

Channel Island Marina Association (CIMA)

Annual Meeting Minutes

Date: March 1, 2026

Time: Meeting called to order at approximately 2:02 PM

Location: Home of Deb Danielson & Len Panas

Meeting Type: Annual Membership Meeting

President: Bill Nicholson

Secretary: Dave Bartz

Treasurer: Dana Jacob

Attendance

Present in the room were (slip numbers follow):

Dave Dunbar (1); Katie Schnell (2); Bill and Kathy Nicholson (3); Kris and Nate Hines (6); Ted Conrad and Erica Aeby (7); Susan and David Bartz (8); Sandy Anderson and Nancy Wilder (12); Liz Christie and Dana Jacobs (14); Len Panas and Deb Danielson (17/18/31), Brian Jarvis (19); Matt Ellington (34) and Denise Dean (CIMA business manager).

Present by proxy were slips 2, 4, 5, 9, 11, 13, 15, 16, 26, 36 and 38.

Call to Order and Quorum

The Annual Meeting of the Channel Island Marina Association was called to order by **Dave Bartz**, Secretary and Board Member. Dave Bartz confirmed that a quorum was present, with approximately 7,800 votes represented, satisfying the requirements of the Association's governing documents.

Welcome and Opening Remarks

Bill Nicholson, President, welcomed members and thanked everyone for attending. He expressed appreciation to Len & Deb for providing the meeting space and noted that the room was the largest available at the marina. President

Nicholson confirmed that agendas were available and additional copies were distributed.

President's Report

President Nicholson reviewed major milestones from the past year, emphasizing the purchase of Slip 20, which prevented future residential development and preserved the character of the marina. He described the multi-year effort and acknowledged Susie Hasty and Dave Bartz for their contributions, specifically recognizing Dave Bartz for his legal work in documenting the agreement. He explained that next steps include amending governing documents to remove developer rights, extinguishing approximately 400 developer shares, and conducting a mail-in vote later in 2026. President Nicholson also reviewed infrastructure and safety improvements, including a Wi-Fi-based gate system, installation of security cameras, and completion of the final fire standpipe replacement. He concluded by recognizing committee volunteers, with special appreciation for Katie's extensive hands-on maintenance efforts.

Prior Year Meeting Minutes

Secretary Bartz explained that the bylaws require the reading of the prior year's meeting minutes unless waived. A motion was made by Kris Hines and seconded by Nate Hines to waive the reading and accept a verbal summary. The motion carried by voice vote, and a narrative summary of the prior year's meeting was provided.

Administrative and Secretary Updates

Secretary Bartz reviewed upcoming bylaw amendments related to Slip 20, noting that some changes require approval thresholds as high as 97 percent of all shares and will be conducted via mail-in ballot. Members were encouraged to respond promptly. He also reviewed liability insurance requirements for homeowners and boat owners of \$500,000 with CIMA as an additional named insured and discussed the Association's lease with the Oregon Division of State Lands, including long-term considerations regarding potential future rate adjustments.

Treasurer's Report – 2025 Financial Review

Dana Jacobs, Treasurer, presented the 2025 financial report. She reported that the approved 2025 budget was \$135,770 and actual expenditures totaled \$131,010, resulting in the year ending under budget. She explained the distinction between operating and reserve expenses and confirmed that reserve funding remains adequate to support long-term capital needs.

Proposed 2026 Budget

Denise Dean, in partnership with Treasurer **Dana Jacobs** reviewed the proposed 2026 budget, explaining that operating expenses determine annual dues. Proposed operating expenses total \$141,957, with an annual reserve contribution of \$40,000, based on 9,775 total shares. She also discussed challenges with aging boat slip electrical meters and outlined options under consideration, including a potential transition to flat-rate billing, which will be further reviewed by the Board.

Committee Reports

Architectural Committee

Chairperson: Nancy Wilder

Nancy explained that her role is to ensure the marina remains compliant with the bylaws and architectural standards while remaining attractive and well maintained. She described her annual walkthrough process, typically conducted in May, during which she reviews cleanliness, exterior appearance, and compliance. Observations are documented with assistance from **Sandy** and shared with the Board for review. Nancy noted that few issues arise and that most are resolved cooperatively. Members were reminded to submit Architectural Review Forms for any exterior changes, including decks, paint, roofing, or attachments.

Emergency Preparedness Committee

Chairperson: Liz Christie

The committee reviewed available emergency equipment, including life jackets, shepherd's hooks, throw-rope bags, and AED units. Discussion included prior

efforts to maintain household emergency binders and the decision to instead maintain binders at the Board level. Members discussed emergency contact information, neighbor support, and emergency signaling methods such as banging on pilings. An AED demonstration video was shown, and members discussed the importance of calling 911 first and asking for help.

Landscape Committee

Chairperson: Dana Jacobs

Dana reported that the Association is in its third consecutive year with **no rate increase** from Pacific Landscape. She noted that the marina's size makes it difficult to attract alternative vendors without significant cost increases. Natural challenges, including beaver activity and tree loss near the river, were also discussed. Dana commended Katie for her ongoing efforts in the yard.

Maintenance Committee

Chairperson: Katie Schnell

Katie reported that overall maintenance conditions are good. She discussed a hole beneath a ramp near the boat slips, which has been reviewed and is scheduled for attention. Rotting wood in portions of the gazebo decking was also identified as a future maintenance item.

Reserve Committee

Chairperson: Bill Nicholson

The committee reported ongoing monitoring of long-term capital needs, including asphalt conditions on the road between the gazebos. Prior seal-coating work and its limited lifespan were discussed, with timing and costs being tracked for future replacement.

Security Committee

Co-Chairs: Dave Bartz and Nate Hines

The Security Committee reported the installation of a new hard drive, increasing camera footage retention to approximately 25 days. Coverage areas were reviewed (gate, upriver parking lot, downriver parking lot), along with reminders

to avoid gate tailgating and to use one-time access codes for vendors and deliveries.

Green Team

Chairperson: Kris Hines

Kris Hines reported that the Green Team is seeking additional volunteers and discussed potential food composting options, including pilot programs and coordination with the City. No decisions have been made, and member interest will guide next steps.

Required HOA Votes

President Nicholson called for a vote to waive the annual financial audit as permitted by Oregon law. **Secretary Bartz** made a motion to waive the audit and it was seconded by Nate Hines. The motion carried, with no opposed. He then called for a vote to ratify all Board actions taken during the prior year. **Secretary Bartz** made a motion to ratify the Board actions which was seconded by Kris Hines. The motion carried unanimously.

New Business

Members discussed the timing of the annual progressive dinner, including whether it should continue in December or be held during another season. Various perspectives were shared, and no formal motion was made.

Election of Board Secretary

President Nicholson opened nominations for Board Secretary. **Nate Hines** volunteered to serve and was elected by unanimous consent. President Nicholson thanked outgoing Secretary **Dave Bartz** for his six years of service and noted that a donation had been made in his honor to the Borland Free Clinic.

Adjournment

There being no further business, President Nicholson adjourned the meeting. Members were invited to remain for refreshments and informal conversation.