

Approved Minutes
Highlands Board of Directors Monthly Meeting Agenda
Wednesday May 13th 2020 at 6:30 PM
(Zoom Phone Conference)

1. Call to order - Wayne [6:30 PM]
6:35 pm meeting started

Present: John F, Elizabeth, Ken Smolek, Kristen Kalbrener

- a. Board Members Present (Quorum)
All members present
- b. Proof of Notice of Meeting or Waiver of Notice
Sent out with HOA dues billing

Motion to approve minutes: unanimously passed

2. Guidelines for Participation—Zoom etiquette:
Chair will invite comments from the attendees.
3. Officer/Committee/Property Manager Reports
 - a. Finance/Treasurer Report - Ellie

Financial Report

March 30 report is most recent available. April's is forthcoming. We will explore our accounting structure to make sure expenses are appropriately charged and recorded. The primary expense categories are operations and capital improvement (savings/reserve). Capital expenses need to come out of savings/reserve. If savings/reserve needs to be increased, Board needs to vote to increase monthly contributions to the account.

Collections & Late Fees

This month, 12 accounts were late on paying dues, 6 of which are one-month delinquent only. Do we want to waive the late fee for the 6 people with good credit?

Motion (Ellie): Waive \$25 late fee for first time lapse in payment.
Seconded (Sue)

Discussion: Late fees should not be contingent on individual unit owners to prevent discrimination; they need to be contingent on a timeline. It is difficult to define timeline given current uncertainty. There is no leeway in the bylaws to waive late fees. Bottomline is currently quarantining mail, which might result in late payment. Further study of by-laws is necessary prior to moving forward.

Ellie will work with Eric at Bottomline to modify statement to show interest on attorney fees for a homeowner who owes us. We currently spend money on collecting delinquent dues. When that money is repaid, Eric needs to establish an account for collections.

Insurance Update

We are now insured with Nationwide with a \$50,000 deductible. Nationwide has requested a walkaround when pandemic is over. Requirement that needs to be resolved is fireplace inspection. Fireplaces that are not inspected need to be capped. Nationwide wants them all inspected by Dec 2020. We currently have an honor system for people not to use uninspected fireplaces. We are negotiating this with Nationwide.

Safety committee should develop fireplace plan once we hear back from Nationwide. Capping of chimneys could be done. All chimney caps need to be stored somewhere (underneath Rec Center). If an owner wants to bring fireplace back on line, they need to pay for reinstalling the cap.

b. Manager's Report - Mark

Maintenance/Repairs

Two more decks completed. Deck repairs are proceeding.

A few potholes were repaired. Roadways are deteriorating faster than anticipated. Pothole on Stonewood connector will be patched.

Rec Center reopening

According to Oregon's Phase 1 reopening guidelines, 10 people can gather with social distancing. Certain gyms can open if those conditions are met. In Phase 2, 25 people can gather with social distancing; most gyms can open.

It's rare that more than 20 people are at the Rec center. We do not have the resources to sanitize the building regularly. The exercise room does not allow for 6 foot social distancing. Insurance liability is concerning when lots of kids are at the pool. Each unit owner is liable for Center use. If someone lets others in, the liability rests with them. Technically, owners have a right to the rec center when they pay their dues. We have a few keycards that don't have assigned owners.

Wayne will develop guidelines for opening up based on Lane Co guidelines.

c. Safety Committee – Wayne

Social Distancing

People are observing social distancing within HOA.

Formation of Safety Committee (Wayne and Mark as of now)

There are some damaged catwalks that are safety concerns. Please notify Mark.

d. Beautification & Grounds Committee – Claudia

Weeding around trees and mulching with wood chips will start as soon as the rain stops.

Kudos to Sandy for beautifying the upper building on Treehill.
Kudos to Ellie for raking 5 years of leaves from under the catwalks and around her building, and for working with Greg to take them to the dump.

Claudia will do walkabout.

4. New Business

a. Future Format for Board Meetings - tabled

5. Community Open Forum

John F: do we have security cameras anywhere?

Mark: 4 cameras at the Rec Center (pool, front entrance, 2 inside).

They are recording to a drive. HOA is considered a business, internet costs lots of money. Safety committee could purchase \$200 camera system, but would need a resident to hook the system up to their internet and power camera. We don't have an area to store devices to capture camera feed.

6. Next Board Meeting: Wednesday June 10th 6:30 pm.
7. Adjournment: 8:00p