

HIGHLAND'S CONDOMINIUMS BOARD OF DIRECTORS REGULAR  
MEETING December 13, 2017

Call to order 6:32 pm

Board Members Present: Marga Larson/Chair, Rick Ohlson/Secretary,  
Wayne Vincent, & Ellie Andrejuko. Mike Ireland absent with advance  
notice given.

Property Manager: Mark Campbell

Guests Present: none

Units Represented: 153,155 Treehill Loop

Committee Reports: The existent By-Laws Committee, while not active in  
2017, has By - Laws changes to be considered in the Annual Meeting 2018.  
This notice is one of the methods we are letting the Association know we  
have changes to the By-Laws and the Committee looks to have enacted on  
February 22, 2018 Annual Meeting. The By-Laws Committee (Chair is  
Marga, Rick is committee member at large) advised the Board there will be  
notices mailed out relevant to the Annual Meeting no later than mid January  
2018.

Executive Committee: did not meet

Financials were gone over by Ellie, with a notation at present the  
Association is on target for the year's budget.

Ellie has brought up a review is necessary and possible new policies put in  
place regarding late fees and collections. There is an initial suggestion our

current \$25 late fee is not appropriate, and another suggestion we commence collections at 60 days. One reason is to expedite the collections is to thus hopefully preclude large dollar amounts-in the \$1000's- from accumulating without official action by the association.

Mark Campbell asked to speak of Proxies in this part of the meeting. He noted he has provided the board with a draft Proxy form. His target date for getting proxies out to the HOA is 15 January 2018. In conjunction with the proxy distribution, the board all agreed to consider allowing HOA members to vote by mail, like the regular Oregon does allow for political elections.

Old Business: Ellie will provide Earthquake Insurance updates at next possible general association meeting. We are reminded as individuals, we can procure insurance for our own home spaces relevant to earthquake

#### New Business

The Board ratified unanimously at this General Meeting the action approved in the Executive Work session earlier today.

Presentation by Mark Campbell of a proposed 2018 Association Budget. He made a separate note of the request by Bottom Line Accounting we round off the pennies whether up or down. The clarification revealed over the entire year, such rounding would be no more than \$500 one way or the other. At this juncture, there was significant discussion on multiple facets of the budget. All conversation was with great merit for the HOA. Rick Ohlson advised the results of his petition drive which provided an overwhelming comment from the owners that for 2018 they did not desire another increase in HOA dues.

Secretary Ohlson made a motion to accept the budget as presented by the property manager, and with relation to the bookkeeper's request, lop off the pennies, rounding down to the nearest dollar. The Chair, in calling for the vote, received in favor votes from Board Members Wayne Vincent & Rick Ohlson. Those 2 votes gave the majority needed to pass. Ellie Andrejuko abstained from voting accordingly.

Motion passed. Budget as presented is accepted for 2018, with HOA current dues rounded down any pennies to nearest dollar. The capital budget did

not factoring cost of living increase for maintenance. The Chair noted the budget would require increasing contributions, and to avoid a special assessment for maintenance, cost of living increases need be factored in to subsequent budgets.

Reserve Study: a discussion led by Marga initiates the Board will look in to options of doing a ORS rule requiring our annual Reserve Study. One option is a professional preparation by an outside firm, as suggested by Chair Marga. Secretary Rick provided her 2 additional firms for her investigation and subsequent report.

Annual Meeting Agenda: the Annual Meeting for 2018 is February 22. The Chair has circulated to the Board the State of Oregon mandated Agenda form, of which all Board members would integrate their Board activity within. Two Board Members terms will expire in February, Those of The Chair and The Secretary. Subsequent call for volunteers to join the Board was noted, and will occur during these next 2 months.

#### Property Manager's Report

Mark Campbell has circulated a draft of the Proxy previously used for/at the Annual Meeting.

The Board agreed to look in to offering a vote by mail similar to the State of Oregon's elections. At the present time, the Association votes by Proxy or in person.

The Property Manager & The Board are 100% in agreement to target the distribution of our Proxy by 15 January.

Meeting Adjourned at 8:30pm Wednesday December 13, 2017

Respectfully Submitted by Rick Ohlson Secretary, Unit 405

