

Approved Minutes for The Highlands Condominium Association Board Meeting, held June 12, 2019 at The Rec Center. The Board of Directors has approved these Minutes.

Meeting called to Order: 6:30PM June 12, 2019 Highlands Rec Center.

Board Members Present: Chair/Wayne Vincent, Treasurer/Ellie Andrejko, Secretary/Rick Ohlson, Assistant Secretary/Craig Ward, Board Member at Large/Marga Larson; a quorum is present

Units Present: 307,208,308,141,224/421,412,153,128,120,405,155

Minutes of Annual Meeting provided to the Board & accepted by the Board and these approved minutes posted to the website & will include the "Report of The Chair" as presented at the Annual Meeting 2019.

Recording of Minutes Trial Period/Rick-It is noted 1 year ago, the Board began a trial period of using a voice recorder at each meeting, to supplement notes/minutes taken by both the Secretary & Assistant Secretary. The Board endorses the use of a recorder, and the Secretary posts signs noting the meeting is being recorded. The Member at Large made a motion when the minutes of a given meeting are approved, the official recording is to be deleted/destroyed. Motion carried. Individuals/Board members are free to use their own device to record an open Board meeting.

"Spring Cleaning" – New Officers & Board Members

Legal Representation /Contracts- the Chair moved to table this matter until the next board meeting (July meeting)

Spending Authority discussion included comment from Marga a past motion requiring 2 board member signatures on checks over \$2000 is in house policy only the bank will not enforce it, Mark Campbell has \$500 limit on miscellaneous items. The Chair noted we do not have a voucher pay system in place, as our By Laws include, but such a system can be discussed at a later time. The Secretary noted in his experience these last few years our system of paying has proving satisfactory to move the business needs of the Association forward.

The Chair has noted from this point forward, he wants to review all non-reoccurring invoices over \$1000 before they become a check that gets paid.

Bill Payment Process-forwarded to Finance Committee for discussion on a process

Treasurers Report: Ellie noted some reserves are being accumulated. She will prepare a report for the Board on how they are being funded, and said report will be distributed within the next month.

This month's Financial report received from Bottom Line is the first report showing the redistribution of money vis a vis the garage overpayments and also includes the first month with the 3.5% increase in HOA dues. A reminder to all HOA members, it will take from now thru December 31 to catch up the missing 4 months not subject to the 3.5% increase (January, February, March, April). These months are added in pro rata, so the HOA gets 12 months of 3.5% increase, not 8 months of 3.5% increase.

Call to Public on an HOA member request for consideration:

Howard Hesterberg/308 asks the Board to consider a variance in his installation of a ductless heater. The Board routinely grants the Ductless systems be installed on the "utility" deck each home has. Turns out Howard's home does not have this "3rd" deck area. He only has a front porch and a viewing deck. The Board approved his ductless system have it compressor mounted in an approved area in the front area of his home. Motion by Marga on this variance passed .

Property Manager Report:

Almost all of the storm-damaged carports are repaired/replaced. A quantity of dead trees are being removed, cause of their being dead is not known, but they are dead. Mark suggests the Highlands grounds are 80% near normal at this point.

Our seasonal pool has opened; please follow posted rules. We have a video camera installed for surveillance.

Financial Review Committee- the cost for an independent financial review is \$2200, a budgeted 2019 item previously approved (this is under the approved budget figure folks). Mr. Michael Rice, a CPA in Salem will perform it. Marga made a motion the Board approve his engagement, and it passed.

The Reserve Study Committee has been contacted by Regensis, who completed the first one. There was an automatic follow up report committed to in advance, and in turn budgeted for.

The Chair has reminded the entire Board the first Regensis study is received/acknowledged, but the Board has not taken action to approve it in any form or recommendation provided.

The Chair recommended the Reserve Study Committee be re-activated; the board is cognizant the previous Assistant Secretary moved & the Board approved "no further action on the Reserve Study be taken until a new board is seated". With a new Board seated, the Chair brought up the reactivation he proposed while he was Ass't. Secretary.

A special meeting of the Board is to be called for 24 June, 6:30pm at the Rec Center to take up further discussion on the Reserve Study, plus any other topic noted of relevance by the Chair in advance of the required 10-day notice window. Notifications to be posted & e-mailed in accordance with By Laws.

Item 5E of the Agenda “Other Committees” The Chair notes he will be getting into a breakdown & disclosure of what our committees do, and there could be newly created and or combining of committee. Stay tuned on that.

The Chair requested due to the hour the balance of the Agenda be tabled, to be taken up at the next General Board meeting, scheduled for JULY 10, 2019 at The Rec Center

This meeting was adjourned at 8:45pm June 12, 2019

Submitted by the Secretaries

Rick Ohlson, Secretary
&
Craig Ward, Assistant Secretary