

**Highlands Board of Directors Monthly Meeting Minutes
May 11th, 2022, at 6:30 PM Zoom Conference Call
Approved Minutes**

1. Call to order – (Claudia): 6:30 pm

Meetings are being recorded

- a. Board Members Present (Quorum): Wayne, Claudia, Elizabeth, Sue, Lisa
- b. Units present: 208, 155, 109, 206, 425, 216, 424, 105, 427, 308, 426, 118, 205, 414.
- c. Proof of Notice of Meeting or Waiver of Notice

2. Parking in guest spots & car ownership (invited resident)

Debate over the limited number of guest parking spots per complex

Issues raised:

- Residents using most spots for more than 1 personal vehicle
- Residents performing maintenance on vehicles in guest spots
- Residents storing cars (with covers) in guest spots

Noted that there is no rule for number of vehicles parked per resident (maintenance and storage are against the rules).

Motion made by Lisa and seconded by Sue:

“Limit the use of existing parking spaces to one assigned spot and one guest spot for all residents.”

Vote: Lisa (yes), Sue (yes), Elizabeth (yes), Wayne (abstain)

Motion passes

3. Approval of Minutes (April 13th)

Motioned by Wayne, seconded by Elizabeth – Approved with changes (unanimous)

4 Officer, Property Manager, and Committee Reports

a. Finance/Treasurer (Lisa)

- Lisa now has signing authority on both bank accounts
- Met with Mark, Eric, and US Bank manager.
- Getting online account access and signing up as officer-in-charge for commercial cash back credit card.

b. Property Manager (Claudia for Mark)

i. Engineer walk-through report

- We do not have the report yet (walk-through done)

- ii. Walkways plan
 - Travis hired, stairways work moving along
- iii. Putting spring clean-up dumpster in Woodcutter
 - No action taken by Board
 - Wayne and Sue will put recycling and disposal information in the June newsletter
- iv. Laundry Machine update
 - New washer and dryer installed (419-425)
 - Cost per load for all machines is now \$1.50
- v. Recreation Center Indemnification Waiver (**Elizabeth & Wayne**)
 - Both agreed that waiver was no longer needed
 - Lisa wanted to make sure cards are correctly re-activated for residents only

**Motion by Sue seconded by Elizabeth:
 “Motion to drop Covid waiver for Rec Center pass re-issue”
 Passed unanimously**

- vi. Group Reservations (**all**)
 - Recreation Center will return to normal operations – Mark will accept reservations following the normal guidelines

c. Security Gate Committee (**Susan F, chair**)

Consulted with Officer Raeger (EPD Community Safety) and 2 companies (Access Control Unlimited & Champion Fence:

- Gate would deter crime problems with car break-ins
- Camera at gate would also make a difference

Best location was the wide grassy area at the entrance at the most level spot. Preliminary gate specs:

- 2 gates (14 ft.(exit) and 16 ft. (entrance)) plus post and pedestrian walkway)

Potential issues:

- Increasing asphalt roadway (current width is 26 feet)
- Adding pedestrian walkway
- Upgrading electrical power
- Emergency entry/exit
- Power outages
- Access devices (remote/key card)

Committee is following up with designs for gate, camera options and contacting Fire Dept. for gate width requirements.

d. Emergency Preparedness Committee (**Elizabeth**)

Requested “Mandate” was developed: Create and Implement an Emergency Response Plan for the Highlands Condominiums HOA

Initial focus of the committee will be to review last year’s accomplishments of the Emergency Evacuation committee and update. Continue to focus on evacuation and what remains to be accomplished.

Ellie Andrejko, last year’s chair of the Emergency Evacuation committee, offered to meet with Elizabeth and pass on all the Committee documents and notes from last year’s committee work. Elizabeth happily agreed.

Please contact Highlands97405@gmail.com if you would be interested in serving on this committee.

Elizabeth will draft an invitation letter and send to Claudia. Claudia will forward to Mark to send via email to owners

e. Beautification Committee (**Claudia**)

Mark E consultation notes:

Landscaping goals: erosion control, fire resistance, fuel reduction, drought tolerance, and highlighting native plants (use non-natives e.g., Japanese maples, sparingly).

Colors: cool flower colors, or pale hot flower colors, to brighten shady grounds.

Enhancement: vignettes of outdoor furniture

Additional Consultation: potential to work with Landscape Architecture students enrolled in design studios/field study

Pruning: Allow plants to grow without excessive “ornamental” pruning to support natural look.

Plastic removal: Woodcutter and Stonewood finished, one piece remaining on Treehill, Trailside to go

Thank you to Nancy for donating her roses to the pool area.

5. **Unfinished business**

a. Parking in guest spots ADA compliance (**Lisa**)

ADA does not apply to residential building. The only exception would be if we had a rental/leasing office open to the public (we do not).

b. Proxy request re meeting attendance (**all**)

Oregon law allows owners assigning proxies to vote and attend meetings (valid for 11 months)

Claudia will ask Mark to notify the current owner and the proxy of this legal requirement.

c. Scanning of blueprints (**Claudia for Mark**)

Scanning is done – will be put into records

d. Newsletter (**SueS & Wayne**)

Spring clean-up issue being worked on.

e. Website (**Wayne**)

Will be contacting HOA president in Florence (Greentrees Villages) for advice.

6. New business

a. Spring walk-through (**Wayne**)

Howard, Sue S and Wayne will conduct Spring walk through

b. 2022 Financial Committee: call for members (**Claudia**):

Committee mandate:
Recommendation for budget and fee structure for coming year(s).
Review of Insurance
Review of 10-year plan/reserve funds

Volunteers: Susan F, Lisa, Mark C, Elizabeth

Please contact Highlands97405@gmail.com if you would be interested in serving on this committee.

c. Board communications (**Elizabeth**)

Request we take a look at board communications (training, consultant)

Wayne will send info on resources from our Oregon HOA Firm

7. Community open forum (items not on agenda)

Owners complained about safety issues when cars are parked on curbs. Claudia will contact Mark C to work on this

Owner wanted Recreation hours returned to normal hours.

8. **Next board meeting: Wednesday, June 8th 6:30p (Zoom)**
9. **Meeting adjourned: (8:08 pm)**