

Pacific View Board Meeting, 2/10/22

Board Members in Attendance:

Jim Andrews, Alice Chisholm, Jim Thomas, Marc Weaver,

Experts and Interested Parties: Tom Andrews, Jack Cooper, Scott Samuelson, Paul Tice

- A. Roof issues and ceiling leaks in Pacific View (PV) and recent mitigation efforts by O'Brien (OB).
- a. Jim Andrews was at PV over the weekend and observed some of OB's work to resolve these problems. Paul had previously sent me photos of detached roof membrane in the vicinity of the roof scupper above units 490, 481 and 472. Exterior T1-11 has been placed on unit 490 and 472 is expected to also require exterior work. OB repaired the membrane in this area and all three interior walls currently appear dry, but we are waiting for more rain to be confident that the fix is achieved. Paul further reported that leaks have been reported at other locations including chimney and other scuppers. The membrane in these valleys predates the new membrane project of 2014 and clearly needs the attention of a roofer. P&G is the contractor who did the 2014 and is scheduled to be on site in the near future.
 - b. Improving roof access by installation of a hatch near the third-floor elevator approach is very desirable. Very strong resistance by roofers to access our roof by exposed ladders may be contributing to the bad response time on these problems. Paul has requested a cost estimate for this hatch.
 - c. O'Brien also replaced the north end roof valley beam that had delaminated.
- B. Gearhart by the Sea – Operations, Rental Pool Changes and Officing Plan
- a. GBTS had a very strong rental year in 2021 and assets were further augmented by two PPP loans that qualify for forgiveness.
 - b. Based on the above, a rent receipts bonus of 8% of the owners' net receipts was authorized and paid to owners in the rental pool on December 31, 2021.
 - c. Further the GBTS/Owner rent split has been adjusted to 45/55 for the calendar year 2022. The bonus above is somewhat less than the additional 5% going forward.
 - d. On February 4 the board of GBTS unanimously agreed to act on the necessary steps to construct a stand-alone office on the north end of the Gearhart House (GH) property. This is in response to the loss of the lease at McMenamins at the end of the current five-year term (2026). The good financial position of GBTS and very high current lease rate make this financially feasible. There are many critical path items to accomplish this project and the foremost is approval by Gearhart House (GH) ownership. A presentation to the GH ownership is in preparation by that Board. While the proposed building will be wholly on the GH property there is an impact on the property line setbacks of PV and a change in the traffic flow in our parking lot. The Gearhart fire marshal may have questions about the egress issue above but initial meeting with Gearhart officials appeared affirmative.
 - e. It was agreed to postpone a notice of details on this plan including the architects conceptual drawing until the presentation of information is completed by the GH board. Once details are completed, owners will be notified. We need 75% approval from owners.

C. East side 3rd floor beam replacement (Phase 4).

- a. This is the last of the east side runway beam replacement project. Phases 1, 2 and 3 were completed in 2014, 2015 and 2016 respectively. O'Brien reports that sagging is noticeable and recommends that this work be scheduled. We did confirm with OB that the fall of 2022 is a safe time to start. In addition, at least two soft spots have been identified on the 3rd floor deck and repair will be included in this scope of work. A motion was offered and unanimously approved to target construction to begin this fall (after our fiscal year end 8/31/22). Paul will ask OB to proceed with long lead time items and schedule this work. The current estimate is approximately \$50,000.

D. Reserve Fund Review

- a. The above PV building issues raise the question of whether our Reserve Fund is adequate or whether we need to engage a professional to perform a detailed study. When this topic was originally raised our investigation concluded that due to the age of our Association and building we could conduct our own study and take the necessary action. The Reserve Fund (Capital Projects) budget was the result and internal tracking is by our Maintenance Schedule. This schedule attempts to track significant building features and designates some as Reserve Fund Item (RFI). The current version of this schedule is attached.
- b. A motion was offered and unanimously approved to form a committee to review our current approach and recommend modifications or further action. Scott Samuels agreed to chair this committee and Jim Andrews and Jim Thomas will also serve. Scott has a contact in the reserve study field and will contact for recommendations.

E. Bylaw Review Proposed Revisions (Committee Report)

- a. The above committee has made some significant progress on what is needed going forward. Observations include:
 - i. Recommendations and amendments to the 1967 bylaws are necessary.
 - ii. Profitt (outside attorney) recommends clarification of Association and owner responsibilities on insurance coverage and repairs, with attention to the deductibles when multiple units are damaged by an event.
 - iii. Notice of Board meeting need to be disseminated to owners. A website bulletin board could be used for this requirement.
 - iv. And while non-emergency meetings can't be closed by calling them executive it may be permitted to require topics to be submitted in writing and included in the agenda.
 - v. The Committee proposes to offer the revised bylaws in as durable form as possible and to offer a mechanism for resolutions that agree, but are outside of the bylaws.
- b. A motion was offered and unanimously approved for the Committee to proceed with the above undertaking.

F. New Business

- a. There is some discussion about the correct handling of bathroom fan ventilation for the third floor. An instance of a blocked fan was identified, and this could present a heat issue.
 - i. Ventilation of these fans is into the attic space through louvers on the east side peaks and should be adequate if not modified.
 - ii. Blocking of the bathroom fan outlet is not acceptable and should be monitored by the owner.

- iii. Any unit owner can ask GBTS to do an inspection. It is not clear whether running a duct to the east end is necessary.
- b. Some of the other associations have created websites to which owners can submit questions, concerns, or other items of interest. We believe this would be a very useful information tool but are unclear who would manage the site, and what the projected cost is. Paul will provide a contact from GH that can provide information on the creation and management of a website.
 - i. The above could also be used to communicate special events such as Board meetings, Committee meetings and recreation opportunities. It's also a place to list board members and committees with contact information. Documents and by-laws could also be here for easy access to owners.
 - ii. A motion was offered and approved to form a committee to improve communication to be chaired by Alice Chisholm. Teresa Thomas (Unit 491) has indicated interest in serving on this committee. Anyone interested in joining this committee should contact Alice (atchisholm@comcast.net).
 - iii. It was generally agreed that a midyear owners meeting would be desirable and this committee will make a recommendation about the time and venue.
- c. Many owners expressed interest in pursuing improvements with landscaping. Marc Weaver will chair this committee. 1st meeting will be held March 19 at PV. Come prepared to walk around outside.