

**Highlands Board of Directors Special Meeting Minutes  
August 31st, 2022, at 6:30 PM Zoom Conference Call  
Approved Minutes**

1. Call to order - Claudia at 6:30 p
  - a. Board Members Present (Quorum): Wayne, Claudia, Paula , Sue, Lisa  
Property Manager: Mark Campbell
  - b. Units present: 208, 155, 105, 115, 118, 109, 206, 403, 427, 424, 315, 314,  
214, 147, 425, 414, 140 310
  - c. Proof of Notice of Meeting or Waiver of Notice:

Lisa raised an objection for the record that appropriate notice was not given for this meeting. Appropriate notice under Oregon statute must be given in writing 10 to 50 days ahead of time. Under the Oregon statute email is not allowed, notice must be written (mailed) or hand delivered.

Another owner (in the chat) wrote:

“10 days prior in writing with agenda sent out by mail is the Oregon State Law Requirements.”

There was no request to cancel meeting.

2. Discussion of walkways project
  - a. scheduling of buildings/prioritization of safety  
The Highlands prioritizes work by Safety first, then preventative maintenance, and last accessories (i.e. Heat pumps, etc.).

Walkways have risen to the level of safety concerns.

**Motion by Wayne- seconded by Sue: Hire Hughey Homes to do the walkways at 401-408 Stonewood at the quote of \$13,800. Passed unanimously.**

The 2 complexes on Woodcutter will require an engineer report, plans and permits before a contractor can start work. The other 14 are in better structural shape. Mark will have more info from SSW engineers after Labor Day

- b. financing options

Money for the walkways project is already in the budget. Costs for the larger expenses associated with the two Woodcutter buildings are still uncertain.

3. Discussion of engineer inspection reports

15 reports for 15 buildings are fairly similar (1 building did not need work).

a. responding to findings

Mark is getting a contractor to assess and come up with a cost estimate

b. budget impact

Funds are currently not available for foundation repair. Financing options will need to be explored during budget discussions.

Meeting adjourned (8:24pm)