

These are approved minutes as compiled per the Board vote on them June 13, 2018

HIGHLANDS CONDOMINIUM ASSOCIATION BOARD MEETING MINUTES
FROM April 11, 2018

Board Members Present: Marga Larson/President, Rick Ohlson/Secretary, Wayne Vincent, and Ellie Andrejko/Treasurer. Mike Ireland absent with advance notice.

Property Manager Present: Mark Campbell

Guests Present: none.

Units represented: 155,153,427,310,145,148,212,128,426,412,218,429,222,405,224,421

Call to Order: 6:44pm

Approval of Previous Minutes- Board voted to accomplish this via e-mail.

Announcements: Rick Ohlson noted home values in The Highlands are escalating strongly. Two homes currently in escrow, when either closes, will represent the all time high price paid for one of our homes.

Committee Reports:

Insurance Committee/Ellie- she reviewed our various insurance review deadlines, with the review being the October Board meeting, before the renewal. Reminder that each homeowner must provide proof of Home Insurance. The investigation of a Highlands Condos umbrella policy for earthquake remains under consideration and the current broker, Farmers Insurance will provide a quote, and we will be getting 2 other quotes. HOA member Craig Ward has joined the Insurance Committee, and will assist in getting quotes. Rick advised an owner has a choice to go ahead and get their own policy if they feel strongly about having it in place. They can insure their home "from the studs in", but not the building itself. The Insurance Committee will have a further report at the June meeting.

Finance Committee/Ellie There has been a late fee policy of a \$25 fee, which is shown on the Rules document provided to new owners and on the Highlands website. The Rules document says the \$25 charge is cumulative, but Bottom Line is billing a one time charge for the late month. With respect to paying monthly dues in effect that has had multiple interpretations-the By Laws provide for a percentage of fee be charged and in turn an irregular interpretation of when to charge the fee. Ellie & Marga will meet with Bottom Line to determine their placement procedure, based on past experience, and if necessary

correct it with a By-Laws interpretation. She will advise the outcome at a future Board meeting, thus clarifying to owners when the late fee is charged and how much will be charged. There will be a 90 day period before making any changes, to allow owners time to adjust if they make automatic payments, a popular option offered. While all of these points are important, it needs to be conveyed to the entire HOA we have a very small amount of late payments occurring.

Comcast Committee: The Chair thanked Rick Ohlson for his service to the association in negotiating the Comcast contract renewal and then disbanded the ad hoc Committee as its charter was complete.

Old Business: The Board met in a work session before the general meeting today, and voted unanimously on an action recommended by Doug Gallagher, the Association Attorney. His recommendation related to a collections matter. Ellie acts as the Board liaison.

New Business:

Board Communications/Wayne Vincent: Wayne notes board communications should be fewer & shorter. To set up the association free pizza feed seemed to really have a lot of e-mail devoted. Wayne is also looking into e-mail protocol. Wayne notes the Board as a whole needs to give timely responses on board member generated e-mails, something that does not happen. Wayne suggests as a board, we need to communicate when we are going to be incommunicado. The topic of use of Roberts Rules of Order was brought up, and Wayne notes we need stricter adherence to them. A tutorial /refresher will be needed.

Reserve Study Committee/Marga, Wayne, Shaun Coldwell, & Lisa Andrejko The Committee has recommended a Portland firm, Regensis, who will be paid about \$4000 to do a Reserve Study for The Highlands this year. The Board voted to hire them on the Committee's recommendation.

Highlands Rules Committee/ Ellie will chair this, looking to see that we can enforce rules we have on the books. The door is open to revision of the published rules for The Highlands, and the Board reminds all residents there are By-Laws for The Highlands and there are Rules for The Highlands. The current Rules are posted on the website.

Property Manager's Report:

Mark says a pheromone chemical has been put out on the fir trees to stop the beetle infestation on them. The OSU person who came to The Highlands earlier gave a report, and Mark will distribute that PDF to the board. Mark suggested he & Shannon, in her capacity as Chair of the Beautification Committee, go around The Highlands and look at trees with an eye for removal of selected ones, if they are easy to get to.

The rear decks are completed in 7 buildings, with portions of 9 buildings remaining. The pace and quality of the work remain within HOA budgets/incomes.

The exterior of buildings paintwork has 4 remaining buildings.

Due to Budget restraints & the same contractor for both jobs, the deck rebuilds are put on hold so to allow painting the 4 buildings during the dry season.

There was a Board discussion on using roofing reserves, established thru Special Assessment in 2008 (\$2000 per member), to complete painting the remaining four Highlands buildings loaning it to the Capitol Improvement Fund, so that the Property Manager can complete approved painting the 4 buildings, per his request, to the Board.

The Board agreed to borrow \$36,000.00 from the Roof Reserve Fund, to complete the painting project during the dry season. The \$36,000 loan will be repaid to the Roofing Reserve Fund over the next 6 months, at a rate of \$6000 a month from July thru December 2018 per the Property Manager.

Call to Public: no comments received from the Gallery of The Highlands HOA

Meeting Adjourned : 8:48 PM

Submitted by

Rick Ohlson, 405
Secretary to The Board

As an aside, The Board provided a modest Pizza & soda buffet before the meeting. It was a very modest expenditure, but The Board unanimously received it with compliments being given by those HOA members n attendance. The Board will look again to having a little something available as hospitality at the next meeting.