

HIGHLANDS CONDOMINIUM ASSOCIATION MINUTES OF BI MONTHLY MEETING JUNE 13, 2018

BOARD MEMBERS PRESENT: Marga Larson/Chair, Rick Ohlson/Secretary, Ellie Andrejko/Treasurer, Wayne Vincent/Ass't. Secretary & Mike Ireland/Board Member at large

PROPERTY MANAGER: Mark Campbell

GUESTS PRESENT: none

UNITS PRESENT: 421,224,424,412,141,216,155,314,403,153,405

CALL TO ORDER: 6:35pm

APPROVAL OF PREVIOUS MINUTES: with addition of 2 units to last meeting list, Moved to approve by Wayne, 2nd by Rick , carried for April 11 2018 minutes

ANNOUNCEMENTS: Marga/Redirect to items on new Agenda she provided on Roberts Rules of Order, per Community Assn. Law Group, suggest we note meetings are driven by Move, Second, Debate, Vote process.

Chair made motion to do a trial policy to record board meetings, then destroy recording as the board approves the minutes of the meeting as presented. The Secretary seconded, no discussion, carried. Verbal notice & signs up at meeting identified meeting being recorded tonite.

Community Forum: new item (previously "call to public") Two open forums during meetings. First Forum is for items on the Agenda, Second Forum is for items not on the Agenda.

Committee Reports:

Finance Report/Ellie: Ellie suggest less review of her report in Board meetings. She notes a very slight dip in income due to rounding down the pennies in dues. Collection activity includes payments continuing to be received on a past due. Notes we are moving in a positive direction.

The Budget Committee & the Finance Committee are now combined. Motion made by Ellie, seconded by Rick, no debate, carried.

Insurance Committee/Ellie: has received one quote & two more are pending. Question came from gallery what constitutes a building? Mark Campbell clarified by noting the count of structures at The Highlands is more than the 16 residential buildings we have. Also, Marilyn Larson, (from the gallery), asked to have the board distribute the complete earthquake insurance proposal to the HOA at large, before board action.

Rules & Regulations/Ellie: have met to start a process of review of current Rules posted on website. Mission is to clean up & integrate Rules and The Bylaws. She plans to bring a report from her committee to the next meeting.

Comcast Committee/Rick: the HOA is advised Comcast must come back and install all new components in each unit's walls. The process is at no cost, free. Each install per home is about 15 minutes maximum. None of what they are coming back for has been done. Our connections individually will become outdated due to tech advances. Signups can be for Monday thru Saturday, with morning or afternoon session in groups of 25-30 minimum. Additional details forthcoming thru the Property Manager.

Executive Committee/Marga: new title of the committee is Management Committee. Chair noted all Board members may attend Executive, but only the two on EC may speak.

Reserve Study Committee/Marga: they will be meeting to go over the initial draft documents received from Regenesis in order to provide a recommendation to the Board at a future meeting. The Chair stated a future HOA forum will be held in advance of a vote using the final document.

Beautification Committee/Shannon: She noted watering system in pool area installed. The committee requests \$1000 to hire workers for removal of various invasive species from The Highlands grounds. Effort will be made by Property Manager to fund the request from established grounds budget in place.

OLD BUSINESS: Inter Account Funds & Transfers & the Roofing Reserve Funds/Marga: per the letters to/from Community Association Law Groups "Kevin" and Bruce Lepore, the Chair transferred back money to the proper account, making whole \$70,000 Roofing Reserve account. The action of the Chair was reviewed and approved by Kevin Lepore, Attorney at CALG. See attachment.

NEW BUSINESS: Training of Board Members/Wayne: it was requested members of committees put together a mission statement, and member's names/positions on the committee. A training packet is being developed.

Oregon Open Meeting Rules/Marga: declared per handout attached titled "Open Meetings & Executive Session", a meeting "is a conveyance of a quorum of members of the board of directors at which association business is discussed except a convening of a quorum of members of the board of directors for the purpose of participating in litigation, mediation, or arbitration proceedings." Open meeting law does not require public notice/public forum in emergencies, threats to the immediate health, life, and safety of residents.

PROPERTY MANAGER'S REPORT: FHA application process commencing for July deadline. Trash costs going up. Deck rebuilds start up in July. Painting has been done on three more buildings, with siding done on all those buildings.

Monthly meetings: the Board commenced a discussion to consider moving back to meeting once a month. No action taken at this time.

Election of Board Officers: Board remains in same configuration of officers and the appointment of Wayne Vincent to the Assistant Secretary position.

Highlands Walkabout/Ellie: The annual walkabout views limited common areas for violations of Bylaws. It has been completed and compliance letters sent out. The final compliance walkabout will be done after the painting is completed.

Draft Minutes being mailed out: will continue to mail, Chair to get potential legal question answered on this.

Highlands Newsletter/Ellie: a revived quarterly publication, Ellie notes it will talk about recycling & relevant Highlands HOA information. To submit ideas, please submit to www.Highlands97405.com She noted a contest exists at present to name the publication with gift card prizes going to the winner.

Annual Meeting packet: a discussion was held to put a protocol together. Mark Campbell is working on proxy wording. The discussion included proxy prep, including the fact the proxy can be prepared in advance of the meeting for mail out.

Board Fiduciary Duties/Marga: see attached handouts as they become a part of these minutes.

By Laws Committee/Marga: to send the Rules Committee the By-Laws proposals so they can be compared to ongoing Rules & Regulations Committee review

Call to Public: Question was asked when will work start on the roofs? Mark Campbell answered he is getting bids now, for work to start next year. Secretary Rick got a confirmation from Mark "at this time, no leaks exist in any Highlands roofs".

MEETING ADJOURNED AT: 8:30pm