

**Highlands Board of Directors Monthly Meeting  
January 12th, 2022, at 6:30 PM Zoom Conference Call  
Minutes**

1. **Call to order - Wayne at 6:30 pm**

a. Board Members Present (Quorum): Wayne, Claudia, Elizabeth, Sue, Lisa

Units present: 155, 208, 427, 109, 105, 140, 424, 426, 153, 118, 224, 308, 414

Wayne expressed a big thank you to all who helped out in the snow storm. Mark and Kirk worked early hours to keep roads passable. Thank you! Also, a shout out to renters and owners who helped in the clean-up and pulling people's cars off the driveway. Thank you! Finally, a big thank you to Sue for organizing the holiday lights competition!

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b. Proof of Notice of Meeting or Waiver of Notice

2. **Approval of Minutes: Dec. 1<sup>st</sup> (special meeting) and December 8<sup>th</sup>, 2021**

Elizabeth requested the following edits to the Dec 8 minutes:

- During the 2022 budget recap discussion, Elizabeth tried to stop further discussion since the budget had already been voted on. She was not recognized by the chair, and was told not to speak. Wayne apologized to Elizabeth.
- Removal of a paragraph in the discussion of the confidentiality breach.

**Motion (Elizabeth): Approve minutes with changes.**

**Second (Lisa)**

**Vote: Sue, Lisa, Elizabeth, Claudia: approve**

Discussion of Draft Minutes:

- Elizabeth requested not to send the draft minutes with the monthly billings, because their content could be unintentionally inaccurate and cause harm. She questioned if the Board obtained approval for sending out draft minutes.
- Mark mentioned that withholding the draft minutes would result in a 6-week delay in owners' access to the minutes. Inclusion of the draft minutes in the billing also serves as the 10-day written notice of the next meeting required by our Bylaws.
- Mark stated that draft minutes were sent out when Phil Abbot was chair.
- Sue and another owner in attendance indicated that they liked owners having access to the information.
- Lisa suggested posting draft minutes to the website. Wayne explained that website postings cost money and Mark indicated that web content is even more public facing than mailings.
- MarkE suggested emailing draft minutes and billing statements to save money.
- Elizabeth said that she is ok with sending out drafts if they do not contain direct quotes.

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### 3. **Review of current election procedures**

Each document to be included in the voting packet was reviewed.

- **Candidate Forum:**  
Elizabeth requested a 1-hour special meeting for the candidate forum to allow owners to study the candidates' questionnaires. The questionnaires were emailed to owners 2 days ago, which she deemed insufficient time to prepare questions.
  - Today's candidate forum was announced in a Dec 14 email to all owners.
  - Five owners in attendance said that they did not want another meeting especially for the candidate forum.
  
- **Ballot return:**  
If no quorum is reached by the Feb 24 annual meeting, the meeting will not be adjourned and the ballots remain valid.
  
- **Information sheet:**  
This allows anonymous voting.

**Motion (Claudia): Motion to adopt documents as they are.**

**Second (Elizabeth)**

**Debate: no further debate**

**Vote: Lisa, Elizabeth, Sue, Claudia: approve**

Call for board member candidates (2022 election)

No one else came forward.

Candidate Q & A

Elizabeth Chandler:

- **Q:** Are you aware of any requests for grant proposals that we might be eligible for and that might fit our needs?
  - **A:** Elizabeth said that she is doing research on grant opportunities.
- **Q:** Would it be possible to channel CERT and Covid-response strategies to our HOA?
  - **A:** Elizabeth has direct contact to the local Covid-response team. Our HOA team brings great resources. We could have training on-site. These are difficult and stressful times. She would like to see training in Non-Violent Communication (NVC).
- **Q:** Which officer position would you feel most qualified to do and would be willing to take on, if elected?
  - Elizabeth would like to create a position for emergency preparedness. She would not be willing to serve as an officer.

Susan Fix:

- Q: What did you learn from your service on the board of the Royal Caribbean Condominiums, especially in relation to confidentiality?
  - A: Susan stated that the issue of confidentiality never came up. Her interest in serving on that board was to examine why the monthly fee was higher than the fees at comparable places. She found out that the higher fees were due to the number of structures and pools. That HOA had fewer units than ours. There was an issue of flooding from one unit affecting another, similar to the noise issue we have. Susan also showed several units in the Florida condo building that recently collapsed. Prior to the collapse, their HOA board tried to address deferred maintenance, which resulted in a substantial assessment. Her real estate experience prepares her for contributing to the board. The issues of beleaguered boards are similar. There are many squabbles at board meetings.
- Q: What issues would you like to focus on?
  - Susan would like to focus on maintaining and enhancing the value of our units and security.
- Q: Which officer position would you feel most qualified to do and would be willing to take on, if elected?
  - Susan said that her business background leans more towards marketing. She would be willing to take on the position of secretary. She would be reluctant to serve as chair as a new board member, but might do so in the future.

Paula Hoemann (not present):

Claudia Vincent:

- Claudia's teamwork and forward-thinking approach was appreciated.
- Q: Which officer position would you feel most qualified to do and would be willing to take on, if elected?
  - A: Claudia said that she feels qualified to continue in the position of secretary, and that she would consider serving as treasurer due to her budget management experience. She would be reluctant to serve as chair due to the position's time demands.

#### 4. **Officer/Committee/Property Manager Reports:**

##### a. Finance/Treasurer

- The December financial report is not yet available. We will recap the financial year at the Annual Meeting
- Sue suggested that we take another look at the budget in 6 months. COLA, water, and electricity costs have increased. The 5.5% fee increase might not be able to cover these added costs. If something unexpected happens, we don't have any funds to respond. Edgewood is collecting \$650 + \$400 special assessment/month. Rockridge is collecting \$350/month which does not include cable, water, trash, and sewer and does not provide services or amenities. Most people don't want a huge special assessment.

- Lisa expressed uncertainty whether the EWEB increases had been voted in. She reminded that we have voted on the budget.
- Claudia agreed with the recommendation to take another look at the budget later in the year to see if it allows us to sustain our operations and capital improvement plan.

Renewal of Insurance Policy

Nationwide should provide us with a quote 60 days before our renewal date, which is March 15. Once we have the quote, we will announce a special meeting to discuss insurance costs. The broker will look at other carriers to see if there is better coverage for the same cost. We will get try to get a new quote for earthquake coverage.

b. Manager

- Washer replacement (top loader versus front loader)  
The cost of top loaders increased from \$1200 to \$1669. The cost of front loaders increased from \$1700 to \$2800. We have a total of 32 washers, which means a total cost increase of about \$35,000. Water and electricity efficiency remain a concern. One washer needs to be replaced now.
  - Ellie recommended moving one washer from her building where most owners have their own laundry machines to another building.
  - Lisa recommended revisiting farming out washer/dryer maintenance to an external company. Wayne requested to delay this to the next meeting.

**Motion (Lisa): Motion to move one washer from 424 to the other building.**

**Second (Sue)**

**Vote: Claudia, Lisa, Sue, Elizabeth: approve**

- Estimate for engineer walkthrough  
SS & W provided a quote for a foundation walkthrough of 13 buildings (3 building already had foundation repairs). Visual assessment (no measurements or laser data) of 13 buildings would cost \$1200; inspection of bulkheads would add \$800. A written report of findings is included in the costs.
  - Elizabeth requested twice to get the estimate in writing with details about what they would be doing. Mark said he would do so.
  - SS&W did a great job on the Woodcutter foundations and it might be good to have the same firm do the assessment.
  - Weather does not impact potential repair work. We might be able to schedule the walkthrough soon. If there is an issue, we might need to shop around for a firm, due to busy schedules of engineering firms.

**Motion (Sue): Motion to have Mark schedule the engineer walkthrough for approx. \$2000.**

**Second (Claudia)**

**Vote: Elizabeth, Sue, Lisa, Claudia: yes**

- Engineer's response to Branch Engineering 426  
SS&W provided a letter. The owner will read the letter and get back to us.
- Insurance settlement  
A check for \$6,700 was received to cover the repair of a carport (141-148).

c. Beautification & Grounds

- Removal of the plastic ground cover was started and is ongoing.
- Tree planting has been postponed to spring due to cold weather.

5. Unfinished Business

A follow up to the request to get a quote for scanning building blueprints was made, acknowledging that the recent weather event might have delayed our ability to get the quote.

6. New Business:

Use of deicer

- There was concern about people being able to access the trash rooms and get to their cars when walkways are icy. Deicer used to be available in the electrical rooms.
- Deicer should be available to everyone and maintenance should make sure it is usable, inform resident how to use it and store it properly.
- Small amounts of deicer in lidded buckets will be made available in the laundry rooms.

7. Community Open Forum for Items Not on the Agenda

No issues were raised.

8. Next Board Meeting (Annual): Thursday February 24<sup>th</sup> 6:30 pm

A special meeting invitation will be issued once we receive the insurance quote.

9. Adjournment: 8:30 pm