

July 10 2019 Approved minutes for the General Board Meeting.

Meeting Called to Order at 6:30 July 10, 2019 at The Rec Center

Board Members present: Wayne Vincent/Chair, Ellie Andrejko/Treasurer, Rick Ohlson/Secretary, Craig Wald/Assistant Secretary.

Absent: Member at Large Marga Larson

Units Present: 105, 412,119,208,155,120,153

Property Manager Mark Campbell present

Quorum established by the Chair

Draft Minutes for June 12 meeting had one change requested by the Chair. Once that change effected, The Board approved the Draft Minutes of June 12, and the Property Manager will publish them.

Draft Minutes for Special Meeting June 24 The Chair asked to rename the “Book of Motions” to the “Book of Motions/Resolutions Adopted” in the draft minutes. Ellie Abstained from voting on this change, but the Board approved the Draft Minutes as presented with the noted change being made.

Recording Board Minutes: On review of aspects presented by Ellie that show a conflict between State of Oregon allowing recording of minutes and public gatherings where per an Attorney Ellie consulted who said 1 individual can not allow the meeting to be recorded, a motion following Marga’s ”once the Draft minutes of a given meeting are approved by the board, the official recording is to be deleted by the Secretaries”. The Board passed motion by Rick who referenced Marga’s original motion.

Treasurers Report: Collections are in good shape. A large lien was recently collected in full. All transfers of funds are up to date of money in to the reserve account. The winter storm insurance claim payment to the Highlands is received and deposited (approximately \$100,000) in to the checking account. The Board agrees that the Financial committee will look at changing reporting, accounting/spending methods of Capital & Reserves.

As relate to The Highlands, the comparison on expenditures for operations & for Capital Improvement is illustrated by the example if 2 catwalk boards need be replaced, that is an

operations expenditure. If an entire catwalk needs to be replaced, that is Capital Improvement. Operations = maintenance.

Financial Review Committee: Fiscal 2018 to be reviewed by an outside CPA. The treasurer to supply the data. CPA notes to the HOA “this is not an audit.” The Board will be required to put controls & procedures in to effect, with policies & procedures on how we handle our money controls over its handling.

There will be future consideration of using interest “vehicles” example Certificates of Deposit. The Chair has suggested when we get to that point, we first determine the amount of money to be used to generate revenue. There are many different vehicles to consider.

Manager’s Report: The current HOA washing machines were bought for \$64,000 from the 2008 Special Assessment. Some machines now need a \$700 repair. Our front loading machines cost \$2400. Top loaders cost \$1500. Mark has a plan to replace gradually our front loaders to top loaders that cost less to buy. The board told Mark to go ahead “integrate the machines based on your gradual replacement idea”.

Mark discussed car break-ins, which occur on a very random basis. The Property Manager & the Board wish to again remind all HOA residents to keep valuables out of the car or at least out of sight. We fortunately have very limited vandalism.

Wooden step bracket failure: a unit in the 200’s had a step failure which was caused by the metal brackets that are bolted in to cross members of each step rusting out. It is virtually impossible to monitor bolt failure once they are in the support beams. Our Property Manager & Grounds staff have completed a survey of every step and bracket in the HOA, to determine if other risks exist in that arena. As always, we ask all HOA residents to report to [Highlands97405@gmail.com](mailto:Highlands97405@gmail.com) e-mail address any discovery that should be looked at.

Comcast Committee: Rick reports our current agreement is in place until October of 2020, but negotiations must be completed by a point in a point in August 2020 which is a contractual deal point window. Thus no negotiation in calendar 2019 needed.

Other Committees:

New Financials Committee = Ellie/Chair . The rest of the Committee is Craig Wald, Ken Smolek, Claudia Vincent, & Mark Campbell. Among their points of business will be a review of the Garage dues reallocation computation vis a vis the budget.

Safety & Preparedness Committee: The Chair asked the Gallery for volunteer show of hands, but no hands raised. Chair = Wayne & Mark Campbell member at large of committee.

Reserve Study Committee is on hold with the notation the requested updates in expenditures in 2019 have been given to Regenesys for inclusion in the update to

The Highlands which will be received later this year. As an example, the HOA bought many new carports, paid thru the insurance claim. Those carports were a part of the previous Reserve Study data based on age of what he had last year. The new life expectancy for virtually all the carports is pushed way out.

Beautification & Grounds Committee Chair is Claudia Vincent. The Board has reminded the HOA members if you wish to volunteer for this Committee, and you buy plants, those plant costs are reimbursed with receipt to the committee.

Lastly, the Chair requests a written guide line on how the HOA elections are handled each year, and how do we deal with the Comcast Multiple Dwelling Unit Building Contract.

Next Meeting is announced as Wednesday August 14, 6:30pm

Respectfully Submitted by The Secretaries

Rick Ohlson & Craig Wald