

**Highlands Board of Directors Monthly Meeting Minutes  
July 13th, 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. Absent: Lisa, Sue
  - b. Units present: 208, 155, 427, 224, 105, 140, 115, 414, 426
  - c. Proof of Notice of Meeting or Waiver of Notice
  
2. **Approval of Minutes (June 8th)**

**Motioned by Elizabeth, seconded by Wayne  
Approved without changes (unanimous).**
  
3. **Officer positions**

Lisa resigned from the Treasurer position effective July 1. Chair thanked her for her service. Wayne volunteered to do the work on an emergency basis.  
Discussion on the difficulty of filling the Treasurer position. Recommendation to increase the size of the board (up to 9 members) to solve the problem.  
Since 2 board members were absent, item was tabled for the next meeting.
  
4. **Officer, Property Manager, and Committee Reports**
  - a. **Finance/Treasurer (Claudia for Lisa)**

Charts submitted with agenda discussed – request to attach financials to agenda.  
*Renewal of SAIF insurance policy. Motion by Wayne, seconded by Elizabeth: Motion to allow the chair to cover SAIF expenses up to \$2,000. Vote: Approved unanimously.*  
*Depositing quarters* – no changes to current policy  
*Request for reimbursement for mold remediation in attic space* – Mark will reach out to previous owner
  
  - b. **Financial Committee (report submitted by Paula):**

The finance committee currently has 6 members: Mark, Sandy, Elizabeth, Lisa, Susan and myself. We have had the opportunity to meet once since our start, on June 13th. I was chosen to be committee chair. We are just getting started on our task to review the 10-year plan and start the 2023 budget process. We are in a data gathering phase and do not have any findings or conclusions to report as yet, but so far it looks like we have a great crew and a lot of enthusiasm for our tasks.
  
  - c. **Property Manager (Mark)**
    - i. *Pest Bids*

Some quotes were shared – waiting for additional info from other pest services.
  
    - ii. *Walkways/stairs*

Travis's last day is next Tuesday – Mark getting quotes/bids for moving forward on the work.

- iii. *Washer/dryer repairs*  
Work continues on old equipment – Kirk doing excellent job
- iv. *Engineer report*  
Mark still working with engineering firm on reports. When he gets the information and reports he will send them to all owners. A special meeting will be called for this one topic.

d. Security Gate Committee Update (report submitted by **Susan F, chair**):

SECURITY GATE REPORT

1. We have two estimates for the cost of the gate - one from Access Control Unlimited and one from Champion Fence.  

Champion Fence:	\$46,900
Access Control	\$36,680

The estimate from Access Control Unlimited is for two 14' wide gates and Champion for two 16' wide gates. We have determined that we probably need 16' wide gates to accommodate emergency vehicles so if a decision is made to pursue the project further, we would have to have Access Control Unlimited revise their estimate to include 16' wide gates.

We might also want to try to obtain a third gate estimate if a decision is made to move forward.

2. Mark Eischeid, Sandi Timmons and Susan Fix met with Caleb from Western Asphalt on Thursday the 30th to discuss the paving that would need to be done to allow for the installation of the gates. We determined we should plan on a minimum of 35' in width for the gate installation and for vehicles to turn around if necessary. As our entrance road is 26' we will need to plan for at least 9' of paving in order to install the gates. We are waiting for an estimate from Caleb, which should arrive soon.
3. We received an email from an owner who brought up these points: gates will require regular maintenance and repair; there will be drivers who try to "beat" the gate and end up damaging the gate - most communities find installation of a security camera system records evidence of what happened; and visitors, vendors and emergency vehicles will need access -some communities only close gates at night because of this need.  
 We have discussed each of these points as a committee and with the two gate companies and will need to address those points in any recommendations we make to the Board.
4. Joe from Champion; Janina Raeger, the Eugene Police Department Community Engagement Specialist; and the owner above have all suggested that a security camera at the gate will help in identifying vehicles that damage the gate and vehicles responsible for the car break-ins. We decided that it would make sense to have a security camera company meet with us to tell us what would be involved in including a security camera at the gate and what the cost would be - both to install and monitor. We have a meeting set up with Peter from Apex Security on Monday, July 11 at 10 AM to assess our situation.

5. There was another car break-in recently - a neighbor of Susan Fix. Susan did hear a very loud car around 4AM that night - and a neighbor had also heard a loud car several months ago when another break-in occurred. Obviously it might not be the same vehicle but the circumstances were similar. This is the first break-in I know of in a while but it shows that this is a continuing issue.
6. We hope to have the estimates for the total cost by the August Board meeting. Any security gate installation would have to include the cost of the gate and the cost of the paving. A security camera would be an addition to consider.

#### Additional Comments at Meeting

Met with security company and discussed camera options. Recommendation was for a camera on the light pole, recorder (non-internet) nearby with an sd card recording on a 30 day loop to capture cars and license plates.

Because of the costs it was recommended to get broader owner input after the bids and costs are in.

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

Request for process for email distribution to all residents.  
Property Manager is the sole keeper of the email list

#### Emergency Preparedness Committee Report:

Committee members: Ellie Andrejko, Tyler Stewart, Glenn Smith, Lisa Andrejko, Elizabeth Chandler

The committee met once since our last Board Meeting and will meet again with our CERT District lead on 7/12/22.

We discussed communications and ALERTS, Upcoming Hybrid Model CERT (Community Emergency Response Training), Radio Communications (Tyler is an operator).

Building on our work last year, the current focus of our work as a committee is to update, develop and recommend an evacuation plan for our community. We are meeting and speaking with local experts and look forward to implementing their suggestions and directions. Stay tuned.

Developed initial flyer "Let's Prepare for the Upcoming Fire Season" to distribute hardcopy to residents and post in breezeways. This is not intended to be all inclusive (see flyer). Describes Red Flag Warning, shares important links, and Committee contact information for questions and volunteering.

- f. Beautification Committee Update (**report submitted by Claudia**):

Pulled weeds, watered trees. Little trees growing nicely. More of same to come.

#### 5. Unfinished business

- a. *Newsletter (SueS & Wayne)*  
Spring newsletter is out
- b. *Website (Wayne)*  
Still researching- no updates.
- c. *Spring walk-through (Wayne)*  
The walk-through will be repeated before the end of July.
- d. *Air conditioning in Rec Center (Elizabeth)*  
Waiting on response from EWEB
  
- e. Written reports by officers, property manager & committees submitted prior to meetings  
**(Wayne)**  
Pilot project of soliciting reports for inclusion in the agenda will continue – participation is not mandatory.

**6. New business**

- a. *Board member manual (Claudia)*  
Claudia volunteered to work on the manual

**7. Community open forum (items not on agenda)**

Property Manager received a speeding complaint – it will be on the next agenda  
Secretary will put together the agenda for next meeting.

**8. Next board meeting: Wednesday August 10th, 2022, 6:30p (Zoom)**

**9. Meeting adjourned: (8:28 pm)**