

## **Highlands Condominium Monthly Meeting minutes**

September 20, 2012

Board members Terrie Chrones, secretary, Joe McCully, Treasurer, present. Mark Campbell, Greg Gumbs, property managers, present.

**Roll call:** units represented: 312,404,224,421,104,313,218,128

**Minutes** seconded and approved.

The Board welcomed Phil Abbot who has graciously agreed to join the Board to fill out Jennifer Durand's term. Joe presented to the audience a reminder that flyers and notices indicate we still need a full board, with support, energy, and input. He also said long terms are not needed, short stints work too.

### **Financial report:**

1. Profit and Loss comparative was handed out. We show a high repair, \$4000 to painting. Each of the two buildings painted cost is approximate \$11,800 and dry rot repair \$4800 for both. This can give us a forecast for painting budget for the rest of the building over the next year/s.

2. Therefore, this is why we are considering a dues increase. We as HOA< must need to cover increased costs, not only in painting but general utilities and need to generate more revenue. Right now we are continuing to contribute \$6000 monthly to reserve account which is \$72,000 towards painting and repair.

3. Our budget of last year forecast compared to actual costs is variable. Joe indicated a plan to sit down with our bookkeepers at Bottom Line to get their expertise and help build the budget for the yearly meeting.

Insert: (at the end of the meeting for clarity put here): Mark will look at figures, and will have a discussion in October for our projection of dues revenue of a 10% and 15% increase

### **Property Managers' reports.**

#### **Painting**

Greg: 133-140 Treehill is almost done painting. 217-224 Trailside is complete. The main goal of painting is to 'protect the envelope' of the buildings as that is our first defense for repair and weather related issues. Group one did a "fantastic job", low impact on residents. All punch elements on the proposal were met. This contractor is a full service with repair and paint. The second contractor on Trailside did a good quality work, putting on peel bond which is a damage repair base before painting. This contractor is a sole proprietor business, on site work by owner. Greg scheduled two different painters for comparison and bids. He will make his

recommendation for future work; a main goal is to have a contractor with contract in place to begin painting again as soon as weather opens up in the spring. This is also why dues increases are planned so we have a guaranteed budget of income to secure a good contract for all.

Greg noted that we struck a monetary reason and compromised to use peel bond over removing damaged siding on one building. Repaired the most we could. In the future we will project in the budget, to have an onsite carpenter to work at a lower rate for our buildings. Again, this example validates a goal for the yearly build-in of budget.

**Gutters:** American Seamless did an excellent job, great vendor.

**Chimneys:** Weber Chimney inspections are now up and running. They have reasonable success getting into units. They will furnish a final report which includes the dryer vents in private units.

Any concerns, and chimneys indicated to have conditions will be reported and unit owners notified.

### **Woodcutter building.**

This is an on-going project our managers have been investigating and ordering throughout the summer. It is necessary to have in place a certified soil analysis, for when permits are entered for structural work at the city, we indicate we have expansive soils. Level of city scrutiny is increased. Extensive floor discussion and clarification: Greg has been in touch with prior workers and Jackson Broderick the engineers who suggested a company for the soil analysis. Once the soil report is done, process is 3-4 weeks out to develop drawings and get permits, so actual work will be ready early spring when weather abates. We will request of past engineers, and the current company to tailor the project and keep the report lean. This is a site specific report and will however; give us a template for future buildings if needed. While remediation is focused on the end units, the whole building is reviewed by the team and Greg.

### **Mark: General**

Having successfully kept **the pool** open for our fine weather, we will close the pool at the end of the month.

**Travis** is done with decks on Stonewood, he will keep moving on carpets and pressure washing. We are not going to replace carpets at this point. There was extensive floor discussion, regarding type of carpet, and winter traction. The past carpet used revealed wood in good shape when pulled. The Board and managers understand the carpet issues, yet must allocate our funds in the best way. Note: if you have significant carpet issues, such as fraying or loose, let HOA know.

### **Old Business:**

Joe reviewed the firewood burning policy from last year. The policy was put in place due to structural reasons of the type of fireplace installed when the units were built. The policy is

enforced: only presto type logs are to be burned. Clean up the cordwood. The Board directed PM to create a letter about non-burning of cordwood and buy back within a fixed short time, anyone who has cordwood, or get rid of it.

### **Carports**

The discussion of wood stored led to the next item: carports. Not only should wood not be stored in the carports, nothing else should. The carports are common areas and are not storage areas. Thanks to the units who temporarily moved goods off decks to carports while two buildings were being painted. It is time for them, and all other units to clear these areas, of unsightly and insect-attracting items. The Board directed the PM to note units which are storing and craft a notice to enforce and remove goods.

### **Call to Public**

Mike Ireland noted a continual problem with 148 Treehill. Beer cans and offensive garbage are being dumped off their deck. Ireland has picked up some himself. The Board directed both PM to appear at the unit and talk to them about behavior and grounds refuse, with a letter to the owners and renters send. If behavior continues fines will be imposed.

There was some discussion about recent speeding up the hill, and drag racing the other night in the cul-de-sac below the rec. center. Please report and note any speeders!

In closing, Terrie reminded the audience that work gets done here if the Board not only supports and directs the Property managers, the Board reviews and signs the checks for all employees and contractors. Work in our community happens only with a board with a quorum to approve motions, it happens with informed residents.

**With a closing reminder we need Board members, two in the audience stepped up for the short term to join the Board. We thank them. They are: Mike Ireland and Jonny Comes**

**Secretary note:** We still need Board names. When some current members' terms age out, it is preferable for the HOA to have a short list of continuing leadership for the board. Please give us your names. You need not commit to a full year. We do not want to be left short in the future, and truly you learn about your community by serving. We are proud of the recent work to solidify processes and build capital. Greg also thanked Jennifer in absentia, for her initial vision to bring this community back into the black.

Thank you to those who attended. Meeting adjourned 7:30

T. Chrones, secretary