

**Highlands Board of Directors Monthly Meeting  
May 12, 2021 at 6:30 PM Zoom Conference Call  
Minutes**

1. Call to order – Wayne: 6:30pm

a. Board Members Present (Quorum): Wayne, Claudia, John, Lisa, Kate

Units present: 155, 208, 424, 109, 205, 117, 134, 118, 153, 427, 426, 212, 308

2. Minutes

a. Approval of Board Meeting Minutes: April 14<sup>th</sup>  
John motioned to approve minutes; Claudia seconded.  
Vote: Claudia, John, Kate: approve

3. Quorum & Decorum

The Board requires a quorum (majority) for all decisions. With 5 Board members a quorum is 3 members; with 4 members a quorum is also 3 members. The Board chair does not vote, except in the case of a tie.

Decorum: All owners are invited to attend board meeting and engage in civil discourse. All residents are encouraged to bring issues to board members' attention in a respectful manner. Accosting board members on the property is not encouraged.

4. Officer/Committee/Property Manager Reports:

a. Finance/Treasurer Report – Wayne

Based on the most recent financial report (4/30/2021), we have \$47,746 in operations and \$78,726 in reserves. We paid \$98,720 in March for roofs. Laundry income was \$2874 in April.

The treasurer (Wayne) will chair a new Finance Committee. Mark and John will serve on the committee. Owners will be invited to serve on the committee. The committee will address our overall financial stability, including needed reserves to go forward with major projects and funds to cover our insurance deductible. The committee will start meeting before the next board meeting.

b. Manager's Report - Mark Campbell (absent)

Wayne reported that we have 4-5 back decks left to replace. The next big project is the catwalks. The cost of cedar boards is currently high, and Mark is monitoring prices. All safety problems with catwalks have been addressed.

We participated in the Lane County recycling program. Staff from BRING

Recycling examined our trash and recycling. Initial outcomes suggest that less than 20% of trash/recycling is placed in inappropriate bins. Wayne will pick up recycling bags and work on distributing them. If a non-recyclable trash item does not fit into the trash bin, please do not put it into the garbage room. We will work on more signage to encourage appropriate disposal of trash/recycling. The forthcoming fine structure might also encourage people to adhere to our trash/recycling rules.

c. Safety Committee/Emergency Preparedness – John

The committee is working on an evacuation plan for emergencies. Committee members recommended establishing a fire warning/alert system by putting up red flags near our mailbox areas to indicate hazardous weather conditions. Glenn has volunteered to put up and take down flags. The cost for getting flags and brackets for all buildings is \$128. They also recommended identifying one point of contact for each building. About 50% of buildings have identified a contact person. Glenn is working with the City on options to clear and gravel the path between upper Stonewood and Brookside for an alternative exit route.

**Motion** to purchase red flags and brackets to be installed in our breezeways for a total of \$128. Lisa motioned, John seconded.

Vote: John, Kate, Lisa, Claudia: approve.

**Motion passes.** Ellie will order flags and ask for reimbursement. The funds will come out of the safety budget.

d. Rules & Regulations - Claudia & Kate

We solicited feedback from owners on 3 documents: rules & fines, a form for owners to seek approval for commercial activity, and a checklist for the board to evaluate potential commercial activity. A total of 8 people provided feedback. Of those, the majority were supportive and provided constructive feedback. Respondents asked for clarifying language and changes to the speed limit and quiet hours. Based on the feedback, we made minor adjustments to the rules and fines draft.

Board members felt that the specific language of the bylaws needs to be retained and fines need to be adapted to the specific language. Lisa will join Claudia in finalizing the documents.

e. Beautification & Grounds Committee – Claudia

We are continuing to do clean-up and weeding to keep our grounds beautiful. While cleaning up construction debris from the area behind the parking spots on the east end of Treehill, we found a gunbag hidden under the debris. The bag contained a Ruger 22 semi-automatic rifle with a mounted scope and two fully

loaded clips. Corrosion on the gun suggests that it had been hidden there for some time. Eugene police were called and took possession of the weapon.

## 5. Unfinished Business:

Laundry Room Quarters: tabled.

### Recreation Center reopening

One owner suggested a re-opening strategy. Indemnification, rather than waiver, is recommended, but challenging because we do not have the required monitoring system, we have no liability insurance for communicable diseases, and HIPPA guidelines prohibit us from verifying people's vaccination status. Rec center and pool need to be opened together because of bathroom access. Wayne will work with Mark and Kirk, our new maintenance person, to update the prox card system and signage and check the pool and hottub. We keep monitoring the state guidelines.

### Invitation of non-owners to meetings

Currently, invitations to open meetings go only to owners. Based on legal opinion, anyone else needs permission from the board to attend. If we want to allow others to participate, we should motion it.

**Motion** to invite residents who serve on committees and are actively involved in the work to attend meetings as guests and present on their agenda item. Wayne motioned, Lisa seconded.

Vote: Claudia, Lisa, Kate, John approve.

**Motion passes.**

### Communications/Decision-making

Claudia and Kate presented a flowchart for communications/decisions that affect the entire community. Claudia will finalize the chart for vote/dissemination at the next meeting.

## 6. New Business:

### Approval of Unit Washer/Dryer Install Unit 224

The installation does not affect load-bearing walls. The work will be done by a licensed contractor.

**Motion** to approve installation. Claudia motioned, Lisa seconded.

Vote: John, Kate, Lisa, Claudia: approve.

**Motion passes.** Wayne will contact Mark to let him know of board approval.

### Commercial Activity – Airbnbs Operating on Property

We received an owner complaint about two units being run as airbnbs. This is in violation of our bylaws. We will ask Mark to send a letter to the unit owners reminding them of our bylaws as well as the Airbnb rules and regulations and

asking them to respond within 72 hours. Fine or legal action might follow. The letter will be sent return receipt requested.

Posting Financial Information on Public Website: Tabled.

Request to post insurance on our website.

We have limited amount of website space. We will consider password protection for financial information.

7. Community Open Forum for Items Not on the Agenda

MarkE is searching for a structural engineer to do an inspection. The Board was unable to recommend anyone. The Board could not carry out the requested inspection because there is no evidence of a structural problem. Therefore, we encouraged MarkE to inspect at his own cost. If MarkE can produce evidence of a structural problem, the Board will address the problem.

8. Next Board Meeting: June 9<sup>th</sup> 6:30 pm

9. Adjournment: 9:05pm