

**Highlands Board of Directors Monthly Meeting Minutes
October 12, 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, Sue, Lisa, Paula
 - b. Units present: 208, 155,109,115,118,105,424,316,425,427,411,414,403,153
 - c. Proof of Notice of Meeting or Waiver of Notice

2. **Approval of Minutes (August 31 and September 14)**
Motioned by Sue, seconded by Paula
Approved without changes (unanimous).

3. **Officer, Property Manager, and Committee Reports:**

- a. **Finance/Treasurer/Financial Committee update (Paula)**
Finance Committee Report for Oct 12, 2022 HOA meeting

The finance committee met on October 4th to finalize the 2023 operating budget for presentation to the board. Attached is our completed operating budget for 2023. This budget includes the wage changes discussed in the executive meeting. We have consolidated the wage accounts for privacy purposes for this report. We are not including any large projects in the budget as these are decided by the board on a case by case basis, but this will reasonably fund the reserves to cover some improvements/large repairs.

However, we want to be clear that there WILL need to be a special assessment for the walkways project due to the extensive amount of repairs needed and high cost of those repairs. We do NOT yet have a final number for this assessment, but we suspect it will be in the \$1500-\$2000 range per unit. As the reports and bids come in we will have a better idea and will formally present the figure to the board at that time.

We have also looked closely at the insurance costs for the association and are getting competing quotes within the next month. It is our hope that we can see some savings in these quotes that would allow for us to propose including earthquake insurance in the next year.

Shared at meeting:

- The finance committee received an insurance quote from American Family Insurance (ballpark: \$27,575.51). Budget and special assessment amount will be reworked based on insurance quote.
- Mark will send 2014 special assessment letter to Claudia and research whether an attorney had reviewed it.
- Property Manager and Maintenance duties will be reassigned with the current staff. Additional part-time maintenance worker(s) may be hired seasonally. The Secretary will work with staff on duty assignments.
- Board met in executive session and recommended a 10% raise for Property Manager and Maintenance. Two floating Holidays were recommended in addition to the 5 vacation days and 3 holidays (4th of July, Thanksgiving, Christmas) for fulltime positions.

**Sue motioned and Lisa seconded:
Motion to accept proposed compensation recommendation
Motion passed unanimously.**

b. Property Manager (**Mark**)

i. Woodcutter: Heat pump petition to place exterior unit on the ground.

Paula made a motion and Sue seconded:

Motion to place heat pump on ground under porch with company using best practices.

Motion passed unanimously.

ii. Glen Hughey Homes work on catwalks: revised bid for cedar replacement Contractor made a miscalculation on cedar cost and revised bid to \$16,800 (up from \$13,800)

Wayne made a motion and Lisa seconded:

Motion to accept revised bid from Hughey for \$16,800

Motion passed unanimously

iii. Update on stairs and walkways
-Work is progressing

iv. Update on engineering
- SSW's report on Woodcutter catwalks will be provided late November or early December
-Brigham is working on report for foundation repairs

c. Security Gate Committee final report (**SusanF, chair**)

FINAL REPORT SECURITY GATE COMMITTEE

September 9, 2022

Prepared by Susan Fix with the help of the members of the security gate committee, Mark Eischeid; Elizabeth Chandler; Lisa Andrejko

A. *Reason for the Committee:*

Over the past few years there have been issues with car break-ins at the Highlands, both to take car registrations and to take anything visible that is left in cars. Most of the break-ins seem to occur in the middle of night with access to the Highlands obtained via motor vehicle. Most recently, two cars were broken into on August 7 and another incident occurred a couple of weeks before that. One tenant wrote to Mark Campbell this week to say he has been renting at the Highlands for two years and his car has been broken into about 5 or 6 times. While there may be no way to eliminate all break-ins, the security gate committee was formed in February, 2022, to research security gates as that might deter thieves from targeting the Highlands.

B. *Some Past Actions by the Board to Address Security:*

A safety survey was sent to owners in 2020 and Wayne reported at the Board meeting on October 14, 2020, that 40 owners responded. 65% were in favor of owners installing security cameras; 79% were in favor of the HOA installing cameras; 45% were in favor on installing a security gate; and 35% were in favor of hiring a security firm. 70% were willing to pay a special assessment of \$100; 22% indicated a willingness to pay \$200 and 7% indicated a willingness to pay \$300. A camera committee

was formed to investigate installation of an HOA installed camera. Mark Campbell said he did speak to Janina Rager, the Eugene Police

Department Community Engagement Specialist about security cameras. She recommended 4K resolution to capture detail useful to police. Mark did do a camera test and reported to the Board in September 2021. Mark installed a camera at the first speed bump. Clarity did not seem sufficiently reliable to capture license plates and was not pursued further at that time. Mark Campbell also reported at that meeting that motion lights installed on breezeways might provide additional protection and his cost estimate was \$200-\$300 per light. Total cost with two lights per building would be \$6400-\$9600. Specifically, the committee's task was to research the feasibility of a security gate on the entrance road to the Highlands and to obtain quotes from security gate companies. In the course of this research, the committee also considered installation of a security camera along the entrance road, either in conjunction with or instead of a security gate. Increased and better lighting was also suggested. And lastly, in researching a security camera at the entrance, options to install individual cameras in the carports came up in the discussions.

C. *Meeting with Eugene Police Department Community Engagement Specialist:*

The committee met with Janina Rager, the Eugene Police Department Community Engagement Specialist, on Wednesday, April 27, 2022. She knew the Highlands as she had responded when the Recreation Center was broken into a couple of years ago. Before meeting with the committee, Ms. Rager drove through the Highlands at 4 AM. She had several comments and suggestions for us. First of all, she said that car break-ins are the most common crime in Eugene. So what we are experiencing is not that unusual. But she thought there were several things we could do to deter break-ins.

1. First and most effective, she said nothing should be left in cars. Mark Campbell has sent several emails in the past couple of years stating this, but it bears repeating. Unlocked cars and cars that have items visible inside seem to be the only cars targeted. Perhaps we could send out even more frequent communications stating this; post it on the bulletin boards in the breezeways - whatever we can do to remind people not to leave anything in their cars, including car registrations.

2. She also felt our lighting could be improved. She found the type of lighting in the breezeways to be dim and unappealing. She did think the motion detector lights on the Page 2 garages were effective. Her suggestion was to upgrade the lighting in the breezeway areas and to consider installing motion detector lighting in the carports.

3. She also felt a security gate at the entrance would help deter thieves as they are probably arriving by car. Obviously as we do not have a wall around the property, people could enter on foot - and would still be able to do that if a security gate was installed.

4. She felt a security camera at the entrance might act as a further deterrent, but might also help in identifying the thieves by capturing the type of car and license plates of cars entering the Highlands.

5. Ms. Rager also said she would be happy to come to the Highlands and give us a presentation on enhancing safety at the Highlands.

D. *Meetings with Security Gate Companies and a Paving Company:*

The committee obtained two bids from security gate companies, Access Control Unlimited and Champion Fence and a bid for paving from Western Asphalt. The bids are included with the report. It seems the type of fence that would work best is one that has two gates - one for entering and one for exiting with a post in the middle and posts at each end. Design and construction of a gate is somewhat more complicated than usual as our entrance road is uphill. Since our road is not wide enough to install 16' wide gates, the paved area would have to be widened by about 10' in the area where the gate is installed. That requirement will determine where the gate would be installed along the entrance road. Because of this need, we also obtained an estimate for paving from Western Asphalt. The first bid we

obtained was from Access Control Unlimited for a two gate system, each side 14' wide. The second company, Champion, felt we would need each side to be 16' wide and in our further research it looked like that would be the case in order to accommodate cars but also emergency vehicles; garbage and recycle vehicles; moving vehicles, etc. The committee also spoke with the fire department and planning department. There didn't seem to be set rules for the width but the gates at Rockridge are 16' wide so it looks like that should be sufficient. The committee discussed emergency access and obviously that would have to be part of any gate system that was installed but the gate companies are experienced in meeting those requirements. The committee also discussed access by residents. Most likely remotes would be issued to operate the gates and there would also be a keypad installed on a column in the center of the two gates to provide access for service people and guests. If the Board decides to move forward with a gate proposal, updated bids would need to be obtained. For example, Access Control Unlimited's bid is for 14' wide gates and that bid would have to be revised for 16' wide gates. One other cost to consider besides the cost to install is the cost to maintain the gates. Both companies said maintenance on the gates is not that costly except that Joe from Champion Fence said it was not uncommon for cars to hit and damage the gates so some money for ongoing maintenance would have to be factored in. The list of things to determine and consider if the Board decides to move forward with a security gate includes the following:

- a. Is the electrical service sufficient where the gate would be installed or would there need to be upgraded electrical installed? The general consensus was that the gate would be installed where the light pole is along the entrance road and there was probably sufficient electrical service there but if it does need to be upgraded, that would add to the installation cost.
- b. Operation of the gate. Should it be operational 24/7 or open during the day and operational only during night time hours?
- c. How would remotes be distributed and how would control of remotes be handled? What about the gate code - would it need to be changed periodically to maintain gate security?
- d. What about the operation of the gate in the event of emergency evacuation? Who would handle opening the gates in an emergency? And how would any issues with bad weather be handled?
- e. The planning department planning division should review any gate proposal to make sure it would meet police and fire department needs.
- f. A detailed plan for the installation process would have to be developed.

E. *Security Camera at the Entrance:*

Janina Rager and all the contractors agreed that a security camera installed where the gate is installed would further enhance security. We contacted Peter at Apex Security to research this option and obtain a bid. We were concerned about the effectiveness of a camera and how it could be installed. Peter said he did have a camera that would be strong enough to capture the car and license plate of any car going past, whether a gate is installed or not. He suggested one camera, installed on the light pole on the entrance road with a plug-in transformer. The camera would not be WiFi. A laptop would be used to access the information from the transformer. The only time the information would need to be accessed would be if there was a break-in. Peter felt our electrical service would be sufficient for this installation. The bid from Apex is attached.

F. *Security Cameras in Carports:*

We also asked Peter about whether there were cameras that an individual could install in their own car to provide security in the carport area. Peter said he did not feel cameras inside an individual's car would work. He suggested ring.com as the place to research cameras that would go in the carport. Susan Fix did speak with ring.com. An individual camera would have a range of 110 degrees, so might

work to only cover the area of one car (or perhaps a little more than that). So it might be conceivable that such a system could be installed and not affect the privacy of other owners. It would be an easy installation if a battery operated type was installed. Cameras that include motion lights are also available. But the problem is there needs to be a wifi connection not more than 30 feet from the camera. I think most of our routers are more than 30' from the carports, so that issue would have to be researched to determine if it would be feasible to have wifi access within 30 feet of the carports and what the cost would be.

G. *Costs:*

Bid from Access Control Unlimited (gate)	\$ 38,680.00
Bid from Champion Fence (gate)	\$ 46,900.00
Bid from Western Asphalt (paving)	\$ 9,995.00
Bid from Apex Systems (security camera)	\$ 1,594.00

H. *Options:*

1.	Do not move forward	\$ 0.00
	Per unit cost	\$ 0.00
2.	Security Gate only	
	Gate + paving	
	Used Champion (correct gate size)	\$ 56,895.00
	Per unit cost	\$ 445.00
3.	Security Gate with Camera	
	Gate + paving + camera	\$ 58,489.00
	Per unit cost	\$ 457.00
4.	Security Camera with no gate	\$ 1,594.00
	Per unit cost	\$ 12.45

I. *Other options to consider but not yet priced and would need more research:*

- Enhanced lighting
- Individual cameras at carports Individual to pay for camera but perhaps Association to pay for wifi connections needed

J. This concludes the security gate committee work unless the Board decides to authorize additional research or decides to move forward on any of these options and wants the committee to work on that. The most effective deterrent would, of course, be all of the above - lighting; cameras, and a gate. Cost versus benefit decisions will need to be made and it might also make sense to send out an updated safety survey to owners.

Shared at meeting:

- Lighting may be a great alternative if gate package is not approved.
- Claudia and Mark working on survey to all owners
- Again, for everyone: **Do not leave anything in your vehicles!**

d. Beautification Committee Update (**Claudia**)

- All the plastic fabric has been removed from the beds!
- One planter area was being used by a cat as a litter box (cat is loose outside).

4. **Unfinished business**

- a. *Newsletter (SueS & Wayne)*
 - Fall newsletter will concentrate on fundraising
- b. Commercial credit card and spending authority (**Wayne**)
 - The application and information will be resent to the Treasurer
- c. Air Conditioning in Rec Center (**Elizabeth**)
 - Still waiting for EWEB call back
 - Cost for installation (update from a previous bid) was \$25,000 plus unknown electrician costs
- d. Speed limit signs (**Claudia**)
 - Signs will be going up
- e. Meeting notification and deadlines (**Claudia**)
 - no motions were made
 - Request to add Oregon Statute to minutes:
https://oregon.public.law/statutes/ors_100.420
- f. Fundraising: craft fair proposal (**Claudia & Sue**)
 - Proposal for Craft Fair at the Recreation Center November 18,19, &20 was submitted to the Board.

**Wayne made a motion and Sue seconded:
Motion to approve Craft Fair in the Recreation Center for November 18-20.
Motion approved unanimously.**
- g. Noise complaint (**Claudia**)
 - Follow-up to complaint re electric guitar use: owner agreed to stop the noise.

5. New business

Disseminating information to owners (**Claudia**)

- The Secretary will respond to owners that request hard copies of reports that are going out as attachments in emails.

Chimney inspections (**Claudia**)

- All units that use their fireplaces need to have an inspection once a year (per insurance company policy). Two companies doing inspections:
 - 2nd Chance Chimney 541-731-3740
 - Perfect Partners 541 345-8056

6. Community open forum (items not on agenda)

- Request to disseminate earthquake preparedness information– no objections.
- Request to Board to get involved with getting an owner to fix their plumbing. A shower is leaking through two units and into the basement. Leaking has been occurring for at least 2 months.
- Request for a walk around from fiber installer. Our current provider may have a non-compete clause. Secretary sending contract to Tyler to look over.

7. Next monthly board meetings: Wednesday November 9th, 2022, 6:30p (Zoom)

8. Meeting adjourned: (8:43pm)