

**Highlands Board of Directors Monthly Meeting Minutes  
June 8th, 2022, at 6:30 PM Zoom Conference Call  
Approved Minutes**

1. **Call to order – (Claudia): 6:30 pm**
  - a. Board Members Present (quorum): Wayne, Claudia, Elizabeth, Sue. Absent: Lisa
  - b. Units present: 208, 155, 427, 109, 206, 308, 403, 224, 216, 115, 426, 134, 105, 425.
  - c. Proof of Notice of Meeting or Waiver of Notice
  
2. **Approval of Minutes (May 11th)**

**Motioned by SueS, seconded by Wayne**

Debate: Changes were requested. Lack of clarity about what was captured by the recording and what should be included required tabling the motion until clarity was reached.

**Approved with changes (unanimous).**
  
3. **Officer, Property Manager, and Committee Reports**
  - a. **Finance/Treasurer (Claudia for Lisa)**
    - Only one account over 90 days past due.
    - Two dryers installed – two more ordered (problems with computer boards).
    - No significant differences in budgeted vs. actual expenses.
    - Three board members now have signing authority for both US Bank accounts.
  
  - b. **Property Manager (Mark)**
    - i. *New pest spraying vendor*

Swanson’s is no longer willing to spray every 6 months for \$600. Instead, they provided the following bid: Half of the complex each month, half of the complex the next month, plus 5 indoor treatments per month for \$1,1000 per month. Treatment of additional units would cost \$15.00 each. Mark will get additional bids and will forward them to Board.
  
    - ii. *Placing a camera in the carport*

Owner on Trailside wants to place a camera on the carport. Per previous motion owners are allowed to install ring doorbells (limited common element), and place cameras on their own property (unit or car).
  
    - iii. *General update (spa, dryers, step and stringer replacement)*
      - Replacing dryer circuit boards costs over \$500. We are looking into other options to repair/replace dryers
      - Work on stairs (steps and stringers) is moving along
  
    - iv. *Engineer report*

No report as of meeting. Report will be sent to the Board when it is received.
  
    - v. *Collecting quarters*

With our increased rates per load, quarter bins are now filling up after 4-6 weeks. It was suggested to do regular monthly collection and deposit.

Deposit procedures:

- The bank is requiring anyone depositing quarters to be a signer on the account or provide their social security number (per a 2018 law for deposits of over \$500). Our deposits range around \$3000.
- Our bylaws state the Treasurer is responsible for all deposits (see section 5.6)
- It was suggested that two people should be involved in handling and transporting cash. Four owners indicated that they felt the current process is fine.

vi. *Follow up question with Mark re: Status of engineer blueprints to be scanned at Central Blueprint.*

MarkC clarified that the original building plans do not show electrical or duct work. The previous engineer inspection focused on depth of bed rock, pouring specs of piers, and walls for subfloors  
MarkC will meet with MarkE to go over blueprints in the office.

c. Security Gate Committee Update (**SusanF, chair**)

- Slow but steady progress. Access Control provided an estimate of \$38,000 for two 14-foot gates with a post in the middle. Estimate from Champion fence coming soon. Rockridge's gates are 16 feet. The Eugene Planning Department was vague about required width (maybe 20 feet).
- We need a bid from a paving company for widening asphalt to accommodate gates and turn around).
- Current electrical service may be enough (more research needed).
- Security camera installation was dropped for now.

e. Emergency Preparedness Committee Update (**Elizabeth**)

1) Elizabeth met with Ellie and Glenn and went over documents and notes, including documentation of next steps carried over from previous board meeting (9/8/21):

a) Committee was asked to submit an evacuation policy to the board

b) Claudia – Feasibility of (a) ensuring all hose bibs are functional on back of buildings, and (b) investing in hoses to be attached to those bibs to cover a 30-foot distance to quickly respond to grass fires

2) Members so far: We have a member who expresses interest in joining the committee with much to contribute – experience with radio communication.

Glenn Smith would like to continue with the committee with focus on Fire Emergency Evacuation and Monitoring Red Flag Fire Warnings.

Ellie Andrejko will continue with the Emergency Preparedness committee

Waiting to hear back from two other previous members. We will schedule a meeting hopefully sometime next week. In person or zoom- depending on the wishes of participating members

- 3) Elizabeth will complete Emergency Response Training (CERT) with the City of Eugene this month - In person - 12 hours. A list of critical contacts will be gained at the training, including connection with Thomas Price - to assist committee / HOA with a detailed Emergency Evacuation Response Plan.
- 4) Will request an email to be sent to members in the future if needed. Hopefully more members will join while we are updating our “block monitors” list and from our published minutes.

In response to the committee’s mandate Elizabeth added to the May minutes, the chair reminded that committees are charged with developing recommendations to the Board; committees do not implement their recommendations without board approval. Therefore, the chair asked that the mandate for the Emergency Preparedness Committee be changed to: “Provide recommendations regarding an emergency response plan for the Highlands Condominiums HOA to the Board.” Elizabeth agreed to change the mandate.

Recommended future tasks:

- Work with City to remove “bonfire teepee” on ridgeline trail
  - Manualize the procedures for posting to our website
  - Fuel reduction (deadwood, blackberries, etc.)
- f. Beautification Committee Update (**Claudia**)
- Focusing on weeding.
  - Trees that were damaged (stripped bark) are coming back from the base and will be left in.

#### 4. Unfinished business

- a. *Newsletter (SueS & Wayne)*  
Still waiting for article submissions. If you have any items for the newsletter, please send them to [Highland97405@gmail.com](mailto:Highland97405@gmail.com) for future issues
- b. *Website (Wayne)*  
Still researching- no updates.
- c. *Spring walk-through (Wayne)*  
Howard, SueS, and Wayne completed walkthrough. Main concerns:
- Storage of items on decks and porches
  - Doors and heat pump ducts that have not been painted (some are still white)
  - Plants and planters that are not elevated above cedar (handrails and decking)
  - Loose cats (including open cat doors)
- The walk-through will be repeated before the end of July to see if concerns persist. Further necessary action to correct concerns will be discussed then. If you have any questions about the Highlands rules, please contact [Highland97405@gmail.com](mailto:Highland97405@gmail.com).

- d. 2022 Financial Committee: finalize membership and review mandate and timeline  
**(Claudia)**

Final membership: Lisa, Elizabeth, SusanF, MarkC, Sandi, and Paula

Mandate:

- Make recommendations for budget and fee structures for the coming year or years
- Review the big-ticket items on our budget (insurance policies etc.)
- Review the 10-year capital improvement plan.

The committee will meet to select its chair and discuss when recommendations can be presented to the board. The timeline should allow sufficient time for owners to provide feedback. Budget needs to be voted on in December. Wayne agreed to make existing documents available to committee.

- e. Board communication **(all)**

Wayne forwarded to the board a link to resources from our Portland attorneys:

<https://harkerlepore.com/resources>. In addition, information is available on the internet.

## 5. New business

- a. *Air conditioning in rec center* **(all)**

An owner asked to look into installing air conditioning in the rec center.

Association may be averse to increasing fees for comfort issues.

Elizabeth volunteered to research EWEB grants. Heat domes and climate change are issues. Rec center may be a place that some residents who cannot afford air conditioning may need to go to. Cold temperatures during past board meetings at the rec center have also been an issue.

- b. *Written reports by officers, property manager & committees - submitted prior to meetings*  
**(Wayne)**

Written reports could be submitted prior to meetings and attached to the agenda. This would allow owners to familiarize themselves with the reports and save meeting time for discussion. We will pilot this approach for the next meeting suggested.

## 6. Community open forum (items not on agenda)

Blueprints were discussed.

## 7. Next board meeting: Wednesday July 13<sup>th</sup>, 2022, 6:30p (Zoom)

## 8. Meeting adjourned: (8:19pm)