

**Highlands Condominium Association
Minutes for bi-monthly meeting on June 11, 2014**

Board members present: Phil Abbott (Chair), Frank Bocci (Treasurer), Mike Ireland, Tiffany Mellow

Excused: Pat Lynd (Secretary)

Guests: Mark Campbell (Property Manager)

Units present: 104, 121, 141, 149, 218, 224, 312, 314, 316, 417, 420, 421, and 427

Call to order: 6:37 PM - roll call - unit owners sign in.

Minutes from the April 09, 2014 Annual Meeting were approved by the Board.

Announcements:

- A property wide water shut off is scheduled for Tuesday, June 17, 2014 from 10:00 to 10:30 AM for a valve replacement.
- New grounds keeper Brent Rae working out well.
- Our House Keeper, Shanna Vowman is moving to North Dakota after many years of great service. She has been replaced with Rose Cryon who is Shana's daughter.

Financial Report: (Frank Bocci):

Frank Bocci briefly reviewed the financials for April and May, concluding that everything appears to be close to budget with the exception of Legal, and Utilities. Legal is up due to lien activities however, the net effect is positive to our bottom line.

Lien Activities:

We are continuing to aggressively pursue delinquencies. 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 which means the added expense of Legal fees to the delinquent owner. Two Liens filed in April have resulted in negotiated payment plans. An active lien is pending sale and is expected to result in full payment.

Review of 2014 Special Assessment Details:

As of Tuesday, June 10, 2014, \$144,563.95 has been paid in to the Special assessment by owners. This is over half of total Assessment. 58 owners have paid in full and 7 have paid half or more to reduce their monthly payments.

The Chair reminded attendees that payments to reduce monthly Special Assessment payments may be made at any at any time. If you want your payment recalculated as the result of an additional payment you must request it. If you don't recalculate you payment, the payments will simply end sooner, The Chair invited questions from the public. There were no questions.

Committee Reports:

Foundation Repair Update:

The Woodcutter repair has been essentially completed. The East half of the building was lifted and moved approximately 10" up hill towards the parking area. The building now rests on five major foundation footings which go all the way down to bedrock. Between the foundations and the building structure is steel framing which has replaced many of the interior post and pier columns. A supplementary foundation was created on the South East quarter of the building to match its original position. All that remains is the cleanup and replacement of exterior siding, batons and rain spouts which were removed during the construction. The contractors should be pulling out entirely by the end of this month. The Building committee which consisted of Phil Abbott, Ray Scocia and Frank Bocci all expressed complete satisfaction with the amazing job done by Dorman Construction, Ram Jack and SSW Engineers.

Preparations for foundation repairs for buildings 14 and 15 have been underway concurrently with the repair of building 12. Building 15 has been surveyed by SSW and Dorman Construction and discussions of several approaches have been discussed. Key to determining the type of repair which will be most effective relates to determining the depth of the bedrock below the buildings. Arrangements are being made to determine the depth of the bedrock at likely repair sites.

Comcast Update (Phil Abbott):

The Board failed to reach any satisfactory agreement with Comcast. We will continue our existing contract at its current rate until its expiration on 11/17/2015. At that time we will either negotiate a new bulk rate agreement with Comcast (or not). In the event we do not negotiate a new bulk Agreement, each unit owner would be free to continue with Comcast on an individual account basis or any other provider such as Century Link.

We have an "exclusivity" Agreement with Comcast which does not expire until 11/17/2020. We therefore can only enter into bulk pricing with Comcast until that agreement expires.

Old Business:

Garbage Room Improvements - 15 out of 16 garbage rooms have had holes in the walls repaired, bumper boards re-positioned, new paint and new light fixtures that actually turn on when the door is opened. New "how to" recycle sign are being installed. The last garbage room, 309-316 Woodcutter will be painted after the construction project there is completed.

Washing Machine Leaks – We recently repaired seven (7) leaky washing machine doors. In every instance, it was the machine nearest the laundry room door. These machines get more use (probably because it's such a long walk to the next

machine). In every instance, the leak appears to be caused by people leaning on or slamming the doors. The cost for repairs was \$651.43 Please help by not leaning on or slamming doors shut. Also, please use the far machine every once in a while. Walking is a great exercise.

New Business:

Green Waste Area:

The Green Waste area has been cleared and seeded. Elymus Glaucus, a native Blue Wild Rye grass beginning to sprout. The Highlands property extends approximately 4 feet beyond the pavement at the termination of Stonewood Drive. Just beyond the pavement is a spring and the ground is extremely soggy. Shortly after planting the area a car attempted to park in the soggy area and created deep ruts in the area. A rustic ranch style fence will be erected by our maintenance staff to prevent cars from entering the boggy area on city property.

Renter's Fee:

A new owner requested for a second time that the subject of Renter's Fees be placed on the agenda for further discussion. The owner stated that he believed the existence of a renter's fee was discriminatory and not appropriate. Spirited discussion ensued between the Owner, the Board and the Audience. Members of the Board and the audience explained the reasons for creating the fee. The consensus of those present was that the Community was free to make its own rules and that the charge was appropriate. The Board, again defended the practice and stated that it does not intend to drop the fee.

New Business:

Bulkhead Repairs:

The Building committee has identified several bulkheads that need to be replaced or repaired soon. We have obtained estimates from RGS Concrete, Dorman Construction and Ram Jack. We will be selecting a contractor or contractors and proceed on a "most needed first" basis.

Building Painting:

We plan to paint 2-3 buildings this summer. We entered into an agreement with NW Siding over a year ago to paint four buildings a year, however with the unknown expense of foundation repairs at the time we asked NW to do only three buildings last summer. We met with NW recently and they are very busy this summer but they have agreed to do 2-3 more buildings this summer, time and weather permitting. The price will be negotiated.

Non Moving Cars: We have had many complaints that there several cars which have not moved in years. The board will review the current rules and regulations and Bylaws and act accordingly.

Property Manager's Reports:

The application for FHA re-certification has been submitted. FHA certifications are good for 2 years and then a recertification application has to be submitted to allow for the examination basically our financial health for lending purposes. Items (among others) that could disqualify an association from re-certification include:

- Insolvency
- Excessive Special Assessments
- Greater than 50% renter occupied units
- Greater than 15% delinquencies over 30 days in arrears.

We are solvent

We have 36 renters (that we are aware of) or 28%

We have 14 delinquencies over 30 days or 11%

We are hopeful that we will be re-certified.

Call to Public/ Building Reps:

Window washing: An owner (not present) requested that we canvas owners who want their windows washed to join together and solicit a bulk pricing bid from a window washing company for those who want to participate. We will include a response form in the next mailing and via email to the membership.

Building Rep Welcome Letter: One of the building reps requested that the one page "Welcome" letter building reps are asked to provide to new owners and tenants be re-distributed to the building reps. This letter welcomes new owners and renters and points out a few of the house rules. It also directs the newcomer to full versions of the rules and regs available on the Highlands website
Meeting adjourned: 8:30 PM

Timeline for repairs of buildings 14 and 15: an owner asked if the repair of the Stonewood buildings would drag on for several years as did building 10. The short answer is no. It's the Board's intention to pursue the repair of these buildings as soon as practically possible.

Voluntary Grounds Committee: At Joe McCully's suggestion, a grounds committee will be formed to do a walkthrough of the property and identify violations and eye-sores such as inappropriate use of decks, parking areas and other common and limited common elements.

Next scheduled Regular Board Meeting is on Wednesday August 13, 2014

Post Meeting Note:

During the course of the meeting Frank Bocci resigned from the Board. The Board was canvassed by the Chair and was unanimous in accepting Mr. Bocci's resignation.

Tiffany Mellow (acting secretary)