

**Highlands Board of Directors Monthly Meeting Minutes
December 14th, 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. Absent: Lisa, Paula
 - b. Units present: 208, 155, 109, 105, 206, 153, 427, 308, 425, 414, 120, 424, 411, 140
 - c. Proof of Notice of Meeting or Waiver of Notice
 - d. Announcement: Bottom Line has moved their offices to:
720 Country Club Rd. Eugene OR

2. **Approval of Minutes (November 2nd & 9th):
Moted 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)**
 - i. Finalize 2023 Budget:
 - Proposed budget included 5% dues increase, increase in wages, and anticipated percentage increases for each line item
Proposed dues increase:

Flat	\$383
Townhouse	\$398
Garage	\$53
 - Insurance update:
 - American Family Insurance Underwriter said they could not write a policy.
The agent was asked for clarification and specs (waiting for response)
 - Finance committee following up with our broker (Hub) on insurance quotes (including earthquake)

Motion made by Sue to adopt proposed budget - seconded by Wayne
Motion passed unanimously
 - ii. Special Assessment:
 - Cost is approximately \$200,000 (\$1,500+ per unit)
Loans, credit lines or borrowing from reserves discussed (if needed)
 - b. **Security Gate Committee: next steps (Susan Fix):**
 - Bid received from Apex Systems Inc. for a security camera at the entrance of the Highlands on the light pole. Committee will continue working on the proposal.
 - Committee will be following up on lighting after the holidays (including more motion lights)

- Siphoning of gas from cars was mentioned (as was installing locking gas caps). Possibility of catalytic converter theft was also mentioned (one owner said \$300 lock covers might be a solution).
- c. **Beautification Committee Update (Claudia)**
- 15 new trees have been planted
 - Next project is cleaning up and removing branches and berries in the front lawn area
- d. **Property Manager (Mark)**
- i. New bid for catwalks:
- 2 are done
- Motion made by Wayne, seconded by Sue:**
Motion to approve proposal from Glen Hughey Homes for \$22,746 for cat walks at 133-140 Treehill
- Motion passed unanimously**
- ii. Engineering update:
- SS&W will provide drawings before Christmas for catwalks on Woodcutter - Mark will get 3 bids after plans arrive
 - Gravel will be obtained to start work on piers & posts under units. Additional similar work will need bids.
- iii. 155 & 156 water leak update:
- Belfor (recommended by 156 to verify leak) did not provide the promised report or an invoice to the Highlands for the inspection.
 - Work was done (wall opened, plumbers tape applied, new shower head installed)
 - No more reports of water leaking
- iv. Walkway metal mesh:
- 2-foot-wide metal mesh was suggested for catwalks (rather than roofing paper). The 2 completed complexes will have the mesh installed – follow-up at next meeting.
- v. Rat traps (Kirk):
- Suggestion to purchase electronic traps with multiple uses (to reduce hours needed to reload traps). 1 or 2 will be ordered to test under Woodcutter buildings.
- e. Property Manager duties reallocation:
- Duties will be reallocated with Kirk taking on more onsite management duties and Mark reducing his hours. Additional

seasonal workers will be hired to fill some maintenance duties during peak times.

4. Unfinished business

a. *Newsletter (Sue & Wayne)*

- Holiday break

b. Commercial credit card and spending authority (**Wayne**)

- No updates

c. Air Conditioning in Rec Center (**Elizabeth**)

- Energy audit by EWEB shared. Recommendations included:
Upgrading windows and patio doors to double pane glass (vinyl or fiberglass).
Upgrading all lighting to LEDs
Installing 3-ton Heat Pump (with HVAC controls)

Mark will investigate costs

d. Meeting notification and deadlines (**Claudia**)

Nothing further to add

e. Craft fair: funds raised (**Claudia**)

- Craft Fair was successful - \$1,146 was raised!
- Many, many thanks to Kirk, Sue S., Susan F., Wayne, and Claudia for their time, talent, and support of our community!

f. 2023 Board Elections (Claudia)

- Election materials were reviewed

Call for candidates for the 2023 election (3 positions for 2-year term available)

g. Mediation (**Wayne**):

- 3rd party Mediation suggested as an alternative to Board involvement in conflict resolution

5. New business

Noise complaint:

- Ongoing noise complaint from a lower flat (creaking flooring, musical instruments, stomping, etc.). Electric guitar noise ceased after a request to upper unit owner.
- A new request was made that the HOA require the flooring be fixed to current codes. The flooring was not installed by the current owner. The bylaws do not cover flooring. Board members consulted with planning department (City of Eugene). Lack of clarity about potentially applicable codes.
- Some behavior and issues were mentioned in complaint – but the HOA does not have the authority to act – suggestion was for the owner to contact Eugene Police for the complaints.

6. Community open forum (items not on agenda)

- Loose cats (hungry and possibly abandoned) at 201-208 (and elsewhere). Not sure if these are feral or belong to residents.
- Reminder that all pets need to stay in unit or be on leash outside

7. Next monthly board meetings: Wednesday January 11, 2023, 6:30p (Zoom)

8. Meeting adjourned: (8:28 pm)