

Channel Island Marina Association (CIMA)

Board Meeting Minutes

Channel Island Marina Association (CIMA)

Board Meeting Minutes

Date: September 30, 2026

Time: Meeting called to order at approximately 6:30 PM; Adjourned approximately 7:47 PM PST

Location: CIMA Board Room (above the gym)

Meeting Type: Board Meeting

President: Bill Nicholson

Secretary: Nate Hines

Treasurer: Dana Jacobs

Attendance

Board members present included Bill Nicholson, Dana Jacobs, and Nate Hines.

A quorum of the Board was present.

Community members Liz Christie, Christy Miller, Susie Hasty, Nancy Wilder, Katie Schnell, and Doyle Miller also attended.

Call to Order

The Board Meeting of the Channel Island Marina Association was called to order at approximately 6:30 PM by Bill Nicholson, President.

Nate Hines noted that the meeting was being recorded and transcribed for purposes of preparing the minutes. Attendees were informed that comments captured in the recording would be used for the meeting notes.

Welcome and Opening Remarks

Bill Nicholson thanked the many community volunteers who support the Association through maintenance work, landscaping, events, and committee participation.

Bill noted that recent months had included several repair needs and planned community projects. He also recognized residents who would be away during the winter and expressed appreciation for their continued involvement.

Approval of Prior Meeting Minutes

The first order of business was approval of the June 2026 Board meeting minutes.

A motion was made by Dana Jacobs and seconded by Nate Hines to approve the minutes. The minutes were approved by voice vote.

Secretary's Report

Nate Hines, Secretary, reported that the prior meeting minutes had been posted and the Association website had recently been updated.

Nate reported that the Association is using an automated monthly process to identify homeowner and boat-slip insurance policies that are approaching expiration or for which renewal documentation has not been received.

The Board discussed establishing an automated reminder approximately 30 days before a policy expires. Residents may submit renewal documentation electronically, including by providing a photograph or electronic renewal declaration. The Association's primary objective is to confirm that required coverage remains in effect and that CIMA is properly identified on the policy.

At the time of the meeting, nine insurance records were outstanding, primarily involving boat owners. Residents and boat-slip owners are reminded to provide insurance renewal verification promptly.

Treasurer's Report

Dana Jacobs, Treasurer, presented the financial report as of August 31, 2026.

She reported a checking account balance of \$36,076.10, a reserve account balance of \$71,062.31, and a security deposit account balance of \$5,165.42, for total Association funds of \$112,303.83.

Non-regular expenses included \$650 to Jones & Roth for tax preparation, \$125 in organizational dues, and several smaller reimbursements for a hose and happy-hour food. No other significant expenditures were reported for August.

Committee Reports

Architectural Review

Nancy Wilder reported continuing concerns regarding the cleanliness and condition of two boats/boat slips.

The Board agreed that these conditions should not be ignored and discussed the responsibility of slip owners to ensure renters comply with applicable community standards.

Bill will review the current bylaws, draft notices to the affected slip owners and renters, and circulate the draft to Board members for review. The notices will reference the applicable bylaw language and address the cleanliness and maintenance of the boats.

Bill will send the approved notices on behalf of the Board and Dana will follow up by telephone if no response is received.

Maintenance

The Board reviewed a recently resolved sewer check-valve blockage. The obstruction resulted in a significant service expense, but it was successfully removed and the system is currently operating.

Residents are reminded that only toilet paper should be placed into toilets connected to the honeypot system. Other materials may block or damage the sewer system.

Winter maintenance coverage was discussed because regular maintenance volunteers will be away for part of the season. Residents should report maintenance needs to a Board member so that an appropriate volunteer or service provider can be coordinated.

A gas blower and lawnmower are available for volunteer use. Mowing outside the gate may be required through October or November and is expected to resume around March.

Additional work is needed to remove roots from the sewer-field surface. The work requires carefully removing the upper layer of river rock, extracting the roots without damaging buried pipes, and restoring the layered gravel surface.

Volunteers will attempt to remove the remaining visible roots by mid-October. Residents assisting with this work should exercise care because pipes lie beneath the surface.

The Board also discussed better documentation of emergency procedures, including the location and operation of the main water shutoff. A short video or other readily accessible resource may be developed to help newer residents respond during an emergency.

Landscaping

The landscaping committee reviewed Arborvitae bushes near the buildings that have become increasingly tall. An estimate of approximately \$790 was received to trim them. No action was approved, and the Board will continue to monitor the trees and consider whether they might be trimmed during future roof work.

The landscape contractor will be asked to cut the large beach grasses to ground level.

The contractor was also asked not to begin blower work before 8:00 AM. The request was made to minimize disruption to neighboring properties.

Residents were thanked for helping maintain watering during the dry season. Watering will generally be reduced when regular rainfall begins, although evergreens and other plantings may require continued attention depending on conditions.

Emergency Preparedness

Liz Christie and Nate Hines will organize the scanned materials from the emergency-preparedness workshop and place them on the Association website.

The materials will be shared particularly with newer residents and Board members. A possible podcast or other recorded discussion, that would be posted on the website, was also mentioned but was not scheduled.

Security and Access

Nate Hines reported that a process has been identified for keeping the entrance gate open during community events. He will demonstrate the process to the appropriate residents before the next event requiring extended gate access.

The gate operates independently of the Association's Wi-Fi network. Access codes, the call box, and emergency codes should continue to function if the Wi-Fi network becomes unavailable.

Nate reported that the Wi-Fi extenders supporting the gazebo cameras and other systems have become less reliable. The extenders are being used over distances beyond their intended design, and intermittent signal loss may prevent the gazebo cameras from recording.

Nate will evaluate options and costs for replacing or upgrading the receivers and extenders. Any proposed investment will be brought to the Board for discussion.

Green Team

An update from the Green Team noted that Nancy Hayes and Kris Hines are developing updated recycling posters for the gazebos.

The posters will use practical examples to clarify which materials can and cannot be recycled. Residents are reminded that when there is uncertainty about whether an item is recyclable, it should be placed in the trash to avoid contaminating the recycling stream.

The community's current waste provider continues to accept shredded paper in a closed bag. The bag may be stapled closed.

Reserve Planning

Bill Nicholson and Doyle Miller will meet with the reserve-planning team to establish priorities for 2027.

Potential projects include sealing the concrete docks, possible asphalt sealing, and repairs to deteriorated pavement between the gazebos. Asphalt sealing may be deferred depending on petroleum prices and project costs.

The proposed concrete-dock work would be completed in sections. Each section would be cleaned, allowed to dry, and treated with a penetrating sealant. The project is expected to rely on volunteer labor, including assistance from both homeowners and boat-slip owners.

The Board will communicate the proposed 2027 plan after the reserve-planning team completes its review.

The Board also discussed appropriate pressure-washing practices. Residents who pressure-wash the concrete dock are asked to use a lower-pressure setting, approximately 1,600 PSI, and avoid placing the nozzle close to the concrete surface.

Higher pressure and concentrated nozzles can remove or damage the concrete surface.

Social Committee

The Board agreed to add the Social Committee to the official committee list. Members identified were Erica Aeby, Nancy Hayes, and Kathy Nicholson.

The Christmas Progressive Dinner was confirmed for December 6. The committee will invite additional residents to host so that those who hosted the summer event are not asked to host twice unless they volunteer or additional hosts are needed.

The Christmas Ships event remains scheduled for December 13.

Old Business

Boat Wake / Signage / Buoy Discussion

The Board continued discussion regarding wake-related impacts and mitigation efforts.

Paige Stoyer has been communicating with the Oregon Marine Board regarding potential signs and buoy placement. No final solution has been identified.

Options discussed included signs on bridges, shore locations, and pilings. The Marine Board indicated that elevated signs near the tops of pilings may be more effective than lower signs.

The Board also discussed the potential value of signage near the entrances to neighboring marinas, where boat operators might see the message before entering the area near CIMA.

The Board intends to continue evaluating available options, with the goal of identifying an approach before the next boating season. No sign design, placement, or expenditure was approved.

Electronic Architectural Request Form

Nate Hines reported that the architectural request form has been converted to a fully electronic process and will be hosted on the Association website.

Homeowners will complete the form online and may upload supporting photographs. The request will be routed to the ARC Committee / Nancy Wilder for review and recommendation before being forwarded to the Board for final approval.

Completed requests will be time-stamped and stored electronically in Google Drive. The process is unchanged, only that it is now paperless.

Boat-Slip Electrical Metering

The Board reviewed the trial of portable inline electrical meters as an alternative to replacing the complete boat-slip meter system.

Two portable meters were purchased for approximately \$75 each to address slips with nonfunctioning meters. The devices plug into the existing outlet and display both cumulative and current electricity use.

The meters do not require hardwiring or installation by an electrician. If the devices remain reliable, broader use could cost substantially less than the approximately \$15,000 previously discussed for replacing the entire system.

The trial will continue before the Board makes a decision. Bill Nicholson has kept Phil Papworth informed and provided him with documentation regarding the meters. The board expressed appreciation for those who have worked hard to identify options to address failing meters.

Recent Repairs

The Board reported that the necessary propane meters were replaced in July.

A failed contactor affecting lighting on the downstream half of the marina was also replaced. The repair resolved the previously reported buzzing and lighting issue.

The sewer check-valve blockage discussed during the Maintenance report was also resolved.

New Business

PGE Pole Replacement

PGE plans to replace three transmission poles in the northwest corner of the boat-trailer lot.

Several boat trailers have already been moved, and one remaining trailer must be relocated. Residents should remain outside the coned-off work area.

PGE must first trim trees and remove brush to gain access to the poles. The company is also reviewing permitting requirements because the work area is a protected wetland.

The full project schedule remains uncertain. PGE indicated that initial tree-trimming work could begin within approximately one to ten days, but permitting requirements may delay the complete pole replacement.

Dehumidifier Inspection

The Board discussed having TerraFirma inspect the dehumidifier periodically.

Katy Schnell agreed to contact TerraFirma regarding an inspection.

Holiday Decorating

Community holiday decorating was scheduled for Saturday, November 21, at 9:00 AM.

Liz Christie will inspect the stored lights and decorations beforehand to identify any items that need to be repaired or replaced.

Electronic Boat-Slip Rental Agreement

The Board discussed converting the boat-slip rental agreement to an electronic form.

The current agreement contains duplicative and unnecessary information. The Board will review and simplify the content before the form is placed on the Association website.

Once the electronic agreement is finalized, the new process will be communicated directly to boat-slip owners.

Community Directory

The Board requested that the combination for the gym and office key box be added to the notes section of the community directory during its next update.

The access combination should remain limited to the controlled community directory and should not be included in publicly posted copies of the meeting minutes.

Utility Costs and Conservation

The Board discussed a notice from PGE regarding increasing electricity rates.

Rising electricity and water costs may increase Association operating expenses and could affect future HOA dues.

The Board discussed identifying conservation measures that would reduce expenses without eliminating necessary services.

No formal conservation program was approved.

Wood-Chip Distribution

PGE is expected to produce wood chips during the pole-replacement project.

The Board discussed retaining the chips for Association landscaping projects. Possible uses include refreshing the Bobcat Trail and replenishing the existing chip pile.

Priorities and volunteer distribution arrangements will be determined after the amount of material is known.

Business from the Floor

Dana Jacobs reported receiving a message from Speedy regarding prior septic-related service at the property.

The Board discussed whether Speedy may previously have performed pumping as a subcontractor to the Association's septic service provider. No change in service provider or further action was approved.

Upcoming Social Events

Holiday Decorating, November 21, 9:00 AM

Progressive Dinner, December 6

Christmas Ships Parade, December 13

Adjournment

There being no further business, President Bill Nicholson adjourned the meeting at approximately 7:47 PM, based on the end of the meeting recording.