

APPROVED MINUTES BY THE BOARD OF DIRECTORS, THE HIGHLANDS  
CONDOMINIUMS

Minutes August 14, 2019 Meeting, held at The Highlands Rec Center

Call to order at 6:30p

Board Members Present: Wayne Vincent/Chair, Ellie Andrejko/Treasurer, Rick Ohlson/Secretary & Craig Ward/Assistant Secretary

Units present: 424,208,405,308,117,113,

Notice of this meeting provided by the Property Manager to the Chair, and approved.

Reports: Ellie/Treasurer- Financially we are in pretty good shape, with collections down to a few active collections and a lien was paid in full. Auto transfers are set up between accounts.

Financial Review Committee: see attached minutes from Financial Committee meeting held August 1 at the Rec Center. These minutes are important to read by all HOA members. The Financial Review process for The Highlands is now underway.

Insurance Committee Mtg. : see attached notes from the Insurance Committee Mtg. held Aug 1 at the Rec Center. They are commencing to get new bids for the HOA's coverage. The committee will meet at least monthly until a new policy is in place.

Managers Report/Mark Campbell

Road repair patches: Full coverage of The Highlands roads that need specific patches repaired could total \$40,000 per a bid from one vendor who could do the work this year. Another vendor could give a competing bid but only for work to be done in 2020. Mark suggests we get just the one large patch on Stonewood fixed at a cost of approx. \$15,000 and the remaining patches can be held up without damage for just 1 more season, when we can get competing bids. Ellie moved we vote to approve funding road repair for 2600 square feet on Stonewood-readily evident location-for \$15,054- Motion carries.

Mark & Brigham Construction have gone thru the entire complex to evaluate catwalk and stairs condition at this time, August 2019. They have looked for defective components. At this time, August 2019, the entire Highlands complex-including the Rec Center, the catwalks and stairs are now fully inspected. Additional repairs are forthcoming.

Concept of a gate is under discussion for security purposes. It's location and action to open /close are still to be identified. The Chair has put further discussion about a central location gate on hold. The Chair has called for volunteers to form a Safety Committee. The Chair has advised the HOA will look in to drive around & security and Craig Ward will get estimates for this type of service. The idea of The Highlands's community

members doing a random volunteer drive around the community was also discussed. Further action pending.

Beautification Committee/Claudia Vincent (her written report delivered by the Chair). The committee (Claudia, Sue Swenson & Wayne Vincent on committee) met July 19 and has put in a combined 20 man-hours on (2) Treehill buildings finding and removing trash. The Association is getting good volunteer labor.

Ellie brought up the need for repair of the 2 lighted pathways in the Rec Center area; Mark noted they would be fixed by the September General Board meeting.

Regensis Report update (Reserve Study)/Wayne: the expected update report was not received by this meeting. The Chair wishes to move forward from the Regensis "experiment". Thus the Property Manager has a more practical 10-year plan to adopt. The HOA will go to maintenance plan and will move forward with projections thru the Finance Committee & Property Manager

Contracts & Agreements: The Secretary brought up his concern over a previous agreement with a Portland based attorney that precluded all board members having access to said attorney. Secretary noted all Board members should have access to any board approved attorney.

MOTION of UNDERSTANDING: by Ellie "No individual Board Member will enter in to any contract associated with Board business with out prior Board approval", Motion carried with yes votes by Rick & Ellie. Abstained by Craig.

OPEN FORUM: a resident unit owner had requested from the Property Manager he approve a variance in location for a ductless heater outside condenser unit installation. The Property Manager advised the owner it would be necessary to present the request to the Board. The owner appeared before the board with her reasons for the request. The request does not coincide with previous Board decisions for the location of the ductless units and was thus declined.

Meeting Adjourned at 8:28pm

Next Meeting September 11<sup>th</sup> at the Rec Center at 6:30pm

# Financial and Insurance Review Notes

1. Meeting held 8/1/19 in Rec. Center. Present members Claudia Vincent, Ken Smolek, Craig Ward, Mark Campbell and Ellie Andrejko

## Items Discussed:

Combining the Finance and Insurance Review committees; group agreed to do so. Craig Ward who has worked on the Insurance committee, agreed to take lead on this as our insurance renewal time frame is approaching.

Purpose of the Finance and Insurance Review Committee: reviewed comments from Chair, Discussed and agreed that the group should review and make recommendations to the HOA Board on financial topics and discussions, including budget, Reserve spending and insurance policies.

The group will meet monthly. Meetings will be the week prior to the monthly HOA Board meeting, on Wednesday's at 6:30 pm in Rec Center. Next meeting will be Sept. 4<sup>th</sup> at 6:30 pm.

The Finance and Insurance Review committee agreed that one of the items for review and recommendation to be tackled should be the Financial Reports that are currently produced. Since we are currently in the process of a review of the 2018 Financial reports, it seemed appropriate to utilize the results of the report once completed by the CPA and received and reviewed by the Board. The goal would be to implement changes for the 2020 fiscal year.

Mark discussed the budget preparation cycle that needs to occur so that the HOA Board can adopt a budget in time for the 2020

budget and aim to have any changes in place effective with the January billing cycle fro 2020.

We discussed the Reserve Study updates in progress and the need to review this report and the prior planning document, the 10 YEAR Plan and using both as guides for recommendations for long term spending and budgeting.

Also on the list for committee review, updating the late charges that are billed when monthly assessments are not paid on time.

ByLaws are not currently reflected in the charges.

The Finance Review committee will be active in reviewing changes from current year for utilities, insurance rates, etc. and work with Mark to review financial scenarios for the proposed budget.

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