



New Columbia Owners Association  
Owners Association Minutes  
May 29, 2012

Attendees:

Owners Association

Chad O'Lynn  
Molly Rogers

Guests

Erik Fabian, GRES  
Matthew Fullen, GRES

Membership

Janis Khorsi  
Marsha Knudsen  
Caren Cox  
Steve Pickering

Chad O'Lynn called the meeting to order at 6:30 pm.

Erik announced that Tom Brenneke, Board President, was unable to attend this evening. However, Chad O'Lynn and Molly Rogers were both present to represent the Board. A quorum existed and Molly chaired the meeting.

**I. Review of April 2012 Minutes**

The minutes from the April 24<sup>th</sup> meeting were reviewed. The review included the acknowledgment of Caren Cox's service to the Owners Association; the Owners Association Board Representative election in which Chad O'Lynn was elected to the Board; the approval of the resolution to adjust the Owners Association Dues Collection process; and member comments.

**Motion:** Molly Rogers motioned for the minutes to be approved and Chad O'Lynn seconded.

**Action:** The April 24, 2012 minutes were accepted and approved.

**IV. Summer Planning & Community Safety**

The meeting skipped ahead to the fourth agenda item. Erik handed out and discussed The Sunday Parkways event which was scheduled for June 24, 2012 from 11 am - 4 pm. He outlined the route and the various activities occurring in McCoy Park. He encouraged all members of the New Columbia community to participate. Erik also discussed the Summer Free for All Kick off event in McCoy Park on June 27th. This was an event put on by Portland Parks and Recreation to kick off the summer concert series. Erik again encouraged members of the community to attend and support McCoy Park's summer events. Erik also reviewed the variety of summer activities put on by the New Columbia team staff: Guardian Management, Resident Services, Boys & Girls

Club, Parks & Recreation, Portland Public Schools, and CREW. These include K'CHING activities, a Boys & Girls Club Family Night, Run to Live, an oral history project, the Toy Gun Turn In drive, among others. Erik referred to the June 2012 New Columbia Neighbor Newsletter and encouraged all to review it and become familiar with all the planned summer activities and to participate to the extent possible.

The discussion then turned to community safety. Officer Michael Schmerber, Officer Rachel Strobel, and Crime Prevention Coordinator Angela Wagnon were present. They outlined their strategy for community safety over the summer. Angela Wagnon encouraged community foot patrols. Chad O'Lynn commented that he was unclear about the purpose and responsibility of that patrol. Caren Cox stated that foot patrol is a very time-consuming effort. Erik responded that there could be scheduling support and other organizational support from the New Columbia management and Resident Services team to encourage a community foot patrol made up of owners and renters. Chad suggested there be a launch party to kick off a foot patrol and establish interest.

**Motion:** Molly Rogers moved for the foot patrol to be tabled and brought back to the August meeting with Rachel Langford in attendance to present and provide more context.

**Action:** The motion was approved.

## **II. Review 2012 Use of Replacement Reserve Funds**

Erik called attention to what the reserve study called for in 2012. It included replacing 100% of the pocket park picnic tables in the estimated amount of \$30,141.00; replacing 100% of pocket park benches with the estimated cost of \$30,141; and making concrete improvements in the amount of \$38,540. The total 2012 Reserve Study recommendation is estimated at \$98,822. Erik then stated that upon physical assessment of the pocket park tables, benches and concrete across the New Columbia campus that estimated repair expenses would not require a \$98,000 investment but instead could be performed in the amount of \$40,000. This breaks down to \$28,000 for tables and benches and \$12,000 for concrete improvements. There were several questions regarding the reserve study including who performed it. Caren Cox had questions about the warranties for the tables and benches. She also stated that the Replacement Reserve Study included worst case scenario expense estimates. That is why there was a difference between the budgeted \$98,000 reserve expenses for 2012 and what Erik projects as only \$40,000 worth of necessary expenses.

**Motion:** Chad O'Lynn motioned to accept Erik's proposal for authorization to spend upwards of \$40,000 on repairs and replacements per his assessment.

**Action:** Molly Rogers seconded the motion with one caveat. She recommends assessing when the last physical inspection was performed and when the next physical inspection should occur. Erik committed to doing so in preparation for the August 2012 meeting.

### **III. 2011 Audited Statement**

Erik stated that the 2011 audited statement had been finalized. There was net income at the end of 2011 of \$34,000, a positive revenue over budget. Erik stated that this was driven by positive variances to payroll, maintenance, and general expenses, namely bad debt.

### **V. Outstanding A/R Balances**

Erik distributed an Aged Receivables report as of May 29, 2012 to those in attendance. He focused particular attention on outstanding accounts over 120 days old. That amount is approximately \$21,000. Erik outlined recent discussions with Vial Fotheringham, the Owner Association attorneys and collection agency, to aggressively reach out and attempt to collect from those members who are delinquent in their dues payments, and to also negotiate with Vial to take a smaller percentage of the amount collected and negotiate collectible terms with the delinquent owners. The Owners Association would likely have to take a reduction as well in order to recoup any funds. Of the \$21,000 in outstanding dues that are over 120 days old, there is \$16,000 that is deemed collectable in regular dues. The goal is to utilize the new collections process, approved by the Board during the April meeting, to aggressively collect dues from delinquent owners using tools such as liens and wage garnishments. Erik also suggested that at the end of the year the Association and the Board should consider writing off uncollected amounts over 120 days old.

### **VI. Exclusion Agreement Proposal**

A discussion took place about exclusion agreements and whether a separate agreement needed to be established with the owners at New Columbia similar to the existing New Columbia exclusion agreement. There was some discussion about what is the exact definition of common area property.

**Motion:** Chad recommended further analysis to determine if it was necessary to have an additional agreement and whether that would complicate the existing agreement.

**Action:** Erik agreed to review and report back to the Board and Association during the August meeting.

### **VII. Proposed Community Advisory Committee**

Erik outlined what appeared to be a desire by select renters and owners to create a forum for better relations and to encourage dialogue. Steve Pickering commented that Caren Cox had once organized something similar. It focused on a pickup patrol around the community while they walked together. He felt there should be some administrative assistance from New Columbia management to help set it up. Chad suggested that the

monthly public safety meeting could be used as a stepping stone for a committee advisory committee that would meet afterwards. It was also suggested that the community advisory committee be kept separate from the Owners Association as its own distinct committee.

**Motion:** Molly again recommended tabling the item and taking it up again with Rachel Langford present at the August meeting

**Action:** The motion was approved and Erik committed to having Rachel Langford present at the August meeting.

### **VIII. Member Comment**

Concerns were expressed around pole lights. There are a number of lights that are not working around the community. They should be a priority repair. Erik explained that there are some systemic challenges in repairing them and that they are actively working on it. Erik took notes on priority areas that members commented were dark.

Affordable owners' dues were the next topic of comment. Questions were asked about setting up a process to verify whether owners who pay affordable level of dues are still eligible for that. Erik committed to doing so prior to the end of the year.

A question arose about the number of homes that have been actively approved by the Board as rental units. Erik committed to following up in preparation for the August meeting.

Molly Rogers closed the meeting at 7:45 pm.

