

**Highlands Board of Directors Special Meeting Minutes
November 2nd, 2022, at 6:30 PM Zoom Conference Call
Approved Minutes**

1. Call to order - Paula at 6:30 p
Paula confirmed that Claudia is recused and would not conduct the meeting. Paula was acting chair for the meeting.
 - a. Board Members Present (Quorum): Wayne (recused from motioning, seconding, and voting), Claudia (recused), Paula, Sue, Lisa
Property Manager: Mark Campbell
 - b. Units present: 208, 155, 115, 118, 109, 411, 427, 424, 156
 - c. Proof of Notice of Meeting or Waiver of Notice

2. Water Leaks in Units and Common Property – Unit owner’s responsibility to maintain plumbing:
 - Only debating water leak affecting two flats
 - Article of the Highlands bylaws referenced by Board member:

“7.1 Maintenance and Repair. Except as otherwise provided herein for damage or destruction caused by casualty: (a) Units. All maintenance of and repairs to any unit shall be made by the owner of such unit; who shall keep the same in good order, condition, and repair; and shall do all redecorating painting, and staining which at any time may be necessary to maintain the good appearance and condition of his unit. In Addition, each unit owner shall be responsible for the maintenance, repair, or replacement of window and doors and any plumbing heating, or air conditioning fixtures, telephones, water heater, fans, lighting fixtures and lamps, fireplaces, chimneys, refrigerators, dishwashers, ranges, or other appliances and accessories that may be in or connected with his unit.”

Owner of upper flat addressed issue:

- Water leak is another example of lower unit owner harassing upper unit’s tenants
- Only sent one picture of one drop of water on copper pipe, which suggests it is merely condensation
- Asked lower flat owner to contact their insurance company and his for any damages
- Highlands Manager’s request to upper unit’s tenants that the upper flat refrain from using the shower until the leak is fixed was unfounded and uncalled for.

Owner of lower flat addressed issue:

- Leak was detected in August (dripping heard in wall of lower flat below upper flat’s bathroom) – information sent to the Highlands Property Manager.

- Dripping occurred only when upstairs shower was used, not when the tub was filled.
- Documented dripping in wall and dripping in the crawl space during upstairs shower use with audio and video recordings since August.
- On the recommendation of upper flat owner, lower flat owner contacted her insurance agent who informed her that no action could be taken until the leak was fixed
- Lower flat hired Petersen Plumbing to inspect. Upstairs shower was running during inspection. Plumber took off handle and valve cover in lower flat – looked in the cavity with flashlight and saw water leaking from upstairs. Concluded leak was coming from upper unit. Also observed water leaking in the crawl space into the bucket placed there by lower unit owner to limit water damage to the crawl space.

Another owner present at meeting suggested having an independent company evaluation for moisture

Owner of upper flat suggested that either one of the 2 companies McKenzie Taylor or Belfor be contacted to inspect (lower flat, crawlspace). Owner did not agree to have upper unit inspected.

Highlands Property Manager will contact one of the companies for an inspection.

3. Adjournment

Meeting adjourned at 7:15p