

Approved Minutes of October 10, 2018 Meeting by the Board of Directors

Call to Order by the Chair at 6:37pm

Board Members Present: all - Marga Larson/Chair, Ellie Andrejko/Treasurer, Rick Ohlson/Secretary (Late), Wayne Vincent/Assistant Secretary, and Mike Ireland/Board Member at Large. Property Manager: Mark Campbell present

**Approval of August 8, 2018 Minutes:** The Board approved the Draft minutes with 3 amended changes made by the Chair. Property Manager will publish these minutes on the website on receipt from the Secretary.

Guests Present: none

Units present:

**Community Open Forum (items on the agenda):** Nothing Shared

**Committee Reports:**

**Finance/Treasurers Committee – Ellie:**

Past due accounts summary is misleading due to prepayments of HOA dues (actual is greater). Breaking down the legal expenses with unit number was suggested.

Discussion of late fee amount (bylaws will be researched). Suggested late fees go to attorneys for billed charges.

Ellie & Marga will be working with Eric (Bottomline) for January budget.

Discussion about 2 checking accounts – Ellie, Mark, and Wayne will work with Eric (Bottomline) on updating accounting practices (1 checking account only).

Chair requested a Capital Improvement Budget for next year from the Property Manager.

**Insurance Committee/Ellie:**

Ellie and Craig met. Still researching Earthquake Insurance – waiting for all quotes. 1 quote was for \$10,000 per year. Separate meeting will be needed on this.

Farmers' insurance premium went up \$3,397 (due to property values). We do have a low deductible (\$5,000).

**Rules & Regulations Committee - Ellie:**

Ellie asked Board Members to please turn in responses to the clarifications and rewrites.

Discussion of possible charges for rentals (move in fee was suggested to cover extra work).

**Executive Committee – Marga:** (Committee did not meet).

**Reserve Study/Marga:**

Property Manager got FHA approval at the last minute (approval lasts 2 years). Highlands is now the only Condo Association with FHA Financing.

The Chair and Property Manager discussed moving money into Reserve Funds each month. Nothing decided.

**Beautification Committee:**

Shannon has stepped down as Chair.

**Property Manager's Report:**

Tree work done and under estimate (plus got extra work done).

Bark & Beautification work done (\$400). More work okayed for islands (\$1,000).

Not time for blackberry removal yet (more rain needed).

Trash charges up 14% (rate okayed by City of Eugene).

Roof Bids received – high of \$36,175 (McKenzie), low of \$21,200 (River Roofing). Board moved to do 5 buildings (there are 16 buildings) with River Roofing as contractor. Motion seconded – passed unanimously. The Recreation Center was done 5 years ago.

Winter preparation is in full swing (gravel and sand on site).

Fireplaces need to be inspected every 2 years. Please send report electronically to [Highlands97405@gmail.com](mailto:Highlands97405@gmail.com). Please keep fire danger low by only having occasional small fires for ambience.

**Association Business:**

**Training of Board – Marga:**

Training of Board members is available from Community Association Law Group, Portland.

**Draft Minutes Mailing: Rick:**

Draft minutes will continue to be mailed out. Last line in minutes will state that the approved minutes will be posted at [Highlands97405@gmail.com](mailto:Highlands97405@gmail.com) after the next Board meeting.

**HOA Newsletter – Ellie: Each new edition of The Highlander will be posted on breezeways at each building.**

**Annual Meeting Packet:**

Marga and Rick will work on template for December presentation.

**Reviewed Financial Statements – Marga: Financials statements show continuing in budget expenditures for capital improvements.**

**Other:**

Secret/Anonymous Mail-in Ballots were discussed. Color coding envelopes for different weighted (Flat, Townhouse) suggested.

Secretary noted that 3 positions will be open on the Board next year.

Bylaws revisions need to be okayed by Super Majority of Members (greater than 50%)

**Community Open Forum:**

Jenna (Treehill Loop) had several suggestions/requests:

Benches should be added at various points to making pedestrian travel easier.

Upper Units need more attention to clean-up (Trash and Vegetation).

Some railing, boards, etc. in need of repair (rot).

Greg and Mark will be following up on maintenance/ painting requests.

Meeting Adjourned: 8:29pm

THESE ARE DRAFT MINUTES; SUBJECT TO APPROVAL AT DECEMBER 12 MEETING.

AFTER THE BOARD APPROVES MINUTES, THEY ARE POSTED AT THE HIGHLANDS WEBSITE BY THE PROPERTY MANAGER

Signed

Rick Ohlson/Secretary & Wayne Vincent Assistant Secretary