

**Highlands Board of Directors Monthly Meeting Approved Minutes
Wednesday November 11th 6:30 PM
(Zoom Phone Conference)**

1. Call to Order - Wayne [6:36 PM]

2. Board Members Present (Quorum):

Wayne Vincent
Claudia Vincent
Sue Swensen
Kate Stucke
Eleanor Andrejko

Units present: 407,153, 117, 212, 109, 155, 208, 308, 403, 147, 150, 145, 424, 426.

3. Proof of Notice of Meeting or Waiver of Notice – Sent with HOA dues

4. Approval of Minutes (October 14th): Minutes approved unanimously

5. Reports of Officers and Manager:

Treasurer (Eleanor):

Financial Report

As of 10/31/2020, our current assets are \$65,558 in operations and \$126,446 in reserves. This is fluid as work continues. Our fixed assets (e.g., laundry equipment, fitness equipment) including depreciation total \$4,482. Our total assets are \$190,031. The retained earnings are \$199,748 and the total owners' equity is \$189,454

Insurance Report

According to our insurance rep, our 2021 budget allocation is ok. The level of insurance required by FHA has been reached.

Manager (Mark):

FHA Recertification

We are approved as FHA lender. The approval is good for 3 years.

Capital improvements: Deck work on Treehill is finishing up. Dry rot affecting a catwalk on Trailside will be addressed 2 weeks from now. We will blow gutters and roofs after all leaves are down. We will be reaching out to the roofer to schedule the next 4 roofs. The remaining 8 buildings will be assessed to prioritize which buildings will be next.

Ongoing maintenance: We have salt and rock on hand for winter weather. Covid is spiking and the rec center remains closed for the duration.

6. Reports of Committees:

Budget 2021 (Eleanor)

The Finance and Insurance committee (Claudia, Mark, Ken, Ellie) has been working on the 2021 budget. Given our backlog in capital improvements, our

recommendation is to raise dues by 3.5%, with a proportionate percent for garages. Fees on the proposed budget (see bottom of page) are rounded to the nearest dollar.

Utilities will not increase (EWEB, Apex). We have a very good contract with Comcast with a reasonable increase over the next several years. Our insurance costs are less than last year because we got out of the risk pool. Similarly, there is a small decrease in state disability insurance since we are no longer in the risk pool.

The Board met in executive session to discuss salaries for 2021. Recommended was: 1.3% COLA, but no bonuses this year.

Discussion: Last year's COLA was based on Western Urban CPI index. This year the CPI is 1.6%

The previous Reserve Committee wrestled with a possible 28% increase in dues to establish a reserve fund to pay for all capital expenditures. Mark was able to reduce costs substantially by patching instead of repaving roads. In 2 years, when we get through some repairs, we will do better. The Current Reserve committee recommended \$144,000 for reserves in 2021. We used to put \$180,000 into reserves per year but needed to scale back due to the steep increase in insurance in 2020. Our goal is to get to reach our previous reserve funding level again.

The budget allocates \$5000 to security cameras. If this item were removed, we could reduce fee increases to 2.5%.

Discussion: Usefulness of security camera needs to be further discussed based on all the input provided by owners. The Security Committee (Wayne, Rachel, Sue, Mark, Ken) will meet to discuss how to move forward and to provide a recommendation by the December meeting.

Beautification (Claudia):

Clean up

Clean up of slope behind 109-116 is finished. Blackberries, wood debris, and tall grass has been removed. The area should now be easier to maintain. There is still lots of wood debris behind 117-224. We will shift to removing wood debris to minimize fire hazard, beginning with the slope between our main driveway and Rockridge. To help with this work, the board is considering hiring a temporary worker, possibly beginning in January. The 2020 personnel expenditures allow us to pay for about 2 months of labor.

From now on, we will remove wood debris from the property.

Tree Planting

To replace a small portion of the trees we lost with drought and disease resistant native species, we would like to ask for 2020 funds to purchase trees this fall.

Motion: The Board will allocate \$350 out of the 2020 budget to tree planting.
(Claudia)

Second: Sue

Vote: Kate: approve; Sue: approve; Ellie: approve; Claudia: approve

Motion carried.

Compensation Analysis (Wayne & Eleanor)

There is no intention to change our maintenance or management. We are lucky to have our manager and a full-time maintenance person. No plans to combine services with other associations exist. We simply completed comparisons with other companies to assess our wage structure.

Rules and Regulation Enforcement (Eleanor)

No updates. Kate is reviewing materials compiled in google folder.

Safety (Wayne):

Fireplace Inspections: 16 inspections are completed. Many people are concerned about meeting end of year deadline with companies' limited availability. A reminder note will go out with the draft minutes. The rules and regulations committee needs to propose an adequate fine for non-compliance jeopardizing renewal of our insurance policy.

Installing Security Cameras: The committee will develop next steps.

7. Unfinished Business:

Commercial Laundry Service Proposal (Eleanor).

The company is not willing to lease the app technology to us but is considering giving more revenue back to us. Given limited interest, we will not spend more time on this.

8. New Business:

Lane County Multifamily Recycling Project (Wayne)

BRING Recycling will come to look at our current set up and provide recommendations. Lane County will provide a kit on recycling. More info coming in the next months.

Welcoming Committee (Sue)

Sue is working on a welcoming package including information about Covid precautions, fire hazards, recipes, board members' names and positions, emergency contacts, utility and phone companies.

Winter Newsletter (Sue)

The newsletter for December is in preparation.

9. Community Open Forum

Concerns about noise in a downstairs flat were brought to the attention of the Board. Wayne will reach out to the owner and set up a meeting to further discuss the concerns.

10. Next Board Meeting: Wednesday December 9th 6:30 pm.

11. Adjournment at 8:30p