

**Highlands Board of Directors Monthly Meeting
July 14th, 2021, at 6:30 PM Zoom Conference Call
Minutes**

1. Call to order - 6:30p (Wayne)

- a. Board Members Present (Quorum): Wayne, Claudia, Lisa
Kate was unavailable. John resigned from the board.

Units present: 421 (Guest), 427, 109, 155, 208, 303, 424, 153, 118, 117, 403,
143, 302, 216,136

During the last election, we had two write-in candidates. John received the most votes of the two candidates. The candidate with the lesser number of votes was Sue Swensen. Sue has expressed interest in joining the board.

Motion (Claudia): Motion for Sue to join the board and serve the rest of John's term.

Second: Lisa

Vote: Lisa and Claudia approved.

Motion passes.

Sue, welcome aboard!

A big thank you to John for his work on the board! He will continue to serve on committees.

- b. Proof of Notice of Meeting or Waiver of Notice

2. Safety Presentation – Safety Committee; Guest: Glenn

The committee chair reported that flyers were distributed to all units explaining the purpose of the red flags. A city-wide evacuation plan is slated to come out July 19. The committee is working on preparing a list of items residents might consider including in a “go-bag” for quick evacuation. Glenn is monitoring the national weather service three times daily. Please don't hesitate to contact him.

Mark identified a company that might be able to repair the fire alarm pull station on Trailside and inspect all others for about \$300. Will know for sure next week.

The placement of the flag brackets on the laundry room walls facing the parking lot was questioned; flags would be visible only to residents able to leave their homes. Glenn explained that the flag posting will be accompanied by email notification, which should reach all residents.

The flyer stated that the committee would like to invite the media to document our efforts; at the same time language on our website inviting people to come to our property had been identified as a potential safety risk. The committee will keep the board informed about any publicity actions.

3. Minutes

- a. Approval of Board Meeting Minutes: May 12th (monthly), June 9th (monthly), June 23rd (special) and July 7th (special).

Motion (Lisa): Motion to approve the minutes of May 12th, June 9th, June 23rd and July 7th

Claudia: second.

Vote: Lisa, Claudia, Sue: approve

Motion passes.

4. Officer/Committee/Property Manager Reports:

- a. Finance/Treasurer – Wayne.

Cash in checking is \$47,302; reserves are \$79,840. There was nothing unusual in the June financial report. The report will be posted on our website.

- b. Reserve Funds/Capital Maintenance Plan – Wayne and Mark

The Finance Committee met to review reserve funds. In 2019, we put \$178,000 into reserves; in 2020, we put \$122,000 into reserves; and in 2021, we will put \$144,000 into reserves. We need to bring our reserve contribution back up to \$180,000. To reach this goal next year, we would need to increase dues by 7% (about \$23/unit). If other costs go up, a greater increase might be necessary.

If a large increase in dues becomes necessary, we need to give people at least 6 months' notice. This is the heads-up that dues will go up. We will finalize the budget in September, have debate about line items, and then vote on the budget in December.

- c. Manager - Mark Campbell

We are completing rear decks on the last building. The last deck requires removal of a wrongly installed heat pump. There are four more roofs to do on lower Treehill. The catwalk work will be extensive. The biggest concern is the stairs, and stringers need to be addressed everywhere. The cost of cedar wood increased; the cost of treated wood did not increase as much. We will move to working on stairs after the last deck is finished. In two weeks (July 26-28), the tree surgeon will remove dead trees and blow off roofs.

Kirk is doing a great job—nothing but glowing reports. He will help with the rec center re-opening.

- d. Rules & Regulations - Claudia & Lisa

We will send the rules and regulations documents to Eric for inclusion in the August mailing. We will also draft a message that Mark can email to all owners with the documents attached. A 1-page summary of the rules and regulations for posting in breezeways is being developed.

- e. Beautification & Grounds – Claudia

Sue's painted rocks have been placed around the property for people to find and enjoy. We are working on reducing the brush pile at the east end of Treehill.

When time permits, we might think about removing the black plastic ground cover under trees and bushes. It makes watering already stressed vegetation more difficult and seems to lose its effectiveness as a weed barrier after one year.

One owner requested help with removing a 2-year old brush pile near her building. Wayne will visit with the owner to locate the pile.

5. Unfinished Business:

Communications/Decision-making flowchart – Claudia

Motion (Sue): Motion to approve communications/decision flowchart

Lisa: second:

Debate: The HOA phone number should be added as an alternative to email. One owner questioned if there are consequences for non-responsive owners. In some situation owners need to be notified of issues their tenants might have.

Vote: Claudia, Lisa, Sue: approve

Motion passes.

The board is responsible for sending out email communications; owners/residents are responsible for receiving them. If you have trouble receiving emails, please make sure Mark has your current contact information on file and your email account settings allow you to receive messages from highlands97405@gmail.com.

All concerns should be sent to the Highlands email, not to individual board members.

Recreation Center Reopening – Mark, Kate & Wayne

The current plan suggests a reservation only system available to units/pods as of July 21. A pod refers to individual residents who associated with each other during the pandemic and their guests (no more than 2). Use of the pool and hot tub requires a second person to be present. Reservations would last 2 hours during opening hours (10a to 8p). A unit's prox card will only be activated if all unit residents have filled out the indemnification letter and guardians have signed for minors. There will be a sign-in sheet inside the front door. Restrooms and showers will need to be open. Cleaning will follow OSHA recommendations and be done daily during the week, but not on weekends. Masks would be required indoors, not outside.

Mark will email the indemnification letter to all residents. Owners/residents wanting to make a reservation can sign the indemnification letter, scan it and email it back. (During the week Kirk can take to and pick up paper copies from units.) Mark will block out the requested time and activate the access card. Reserved times would be indicated on the calendar on our website. Card activation might take 48 hours because the office computer is currently not connected to the internet and activation needs to occur at the office. Signed indemnification letters would be stored on google drive. After initial activation, people could use their card without a reservation and could bring guests. We do not have the resources to monitor compliance, and the proposed system would be complaint driven.

The plan focuses on the pool and hot tub only; opening remaining areas of the rec center can be revisited in September. After the state removed restrictions, this plan was developed specifically for our HOA as a compromise between owners who are in favor of opening the pool and owners who are opposed.

Discussion focused on the following:

- One owner felt that reservations and limited time slots are outdated now, given the removal of many county and state restrictions. The owner spoke in favor of opening the pool and hot tub, if not the entire rec center.
- One owner had concerns about bringing guests and who can make a reservation.
- One board member requested contacting our insurance company about tracking infections.
 - Our insurance company does not cover us against infectious diseases. According to our attorney, the indemnification letter protects us. One board member noted that the letter does not protect us from being sued. Legal costs would raise fees.
- The property manager emphasized that the current plan is for one unit to use the pool and hot tub. Associated risks might be exaggerated given the challenges to produce evidence that ties potential infection to a given location. Given the seemingly low risk, is it fair to restrain 128 owners?
- One owner reported that she works with Lane County Public Health and is aware of many local outbreaks. However, she recommended that current guidelines should be followed.
- One owner was in favor of fully opening the rec center, because associated risk is a personal choice. The proposed reservation system seemed too cumbersome. In addition, HOA fees include access to the pool.
- Two owners requested that owners receive a monetary refund for not being able to use the rec center.
- One owner volunteered to help with sign-in sheets or other tasks.
- One owner requested that the rec center be fully opened.
- One owner stated that any risk can be mitigated by individual choice. Lawsuits might be an issue, but there seems to be a lot of disagreement about actual legal threats. If there is no real liability, the rec center should open up. Most of the time the rec center, especially the gym, is sparsely used.
- One board member had concerns about the sauna if we were to open up completely.
- The property manager indicated that he had received additional emails requesting the rec center to open. 10-15 units were not interested in the pool, but in the gym and ping-pong area.
- One owner thanked the board for their willingness to listen to the owners.

Based on this feedback, it appeared that owners wanted to fully open the rec center. In response to remaining reluctance to open up, Wayne asked the board what metric we could use to determine whether or not to open now that the state no longer has any metric. Concerns about potential lawsuits might keep us from ever opening up. No

metrics were proposed. The following motion was brought to the floor after additional debate about the parameters for fully opening up.

Motion (Sue): Motion to fully open the rec center with indemnification waiver to activate access card, and OSHA signage relevant to pandemic. If in the future state and county guidelines change, access to the rec center will change accordingly.

Claudia: second:

Vote:

Sue: approve

Lisa: no

Claudia: approve

Motion carries.

Mark will send an email summarizing card activation and waiver processes and announcing July 21 as opening date.

Mark and Kirk have been cleaning the rec center and the pool.

Recycling Project – Wayne

The project is over and BRING has issued a report to Lane Co. 20% of our trash is in recycling, and 20% of our recycling is in the trash. We have 128 recycling bags with informational materials. We will make the bags available to residents. Recyclables need to be put into the bin loose (not in paper bags).

Posting Information on Public Website/Webpage review – Claudia & Wayne

Claudia will review content. Wayne will contact insurance carrier about posting insurance policy.

6. New Business:

Catwalk Project – Mark
(see Manager's report above)

7. Community Open Forum for Items Not on the Agenda

One owner requested additional information about \$5700 in attorney fees listed on a financial report. Specifically, the owner questioned if written legal opinions were obtained, if an attorney requiring 20 hours to produce opinions is sufficiently competent, and if any legal issues arising in the HOA need to be discussed in executive session, given that owners seem to have a right to be informed of these issues.

The situations requiring legal advice included requests for invasive inspection of ceiling spaces, fire place replacement, and fireplace risk. In all situations, we received written opinions to set a precedent. Specific cases were discussed during executive sessions to protect owners' confidentiality. General mention of the issues was made during open meetings (see minutes from May 12, 2021; Feb 25, 2021; Jan 13, 2021; Dec 9, 2020).

Owners can send formal requests for documentation to highlands97405@gmail.com. Any request might require us to obtain legal guidance on what we can or need to release.

8. Next Board Meeting

The August meeting is cancelled. We will hold the August 11, 6:30p timeslot, in case something comes up.

Our next scheduled meeting is on September 8, 6:30p.

9. Adjournment: 8:48p