

## **Highlands HOA monthly meeting October 17, 2012**

Meeting attended by Full board, and Mark Campbell. Greg Gumbs, excused absence.

Owners present at sign in: 314, 420, and 202

Initial discussion of sharing the chair between Terrie Chrones and Joe McCully until the end of their term. It was motioned, but tabled to avoid voting conflicts.

Minutes approved and seconded.

### **Treasurer's report;**

We are continuing, as practice, to put \$6000 a month into account; for use.

Joe's focus this month was presentation of long-term financial projections and activities with an assessment proposal. He worked with Mark and Bottom Line to project work to be done and other expenses. This worksheet is in the office; copies were handed out to audience. His recommendation was to increase dues \$15% as of December in accordance with HOA guidelines and Board authority.

**It was moved and seconded to accept the 15% increase, to include a 15% renter's surcharge, and build in an annual CPI increase. The vote was for the increase. This is effective December 1, 2012.**

Eric at Bottom Line will receive this indication to increase as of the December billing.

Joe is also reviewing a comparison of our insurance coverage. Right now we will be with our current provider on a month-to-month basis. Once comparison is complete we will determine to switch or stay with current provider.

### **Property Manager's report**

Mark revisited the engineer's report for Woodcutter, structural engineer for scope of work. The soils engineer will focus on specific area of the problem, reducing the costs from \$6,981 to \$5,049. Structural engineers will accept their report. The Board agreed with Mark's recommendation to proceed with the engineer report.

A fire policy text, to create a clear wording, was requested by PM. Some floor discussion for clarity, audience was reminded this was a policy in discussion and voted on last year. Extensive discussion of enforcement, and fine structure; the policy is for safety the complex. Tied into the discussion was the chimney inspection; as of Wednesday only 30 units were not inspected. By Friday October 31, the inspections will end. Units or owners who could not be reached after two contacts the owner must pay for inspections. Weber will be paid on a basis of number of units inspected. These names will be part of a no burn list until proof of either repairs or clean inspection is provided. No burn list would be part of any escrow papers requested.

After discussion, the Board's policy and fine structure to be put into the no burn flyer, and Mark will update the webpage on charges.

## Burning Policy

**The burning policy is only compressed logs, i.e., presto logs style, will be allowed to be burned in the fireplaces. If hardwood or other unauthorized burning occurs, the fine will be assessed at \$50 for first offence and \$100 for second. In addition, this applies to any no-burn chimneys, with a first offense of a warning, and the second offense is a \$500 fine.**

Joe will clarify with lawyer our policies and penalties should we have negligence.

Mark and some Board members will do a walk-around the property this weekend to survey work being done and general complex.

The downed light at the beginning of our complex: someone came North on Willamette street, crushing the light pole by the sign. Mark tried to trace the car, but could not. Brigham will replace the broken pole.

Greg was excused-absent, and Mike Ireland read his written report. The fireplace policy posting with text request is covered above. **Mike also read a notice for approval: cleaning up of decks and carports. The flyers will be given to specific units, including a mention to review HOA bylaws about the Highlands regarding storage on decks, semi-common and common areas.** The Board asked the date of November 15 for compliance be added to the flyer.

Painting is done on the two buildings from this fall. Greg recommending continuing with Northwest Siding for their manpower, and progress and work. (We were comparing two companies, see past minutes.) The intent is to negotiate fixed costs, and in the spring costs could be planned for. He suggests for investment of the siding and trim, to look at costs and re-negotiate a contract, to include in-house carpenters for some work.

Catwalks/Carpets: Requesting a pause in work to clarify the scope of process. Greg feels it is more effective to get a comparison bid for next week. The initial directive was for safety, addressing the carpets and foot traffic. It is not clear about replacement carpets, and we need to survey the catwalks and finished product. Mark added comments about how the process has gone, including replacing broken and rotted boards revealed when carpets pulled. The challenge is to replace whole areas, or primarily repairs for safety on a piece basis. PM are looking at a cedar sealer with a slight aggregate, and not put down carpets again. The Board discussed and agreed having the contractor apply this aggregate to the surface. Travis could work faster if other carpets are taken up.

**Directive:** the Board asked Mark and Greg to replace as needed the carpet for safety issues, and try the sealant. Travis will continue to pull rugs and power-wash. Greg is looking for a worker who will have transport and be able to then do the larger work, and haul away carpets.

Discussion: There has been a request by an owner to pull and replace carpets with their own hired worker. This was denied; exterior areas are the mandate and oversight of the HOA. In addition, other products are being looked at.

We are getting a secondary bid for concrete work for damaged breezeways.

**Call to public:**

Owner at 134 requested that carpets are a safety issue and requested Mark look at them.

Security Light at 217 is burned out, needs replacing especially as it overlooks a steep stair.

Owner had a damaged doorbell after painters worked on building; requested repair. Phil Abbot, Board member had one to share and will help.

No other comment and audience contributed during the meeting.

Meeting adjourned 8:10 p.m.

Thanks to new board members so we could conduct business. Thank you to one member who indicated possible interest in the future. **Next HOA meeting: November 14**

**Terrie Chrones, Secretary**