

Highlands Board of Directors Annual Meeting Minutes
Continuation of Meeting on March 9th, 2022, at 6:30 PM Zoom Conference Call

1. Call to order - Wayne at 6:30 p
 - a. Board Members Present (Quorum): Wayne, Claudia, Elizabeth, Sue, Lisa
Units present: 208, 155, 427, 109, 133, 403, 425, 426, 118, 424, 308, 224
 - b. Proof of Notice of Meeting or Waiver of Notice

3. Board election results & selection of officer positions (**20 minutes**): 68 total ballots

Claudia & Elizabeth were elected.

Claudia & Elizabeth accept position for another 2-year term.

Officer positions:

Chair: Claudia

Treasurer: Lisa

Wayne: Assist Treasurer

Wayne: Secretary

Sue: Assist Secretary

Vote: Yes: Claudia, Lisa, Sue. No: Elizabeth

4. Unfinished Business (20 min)
 - a. Discussion of security gate
 - a. Committee has not met yet.
 - b. April meeting to hear back.
 - b. Noise issue between flats.
 - a. Mark E no update.
 - c. Foundation and bulkhead inspection.
 - a. Mark C: started, nothing to report, will have detailed report at the April meeting.

5. Unfinished business (**10 minutes each**):

Parking in guest spots

- a. No cars are being stored or worked on. Back and forth with resident. Wants one guest spot for loading and unloading only. Specific proposal: allow residents to have only 2 cars. Not enforceable or practical. We have authority to change how people park in guest spots. Resident: roommate is handicapped. Marked off spot in front of breezeway can always be used for loading and unloading. Cars are being parked against the curb.
- b. Mark C: resident is associated with proxy request.
Lisa: is one spot dedicated for handicap? Is this an obligation? Get into trouble with ADA? Private residency might not be obligated.
Lisa: report on ADA-compliance for private properties (HOAs) by April meeting.

Proxy request for attendance at meetings

- a. Lisa and Wayne looked into laws. Attorney opinion will be discussed during executive session (March 16, after organizational meeting)

CSC Laundry Proposal concerns:

Elizabeth: older machines, difficult to get quarters. Reached out to previous contact.

Mark: same terms, \$22/machine/average will go to them. 80% of what is left goes to us. Fees would go to \$1.50. Our laundry income would go to \$1000/yr. They would maintain machine and replace problematic machines. 7-year term, exit condition: \$50 for non-replaced machine, \$200 for replaced machine.

Wayne: laundry income last year \$12,000. Local laundromats: front loaders: \$3-3.25. Dryers: 6 min /\$.25

Elizabeth: will be able to pay by card.

Wayne: our current company also provides app payment, card. Ask for 2nd bid?

Lisa: only company in this area, they were here before, provide alternative payment methods.

MarkC: credit card capabilities: \$16,000.

Sue: liked proposal. How important is our laundry income? Simpler to use a debit card.

Claudia:

- When was the needs assessment completed?
- Company has poor rating on Better Business Bureau
- Buy-back option at time of contract termination is essential.
- Best practice: bids from other companies?
- Do they know how small our laundry income is? What if a machine does not generate \$22?
- Higher rates might encourage more owners to get their own laundry equipment and reduce income further.
- Will CSC continue to raise rates?

Elizabeth: needs assessment based on previous info.

Ellie: Went to current company first: did not want to take over machines. Got recommendation from UO.

MarkC: no needs assessment, still going off the old income. Want contract signed by end of month.

Lisa: is there another company?

Wayne: Company requested W-9.

Motion (Lisa): send W-9

Second (Wayne)

Debate: Elizabeth: they are going off the initial info from Ellie.

Lisa: party that recommended company also got us contract with roofers.

Vote: Lisa, Yes, Sue: Yes, Wayne: Yes, Elizabeth: yes

MarkC: will send W-9 and ask for an extension past March 31.

6. Community Open Forum for Items Not on the Agenda (**10 minutes**)

Sue: The bottom stair of her neighbor's walkway has collapsed and is held up by a board put under it. Will notify Mark C.

Thank Claudia for noticing the overflowing sewer and MarkC for getting Pacific to unplug it. The cost was \$800. EWEB only intervenes if sewage reaches Coachman. EWEB got a notice 2 days ago, but did not respond then.

7. Next Board Meeting (Monthly): Wednesday April 13th 6:30pm

8. Adjournment 8:12p