

HIGHLANDS CONDOMINIUM ASSOCIATION MINUTES OF BI MONTHLY MEETING DATE: 12 October 2016

BOARD MEMBERS PRESENT: Joyce Curtis, Mark Musgrave, Marga Larson, Mike Ireland, Ellie Andrejko (newly elected tonite), Rick Ohlson

PROPERTY MANAGER: Mark Campbell

GUESTS PRESENT: none

UNITS PRESENT: 107, 421, 420, 313, 418, 148, 120, 153, 216, 426, 222, 210, 316, 429, 141, 303, 222, 127, 424,306

CALL TO ORDER: 6:33pm

APPROVAL OF PREVIOUS MINUTES: circulated to board members via e-mail, awaiting approvals from each board member to secretary.

ANNOUNCEMENTS: Marga advised that financials are looking good. For A/R, board is active on collections, with 2 units owing in excess of \$3600 each and foreclosure proceedings are in process. HOA is close to breakeven on income/expenditure. General call put out for members to be involved in 2017 Budget committee, which meets in November & or December. Please e-mail Highlands97405.com to register your interest to be on the Budget committee. Bank Account & signatures on checks are updated to provide for Marga, Rick & Mark as signatories. The Visa card is now received and Rick has it.

COMMITTEE REPORTS: Executive Committee met Sept 14, under Joyce's direction.

They identify need for reactivation of Cable TV Committee. Rick is chair of the committee and solicits all members who have interest to join the committee. They are charged with investigation of what Comcast charges members over the base rate, and is the base rate credited against the monthly-enhanced service, what number of homes use the cable at basic only level, or at enhanced levels or not at all.

Executive Committee asks to have the electronic communication data base level clarified.

Executive Committee asks to have Resident Owner versus Rental ratio clarified. This will be accomplished by both Property Manager & Bottom Line interaction.

Executive Committee identifies a need for the Board to have a “Board Orientation” training program.

Joyce advised the Executive Committee she is resigning as a board member at the October 12 meeting, and did so.

Executive Committee recommends the Board size increase from 5 members to 7 members; the Board accepted the suggestion, and the move to increase size will be addressed at the Annual meeting.

Next Executive Meeting is November 9

OLD BUSINESS: Rose comes to clean either once or twice a week during the year, based on the season. She cleans the breezeways, the Rec Center & Laundry Rooms. Some residents ask for increased coverage, but the Property Manager notes it will come at additional cost to the association. He noted we are charged fairly for what services she presently provides us.

NEW BUSINESS: Joyce Curtis tendered her resignation effective immediately and Elle Andrejko was nominated by Joyce and seconded by Rick to be on the board. Unanimous vote yes. The new Board positions are as follows: Marga is Chair, Mark is treasurer, Rick is Secretary, with Ellie & Mike “at large” members until the annual meeting in February 2017.

There is a new Insurance Committee established to review types of insurance and enforcements methods of mandatory insurance coverage for The Highlands & it’s residents/members. Ellie is the chair of the committee, and asks interested parties to join this committee by e-mailing interest to Highlands97405.com e-mail address.

The Highlands Condominium Annual meeting is in February 2017; proxy and Agenda will now begin to be addressed.

Mike brought up “First Response” activity for natural disaster events here at The Highlands. This will become a new committee with Mike as chair. He solicits residents to join and in turn receive training from the City of Eugene that can benefit our entire community when in need.

Joyce brought up the idea of needing to handle small debit/credit balances that currently exist, the purpose being to update our accounts receivable ledger. The idea is open to further discussion, and will require instruction by the board to Bottom Line. No definitive action taken at this meeting.

PROPERTY MANAGER’S REPORT:

A discussion on increasing frequency of grounds clean up was brought up by Mike, but the Property Manager noted it would not be cost effective.

A “Weekly Property Manager’s Report” idea was floated, but the Property Manager noted a redundancy in his reporting.

A Weekly Expense Report from Bottom Line idea was floated, but the Chair noted it is not the Board’s role to have this type of knowledge. No change at this time to Bottom Line reports.

FHA: we are FHA approved thru October 2018

EWEB Project: this is done per EWEB’s portion of the construction. The Highlands awaits asphalt repair/patch and construction of carport & shrubbery.

New Grounds person: Greg, works 15 hours a week, doing light maintenance. Kenneth Clark resigned in early September.

CALL TO PUBLIC: Rick Ohlson/405 Stonewood identified he will have installed by December 31 a ductless heating system. As HOA requires all projects over \$500 value be identified to Property Manager, this requirement is complete. Property Manager notes he will liaise with contractor as relates to placement, painting of equipment to match our brown.

Bob Watkins spoke on proof of insurance requirement. He asks the HOA to require a 1-year proof of policy to protect not only the association but our property owners as well.

NEXT BOARD MEETING IS SCHEDULED FOR WEDNESDAY DECEMBER 14

MEETING ADJOURNED AT: 8:13pm