

Highlands Board of Directors Special Meeting
Wednesday June 23rd at 6:30 PM
(Zoom Phone Conference)
Minutes

1. Call to Order at 6:30p (Wayne)

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

Units present: 155, 208, 427, 303, 424, 117, 153, 118, 134, 212, 426, 127

3. Proof of Notice of Meeting or Waiver of Notice: Notice sent out 10 days prior to meeting

4. Reopening the Recreation Center

There is mixed interest in opening the rec center. Approximately 9 people have expressed interest in accessing the rec center. We have been in contact with OSHA regarding recommendations for businesses. These recommendations were used to write Plan 1 for potentially opening the rec centers to households and pods (residents only). Plan 1 would open the pool, changing rooms, and bathrooms only to those who have made a reservation for a given amount of time and who signed an indemnification letter. A household comprises people sharing one unit. A pod comprises people who were in contact with each other during the pandemic (e.g. grandmother and kids). Reservations would be limited to 8-10 people. Once a reservation has been made, Mark would activate the unit's access card. Cards currently not associated with a unit would remain inactive. People would enter through the upstairs door and exist through the downstairs door. /a sign-in sheet would be made available.

Kirk will clean once a day during weekdays. There is no staff to clean on weekends. We would need to post the cleaning schedule. We could request that people clean after each use. Our only way to monitor people's behavior is the rec center cameras which can be accessed via the internet and look at the pool, the ping-pong table, the kitchen, and the front door. We could put a camera into the gym.

The indemnification letter was recommended by our attorney and would be signed by the unit owner. Guardians would sign for minors. We need to modify the letter to remove reference to eye care services and state that the owner signs for all others on the reservation. Letter should be kept as simple as possible and be applicable to the quickly changing situation. State law does not allow one person to use the pool alone.

The following concerns were raised:

1. The indemnification letter might not be suitable for the pandemic nor effective. People might not understand the letter, and it would not protect us against potential lawsuits. A Covid attorney needs to review the letter, not just an HOA attorney.
2. Defining a pod is difficult. Friends would have to sign the indemnification every time they visit the rec center.
3. We would need on-site monitors to make sure that the center is cleared out for 15 minutes and cleaned. We don't have those resources.

4. Would it be possible to hire someone to clean on the weekend? (The costs of cleaning would be about \$500/mo).
5. Would continued closure of the rec center make us vulnerable to potential lawsuits regarding loss of access to a service that is included in the monthly fees?
6. Can we ask people for their vaccination status? State guidelines required vaccination as of May 18 for rec facilities; unvaccinated people are required to wear masks.
7. Given that the risks of the pandemic might stay with us for years, how long can/should we wait to re-open?

Next steps: Given the challenges of enforcing current guideline, and given the small number of people requesting access, let's revisit the issue after June 28th, when Governor Brown's emergency authority runs out and guidelines are likely to change again. All board members should review any planning documents to be ready to vote at the next meeting in case the state opens up.

Planning documents to be developed are:

Plan 1: state restrictions in place

Plan 2: state restrictions not in place

5. Rules and Regulations

Board had time to review the latest revisions to the rules and fines document sent out prior to the June meeting, and the commercial activities documents sent out prior to the April meeting. Owners were surveyed. 8 responded, 7 were supportive and welcomed enforcement of rules.

The current rules and fines document does not include fines for exceeding the number of pets allowed in a unit. Multiple dogs in a unit might result in excessive noise, which would be covered under the noise policy. All documents are living documents that will likely be changed and improved in the future.

Motion (Claudia): Adopt the current draft of the rules and regulations, disseminate it to all owners and residents via email and hard copy, and start field-testing it for 6 months starting Aug 1. Then modify the document as necessary based on field test results.

Lisa: second

Vote: John, Kate, Lisa, Claudia: approve

Motion passed.

Paper copies will be included in the next monthly billing (August).

Amendment to motion (Claudia): Amend motion to push back field-testing start date to Sept 1.

Lisa: second

Vote: Claudia, Lisa, Kate. John: approve

Amendment to motion passed.

6. Fire Alarm bid

At each breezeway, there is a pull station to set the alarm off. One alarm that was pulled in error needs to have the glass repaired. Individual units could hard wire their alarms

into the breezeway. About 4-5 years ago someone tested the alarms. The company that did last the last test charged \$585 for all pull station alarms (16 buildings + rec center). Another company charges \$110/hr. If a problem is identified, it can be fixed, perhaps at an additional cost.

Motion (Lisa): Hire hourly person not to exceed \$600 total costs.

Kate: Second.

Vote: Claudia, Lisa, Kate, John: approve

Motion passes.

7. Adjournment: 7:54p