

Approved Minutes
Highlands Board of Directors Monthly Meeting
Wednesday June 10th 2020 at 6:30 PM
(Zoom Phone Conference)

1. Call to Order - Wayne [6:30 PM]

- a. Board Members Present (Quorum): Wayne, Sue, Claudia, Sandi, Ellie
- b. Units Present:
210, 127, 427, 117, 145, 153.
- c. Proof of Notice of Meeting or Waiver of Notice
(Sent out with HOA June dues billing)

2. Approval of Previous Minutes/Mailing of Draft Minutes

Minutes (with Ellie's suggested edits) approved

3. Officer/Committee/Property Manager Reports

a. Finance/Treasurer Report - Ellie

May financial report is latest available: Report reflects money exchanges between operating and reserve funds. Last month reflected a misallocation. Currently there is \$165,000 in bank: \$65,000 in checking/operations, \$100,000 in reserves. Finance Committee discussed reserve account to earn interest.

Insurance Update

Committee met Monday night: Mark called our agent Leah (with Ward Insurance) to inquire about lowering our premium payment. After losing insurance with Farmers (\$25,000 premium), we were with Cincinnati (\$100,000 premium) and then switched to our current carrier, Nationwide (approx. \$80,000 premium). The lowest rate might be around \$50,000. When we renew, we will try to be at \$60,000. Leah recommended to budget the current amount for next year.

Nationwide is mandating that every fireplace is inspected by end of 2020. Leah is working with the underwriter to get this mandate removed.

Wayne recommended that we have a Fireplace Committee. Mark, Sandi, and Ellie volunteered and will report back at the next meeting.

Collections & Late Fees

Collections were better in May. There were only 6 late accounts, one is in our collections process.

Ellie withdrew a proposal from April meeting regarding waiving late fees.

We are not using the minimum late fee set in the bylaws (12% per year). We are currently billing a flat \$25 charge. (The Board can periodically raise late fees per bylaws.) Information on current practice will be sent to Wayne. Further steps were tabled until the next meeting.

b. Manager's Report – Mark

Rec Center was broken into. We've been target by a group of teenagers over the last 6 months. When the Center was open, they kept doors open during regular hours and re-entered after hours. On May 9th, they broke a window to get in (about 10 people partying). A police report was filed and video was sent to police. Police have little time to respond at the moment. We have a license plate from a previous incidence. Mark took the window frame out and got a new piece of glass for \$71. Rec Center is secured again.

All decks are done in 133-140 building. Work on 141-148 starts in next couple of weeks.

Greg is mowing/weed eating.

c. Safety Committee – Wayne

Recreation Center Break-ins

EPD recommended low cost (\$10-20) Doberman disks that attach to doors or windows. They sound an alarm and flash light for a period of time if they detect motion on the surface they are on.

There was discussion about getting high speed internet so that we can look at live feed from security cameras initiated by motion.

Activated cameras could ping to a cell phone and be monitored in real time. An initial quote from Comcast for a 5-yr contract was \$150/month. Wayne will try to get better contract rate and update.

Phase 2 Reopening Guidelines (for Recreation Center)

We are unable to meet Lane County requirements for opening to all keycards, because an onsite Physical Distance Monitor is required.

It may be possible and legal to do a reservation system to allow individual/family users into rec center and pool, but this process might be complicated. We would need to update our card system to get correct names for each card holder. We would be responsible for tracing contacts if infection occurs. A monitor for each family reservation would be responsible for listing names.

Motion: Table discussion on Rec Center reopening until future clarification is available. Motion seconded: Passed.

Neighborhood Watch

Janine Raeger (Community Neighborhood Specialist with EPD) suggested setting up a Neighborhood Watch. She will provide an overview of the Neighborhood Watch program (via Zoom) on Wed, July 1, 6:30p.*

*This date and time have been confirmed – email info will go out – please contact Highlands97405@ gmail.com if you are not on the email list

d. Beautification & Grounds Committee – Claudia

Individual clean up work continues.

Results of 2020 Walk Around

There were only a few violations: Expired car licenses (expired vehicles cannot be stored on site), dog waste (health hazard), food thrown on grounds (attraction of pests/rodents), and trash thrown from decks.

The Board will draft a policy about how fines are applied to minimize these violations.

Beautification committee will apply to Rose Mountain Herbs for a \$4000 grant.

Mark contacted landscapers in response to complaints about blackberries. Spraying is recommended to remove them. Our policy is to only use environmentally safe sprays. Decision is tabled for now.

4. New Business

- a. Grounds Maintenance – Ellie, Sandi
Ellie: Wondering about general maintenance, since Greg is overwhelmed at this time of the year when vegetation grows fast. We have budgeted money for this purpose. Mark has two calls out to get a temporary landscaping crew. Saving money is important.
- b. Annual Reserve & Maintenance Plan Review – Mark, Wayne
If you would like to join the committee, please let us know.
- c. Lane County Recycling Improvement Project – Mark, Wayne
Board has approved Wayne to participate. More information is forthcoming...

5. Community Open Forum (none)

6. Next Board Meeting: Wednesday July 8th 6:30 pm.

7. Adjournment