

Highlands Homeowner's Meeting May, 2012

Board members present: Jennifer Durand, Chair, Joe McCully, Treasurer, Terrie Chrones, Secretary. Kim Murphy absent. Greg Gumbs, Mark Campbell, Property Managers were present.

HOA owners present units #: 128, 216, 218, 425, 404, 121, 314, 101, 214

Meeting start: 6:30

Motion to approve April Minutes, seconded, and passed.

Financial report: Joe

We received a check from the Insurance Carrier with regard to the repairs for the Storm. We have cancelled a recurring advertising yellow pages charge which was ongoing if not cancelled. We are continuing to put \$5000 into the reserve account.

Property Manager's report: Mark/Greg

Storm damage report: Brigham has/is repairing the catwalks, pole, and windows damaged in the storm. The hole in the roof will be finished soon. The two 'hot items' of decks which were shown needing immediate repair are done. There is a request for \$1500 to hire an engineer to analyze and 'fine tune' the Palmer report which surveyed all buildings. Storm damage 117-124 Treehill is cleared up. Tree damage has been removed from property, as much as possible, we are responsible for clean up, insurance does not cover that. Gutters damaged by the storm will be worked on soon. The entire property grounds will be slated for spring cleaning this month. Pool should be open by Memorial Day.

Unit 112 Treehill has a refrigerator on the deck, Joe will call and ask owner to remove. Other hot spots will be noted, to remind owners to clean up areas as asked. Greg will follow through with a list.

HOA has a claim against NW Lawns, therefore a collection agency is going to handle the claim and see what they can collect.

Pest control review; Good Earth was overcharging HOA three times as much as competitors, therefore we switched companies. We have a local company. HOA guidelines are being followed. A request from the floor followed asking for MSDS sheets, and making sure the company selected doesn't use harmful procedure. Greg assured and will provide MSDS forms to the board to have on file. These are also linked to our inspection reports and why we are doing work underneath the buildings per their recommendations.

Laundry machines are all cleaned and anchored, vents are clean. The next flyer will alert homeowners with Laundry/dryers IN homes to check they are appropriately installed, if not fix. Property managers are willing to help you inspect your units. Contact Highlands office.

Owners of #309, #314 requested to remove tree debris from the back of their units. The question went to safety, and aesthetics. The managers'/Board response was to make sure the request is within our property line. Greg and Mark will meet with HOA owners to look at the situation.

Call to Public:

One owner asked about putting in a ductless heat pump, or similar system. The PM will help owner with specifics and guidelines which have been established.

Extensive discussion of the paint purchased in past for the catwalks, was it a waste or not. This discussion was tabled, the board recommended to the owner to see if she could help sell it. The paint will not be used on site; it no longer fits plans and long-range use.

New Business

Time sheets to be used by all employees, and to define and allocated the appropriate project expense related to the use of time; Greg will speak to all who use forms.

The Board requested that the PMs send regular weekly bullet point emails of what work took place, including a weekly walk-around of the property.

Dave Koestler/owner presented idea to have an architect draw up scenario plans for replacing fireplaces with window units for those interested. The plans would then be pre-approved for anyone wishing to switch out their fireplaces, at their costs. He asked Board to review and discuss at the next meeting. Dave will try to have architect work for best price. The Board will consider the feasibility of the request, if there is enough potential interest to warrant paying for plans. The Board thanked Dave for a farsighted idea. A census of owners will help determine if this direction is appropriate at this time.

There was an additional idea for those interested in replacing their fireplace with an insert of electric fireplace. The board is building a menu option, for the community to consider, for those want optional use of the fireplaces beyond presto-type logs.

Kim Murphy has resigned due to work and personal reasons. Kim has given many hours of research and dedication to the HOA and Board and we thank her for her dedication.

Please contact the office if you would like to see the Palmer inspection reports.

Planning committee:

There were specific questions of financing for the action plan. Any areas to work on will be planned. This is a good opportunity to make a prudent decision. Our special assessment account is earmarked for roofs, laundry, pavement, and foundation work. We have saved money beyond what initially projected, and the roofs were under projected at the time. We have upcoming issues of paving, and need to keep the funds as designated.

We have a very important and large cost ahead for painting and prep of all 16 buildings. This is going to be the top priority in helping to preserve the longevity of all buildings. One of the most cost effective approaches will be to have a contractor who will manage and stage the work from start to finish to ensure continuity and completion of the project. Any future Boards or property managers will have a plan to follow.

Coinciding with this plan, the board is reviewing HOA income to determine an increase in dues. The board has no desire for a special assessment. At the June meeting, the board will present an increase and project budget—we will mail out a separate letter addressing the increase and the plans.

The board has vacancies, and requests your involvement, attendance, and support.

Meeting adjourned: 8:30 T. Chrones