

**Highlands Board of Directors Monthly Meeting Minutes
November 9th, 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, absent: Paula
 - b. Units present: 208, 155, 109, 111, 118, 411, 424, 427, 140, 316, 425, 127,
 - c. Proof of Notice of Meeting or Waiver of Notice

2. **Approval of Minutes (October 12th)**
Motioned by Wayne, seconded by Sue
Approved without changes (unanimous).

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

- a. **Finance/Treasurer/Financial Committee update (Claudia for Paula)**

- No updates on Budget
- New Insurance proposal is being worked on

- b. **Security Gate Committee: Survey results (Claudia):**

A total of 81 owner completed the survey. Results were as follows:

1 Do nothing	28.40%
2 Gate only	0.00%
3 Gate plus camera	23.46%
4 Camera only	48.15%

- Committee was asked to provide further specification on camera/cost and do further research on lighting options for whole complex

- c. **Beautification Committee Update (Claudia)**

- New trees will be coming and planted soon

- d. **Property Manager (Mark)**

- i. Engineer (SSW) update for Woodcutter:
 - No updates yet – expected in early December

Brigham for crawl space piers and post updates:

 - No prices provided – needs exact specs
 - No bids available yet
- ii. Cedar walkway project (409-416)
 - Looking good (wonderful)

- Roofing paper will not be put down – the new boards are not slick or moldy – will be sealed when weather cooperates next year
- **Motion made by Wayne seconded by Sue:**
“Motion to accept Hughey’s bid of \$17,200 for replacing the catwalk at 201 – 208 Trailside”
Vote was unanimous to accept bid
- Suggestion to not put planters on the beautiful new wood – will review current rules next meeting
- iii. 155 & 156 water leak update

Belfor Property Restoration came out to inspect (One Board member, Mark, and the upper unit’s property manager were present to witness the inspection.)

- Went under the building and could see where water was dripping down into a 5-gallon bucket with several gallons of water in it.
 - No moisture was detected in lower unit and very little in upper unit
 - Shower was run in upper unit – within 5 minutes a steady flow of water was dripping down into the crawl space and water could be heard dripping into the wall
 - Report will be sent to the owner and property manager of the unit
 - Request for the owner to fix the leak and not use the shower until it is fixed
- iv. Insurance update:
- Met with agent and went over proposal (about 1/3 cost of current insurance)
 - Loss consultant was onsite – waiting on his report
 - Insurance could be switched early next year
 - Coverage is identical to current policy
 - Earthquake insurance is being researched

4. Unfinished business

- a. *Newsletter (Sue & Wayne)*
- Fall newsletter will concentrate on fundraising
- b. Commercial credit card and spending authority (**Wayne**)
- No updates
- 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
- Motion made by Lisa seconded by Sue:**
“Motion for Mark to reach out to EWEB for a free energy audit
Vote was unanimous to go ahead and contact EWEB”
- Mark to contact EWEB about energy audit
- d. Speed limit signs (**Claudia**)
- Signs will be going up

- e. Meeting notification and deadlines (**Claudia**)
 - no updates at this time
- f. Fundraising: craft fair proposal (**Claudia & Sue**)
Motion made by Wayne seconded by Sue:
“Motion to allow craft committee to put up 3 signs (near mailbox, in cul-de-sac and at the entrance to Rec Center)”
Vote was unanimous to allow signs

5. New business

2023 Board Elections (**Claudia**)

- 3 vacancies on board next year (Lisa, Sue, Wayne)
- Claudia will send out updated materials for Board review before next meeting

Mediation (Wayne): Tabled

6. Community open forum (items not on agenda)

- Cars continue to park on curbs – Mark will have notices put on cars of policy

7. Next monthly board meetings: Wednesday December 14th, 2022, 6:30p (Zoom)

8. Meeting adjourned: (7:46 pm)