

**Highlands Condominium Association  
Minutes for bi-monthly meeting on April 09, 2014**

Board members present: Phil Abbott (Chair), Pat Lynd (Secretary), Frank Bocci (Treasurer), Mike Ireland. Absent: Tiffany Mellow

Guests: Mark Campbell (Property Manager)

Units present: 102,104, 108, 117, 119, 132, 153, 210, 212, 218, 304, 307, 312, 420, 426, and 427

Call to order: 6:30 PM - roll call - unit owners sign in.

Minutes from the February 12, 2014 Annual Meeting were approved by the board.

**Announcements:**

- As of Tuesday, April 8<sup>th</sup>, \$50,499 has been paid into the 2014 Special Assessment.

- Sadly we are losing two of our grounds keepers, Kamron and Conner Clark. They have done a great job of improving the overall appearance of the Highlands and we will miss their contribution. Both are re-locating to Arizona. A replacement (one person) has been lined up.

**Financial Report:** (Frank Bocci):

Frank Bocci briefly reviewed the financials for February and March, concluding that everything appeared to be in order.

Phil Abbott noted that Net Operating Income for the first quarter was \$42,074 or an average of \$14,074 per month over the first three months. This is great; however, paying for foundation repairs is dependent on this income, Special Assessments and pursuit of delinquent accounts.

**Lien Activities:**

We are continuing to aggressively pursue delinquencies. Once an account is three months in arrears, we automatically send a demand letter. If there is no response to the demand letter, a Lien is filed. If you receive a demand letter, respond to it immediately. Start a dialog with the Board. Maybe a lien can be avoided. Not responding guarantees that a lien will be filed.

In February, two demand letters were sent. One resulted in the delinquency being paid. The other resulted in a lien being filed.

**Review of 2014 Special Assessment Details:**

An announcement of a Special Assessment was mailed out with the April statements. The assessment of \$2,000 was included as a line item on your April statement. A summary of the assessment titled "Special Assessment Details" was

emailed to all owners on the email list prior to this meeting and was available as a handout at this meeting.

The chair reviewed the handout and answered questions from the floor. Owners were encouraged to pay as much as they are able before the end of May in order to reduce their monthly payment on any balance remaining on June first. A copy of the handout, the announcement letter and the Special Assessment Resolution is attached and made a part of these minutes.

**Committee Reports:**

**Foundation Repair Update:**

The first major phase of the Woodcutter repair has been completed. The five major foundation footings have been poured and are ready for the steel framing which will replace most of the interior columns. The building will be lifted for the completion of the steel work and will be lowered down onto the new steel framing prior to final repositioning of the structure. Lifting and moving is scheduled for mid May. The project should be completed by the end of June 2014.

**Comcast Update** (Pat Lynd):

We have been working hard on reaching an agreement with Comcast. They have offered several options, all of which involve extending the term of our contract(s). So far the best deal seems to be extending our existing Bulk Pricing Agreement two years at the following rates:

May 1, 2014, to April 30, 2015 at \$25.00 /mo.  
May 1, 2015, to April 30, 2016 at \$25.00 /mo.  
May 1, 2016, to April 30, 2017 at \$26.50 /mo.  
May 1, 2017, to April 30, 2018 at \$28.09 /mo.

Comcast is willing to offer further price concessions via an elaborate revenue sharing plan in which we share in profits when there are certain "thresholds" of owners purchasing additional services from Comcast such as Phone, Internet and Premium channel packages.

We may be able to make a deal with Comcast if we can limit it to a two year extension of our Bulk Price Agreement only. The Bulk Agreement expires on 11/17/2015 (approximately 20 months from today). We also have approximately 7 years to run on an Exclusive Provider Agreement with Comcast which we are not willing to extend.

If we can not reach an agreement with Comcast, the Board intends to continue our existing contract at its current rate until its expiration on 11/17/2015.

**Old Business:**

**Garbage Room Improvements** - The garbage rooms are being repainted and walls are being repaired. The "bumper boards" that protect the walls from the garbage and recycle containers are being replaced and lowered to match our new

garbage bins. The motion sensor lighting is also being replaced with new fixtures that light up instantly when you enter the room.

**Water Heater Replaced** – A new water heater was installed in the 125 –132 laundry room. Some of our laundry room heaters are aging. Please report any leaking to management.

**Washing Machine Leaks** – We have discovered at least two washing machines that have been leaking water on the laundry room floor. Some leaks are caused by coins and other object that lodge in the pump filters. Others are caused by doors that don't shut completely. *Please check your pockets before washing!* Please report any leaky machines to management. We will be having Coin Meter (our contractor) checking the machines this coming week.

#### **New Business:**

#### **Green Waste Area:**

After using the green waste area adjacent to Building 16 (423-422 Trailside Loop) for many years, it was recently discovered that the area where we have been staging green waste from tree trimming and dumping leaves is not our property but rather City property. The discovery came when we deposited some of the dirt excavated from the Woodcutter construction at this site, and someone complained to the City. The City came up, surveyed the boundary and determined it was their property.

We have agreed with the City to remove the soil and green waste as soon as possible and refrain from using the area in the future. Aside from the cost of removing the soil, future removal of green waste will be more expensive since we have lost our staging area and will have to remove our green waste by truck, rather than accumulating and chipping in batches.

#### **Renter's Fee:**

A new owner requested that the subject of Renter's Fees Be placed on the agenda. The owner stated that he did not believe that the fee was fair or legal. Lengthy discussion ensued. Members of the board explained the reasons for creating the fee which has been in effect for several years. The board defended the practice and does not intend to drop the fee. If there is a legal challenge to Highlands renter's fee, It will be referred to the HOA's Legal counsel.

#### **Property Manager's Reports:**

Phil Abbott:

#### **Carports:**

The carports were repaired by Steel Port, LLC on 3/7/14. The cost was less than their original quote since we asked them not to replace the fascia trims. The trims are not structural and they make it way more difficult to clean the tops of the carports. The trims can actually exacerbate

damage from falling limbs. If a limb strikes a single panel, the trim can cause damage to adjoining panels since they are mechanically connected by the trim. Total cost to repair the 4 damaged carports was \$2,878.00, a savings of \$274.25 from their original quote. This was charged to our Capital Improvement account. A fifth carport with slight damage was repaired by Kenneth.

#### **Tree Removal:**

A professional tree trimmer was engaged (for safety reasons) to assist our staff in removing several large trees at various locations on the property. They included removing storm damaged trees between the building and catwalks at 101-108 and 125-132 Treehill Loop. The fee for this assistance was \$400 which is being charged to our Landscaping Account.

#### **Dead Fall/Storm Cleanup:**

Our staff has been busy cleaning up the enormous amount of downed limbs and deadfall from the February snow and ice storm. In addition they have been removing old stumps and generally grooming the hillside along our main entry road.

#### **Pest Control:**

All buildings were treated for carpenter ants on 3/13/14. In addition, bait stations for rodents were placed in buildings 3 and 9 due to complaints of rodent noises from one resident in each building. Animal traps were placed in building 4 and 5 for suspected possum and raccoon presence discovered by our pest control contractor.

Mark Campbell:

#### **FHA Recertification:**

The Highlands is currently working on the recertification application for the FHA certification which expires July 2014. FHA certifications are good for 2 years and then a recertification application has to be submitted to allow for the examination of basically our financial health for lending purposes. Mark Campbell has taken on this task and is currently very close to finishing up the lengthy packet for submission. One noted thing about our recertification is the requirement of a letter around the recent special assessment explaining the purpose of the funds request as it is seen as a potential financial weakness of the Association.

#### **Call to Public/ Building Reps:**

Several questions and comments from attendees and Building Reps were answered during the course of the meeting.

Meeting adjourned: 8:45 PM

Next scheduled Regular Board Meeting is on Wednesday June 11, 2014

Patrick Lynd (secretary)