulations promulgated thereunder and all ARC guidelines. All construction activity in the moorage, whether new construction or remodeling, shall be limited to structures owned by the owner of the moorage slip and which are to remain in the moorage after construction is completed.

AND

Rule #10. Construction activity as authorized will be limited to the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday only for outside contractors. Remodeling construction and home maintenance activity by the slip owner as authorized will be limited to the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday and 9:00 a.m. to 5:00 p.m. on Saturday and Sunday and legal holidays, except in an emergency repair situation. Rule #10a. An outside contractor may be authorized to perform work in the moorage with prior approval of the BOD. The BOD will address this approval after receiving a letter from the owner identifying the circumstances which would require the outside contractor to perform the work on Saturday as opposed to during the normal contractor authorized times. Rule #10b. Unauthorized construction activity will be subject to a fine as shown in Appendix A, Fines. Unauthorized construction activity is any construction activity performed on the exterior of the owners floating home which does not have the approval of the BOD. Rule #10.c As of June 30, 2006 New Construction in the moorage is not authorized. All new construction must be performed off site until substantially complete as stated in the CC&Rs. An owner in violation of this section of the CC&Rs and these rules will be subject to a fine as shown in Appendix A, Fines.

We look forward to 2022 and the challenges and victories that will come our way!

2021 WHIMOA BoD Annual Report

Report of the Fire, Safety, and Security Committee

Submitted by: Cathy Evanson, BoD 2nd Vice President and Chair of the Fire, Safety, and Security Committee

Committee Members: Casey Holmes (Slip 38), Gary Clark (Slip 18), Royanne Mathiesen (Slip 34), and Nancy Lindgren (Slip 13).

2021 has been a long, strange year in so many ways, and this includes the safety and security category. The “defund the police” policy has directly resulted in the overall decrease in police coverage. The lack of manpower has also meant that we are seeing way more criminal activity. When one adds the explosion in the number of homeless camps nearby, the result of these factors, here at WHIMOA, is a substantial increase in intruder activity.

We identified the west bank as one of the most active areas for intruders as this area became a little more active once PG&E cleared their easement for maintenance access to the overhead power lines. We installed a new fence and gate, and this has substantially slowed down the activity. We also had a tree go down, and decided to leave it rather than remove it as it acts as a second deterrent to pedestrian traffic along the west bank.

We had many minor incidents, with most intruders being escorted off the property by our residents or by the police. Here is a summary of some of the more memorable events:

An intruder came onto WHIMOA property and trespassed on multiple house floats, stealing a kayak and heading east on the water. We called our neighbors, and they had a witness observe the kayak arriving in the JBMI moorage. The person was tracked, and he abandoned the kayak and fled on foot; we retrieved the kayak.

One of the most serious incidents of all happened shortly after an intruder with a dog entered through the west bank area, stole a license plate, and was loitering in the east gazebo mailbox area. Two “sentry” homeowners immediately noticed the potential problem and followed. When asked to identify himself, the intruder became “hostile,” and went down to the floating dock at the east end of the moorage. The police were called and residents were alerted to lock their doors. The police response was quick, and the person was taken to jail. As it turns out, the person was armed and was wanted in multiple municipalities. Ultimately, this checked all the boxes and the person was kept in jail, and not just released the next morning.

We have become deeply involved with other neighborhood associations on the island and have an amazing support network whereby, if a crime happens, we immediately alert the network. They help accurately track crimes from multiple sources, and we hope, as a result, this will help lead to additional resources. For additional information on this Hayden Island focused group, check out this website: <https://haydenisland-csi.org>

Through the dedication, persistence, and hard work of Nancy Lindgren, we have nearly 99% cooperation in our parking sticker program, and she keeps things running smoothly with the gate programming, gate openers, and so much more. She is truly a moorage asset.

In 2022, we would like to focus on the dependability of the main gate. We will be assembling a committee of a select group of four to five individuals with mechanical aptitude. If they can focus only on the gate, and have deep training, it would be so beneficial. With this many committee members, the “out-of-order calls” will be shared among them so as not to be a burden on one or two individuals.

Please thank the members of the Fire, Safety, and Security Committee if you have the opportunity-- buy them a beer, take them cookies, or do anything else you can to show your appreciation. Their efforts this year have truly made our community a safer place to live.