

**Highlands Board of Directors Annual Meeting Minutes  
February 23rd, at 6:30 PM Zoom Conference Call  
Approved Minutes**

1. **Call to order – (Claudia): 6:30 pm**
  - a. Board Members Present (quorum): Claudia, Paula, Wayne. New elected member: Susan Fix , Absent: Lisa, Sue
  - b. Units present: 155, 208, 115, 427, 216, 308, 425, 105, 315,153, 120, 403, 215, 314
  - c. Proof of Notice of Meeting or Waiver of Notice
  - d. Executive Session set for March 1<sup>st</sup> 6:30  
Topics:  
Lien against property  
Legal opinion on special assessment
  
2. **Approval of Minutes (January 11, 2023):  
Motedioned by Paula, seconded by Wayne  
Approved without changes (unanimous).**

**Annual Address (Claudia):**

- Thanks to the volunteers who served on the board during this past year
- Thanks to Mark and Kirk for their excellent work maintaining our property and making improvements within our budget

Last year's accomplishments:

- We finished the roofing project (16 buildings)
- We started the walkway project
- We are replacing washers and dryers as needed
- We completed a walkthrough inspection of the foundations
- Thank you to the security gate committee for completing thorough research into security options. Owner buy-in and responses are shaping ongoing research into cameras and lighting
- Emergency preparedness work is done by owner group
- Rec Center returned to normal operations: Happy to see increased use of center and gym, thanks for the wall clock on the gym and the baskets for the towels to wipe down the equipment.
- We operated within budget

**Challenges:**

Last year's challenges:

- Financial stability: We are at the low point of our 10-year plan (2020-2030, meaning we have the lowest beginning balance for capital improvement work in 2023. Current fee increases might be insufficient to meet all of our needs, resulting in work being postponed. This resulted in the need for a special assessment
- Concerns about security
- Lapses in judgement/common sense that unnecessarily cause frustration for Mark and Kirk and waste funds
  - Please don't put detergent into the hot tub: it clogs the jets, it creates mountains of bubbles that not everyone might enjoy, and Kirk needs to spend time on cleaning it up
  - Please don't hose down the breezeway when the temperature drops below 32F: it creates a skating rink and Kirk needs to spend time spreading de-icer
  - Please don't pour buckets of de-icer on the walkways: it corrodes the metal brackets. Use it sparingly to prevent corrosion of the metal brackets, so that Kirk does not have to do emergency repairs.
  - Please don't use a snow shovel on the newly installed metal meshing on the walkways. It damages the meshing. The meshing costs money.
  - Please don't send your monthly fees to the Highlands Office in the stamped envelope provided for your ballot: Mark and Kirk don't process dues payments. Bottomline does.
  - **Let's try to be accountable for our behavior, clean up after ourselves, and not create unnecessary work and frustrations for Mark and Kirk.**

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

#### a. Finance/Treasurer/Financial Committee updates

- i. Emergency work hourly rate for employees

**Motioned by Wayne seconded by Paula**

**Motion to pay employees double time on holidays, after hours, and on weekends.**

**Approved(unanimous).**

- ii. Insurance renewal for 2023:

- Renewal quote received from Nationwide for \$115,831 and a total of \$145,0567 with earthquake insurance.
- Other insurance carriers declined (citing trees, foundation work, aluminum wiring, location, age, etc.). Still waiting on 2 other carriers.
- Susan Fix is researching inspections (plumbing ,electrical and HVACs) and correcting problems.

**Motion by Paula seconded by Wayne**

**Motion to authorize Claudia to renew our current insurance policy as is (no changes) by March 15th**

**Approved(unanimous).**

- iii. Special Assessment:
  - Chair contacted attorney to review letter
  - Not ready to move forward
- iv. Debit/ credit card options
  - Officers and Employees must give SS# for cards (debit and credit) and take responsibility
  - Wayne will temporarily become custodian of commercial card
- b. Security Gate Committee: next steps (Susan Fix):  
Cost Effectiveness:
  - 1. People should not leave anything in their cars (zero cost)
  - 2. Security camera that captures license plate and car (under \$2,000 to install)
  - 3. Security gate (\$60,000)
  - 4. Lighting:
    - Motion detectors pointed at carports ( $\$2,166 \times 32 = \$69,312$ )
    - Carport “bank” lighting ( $\$2,500$  per car port  $\times 32 = \$80,000$ )
    - plus electrical work from breezeway building to carport .)
- c. Beautification Committee update (Claudia)  
Thanks to the resident that donated the tree to plant on Woodcutter  
Work continue on front lawn clean-up
- d. Property Manager (Mark & Kirk)
  - i. Engineering update:
    - No report yet – update next meeting (plans will be submitted to city than contractor bids will follow).
  - ii. Walkway project update
    - Walkways are progressing well (4<sup>th</sup> building done)
    - One owner mentioned that their walkway is wet (and moldy) now after upper flat replacement. Also the light cover (ceiling done with plywood). This will be looked at and addressed update at next meeting
  - iii. 143 sewer back-up update  
Issue is not fully resolved yet (plumber has fixed back-up)
  - iv. Rat traps (Kirk):

- No updates  
v. Foundation project update:

Ram Jack came out and recommended helical piers (\$4,000 per pier). Work would need to be specified by engineer (they have their own). They would need access to every unit to guarantee work.

**4. 2023 Board Elections (Claudia):**

Election results:

- 65 valid ballots returned
- Top Vote getters were: Susan Fix, Sue Swenson and Wayne Vincent (no particular order). There were other write-ins (?)
- Susan Fix and Wayne accepted positions. Claudia will follow-up with Sue Swenson

Selection of officer positions:

- New Officers: Claudia (Chair), Paula (Treasurer), Susan Fix (Assistant Secretary), Wayne (Secretary, Assistant Treasurer)

**5. Unfinished business**

- a. Air Conditioning in Rec Center (**Elizabeth**)
- No bids yet – Marshalls is looking at ductless installation - revisit in March
- b. Update to house rules to prevent damage from planters on catwalks and decks
- Tabled

**6. New business**

- None

**7. Community open forum (items not on agenda)**

A Facebook group was created by an owner (Highlands Condominiums Eugene) and an invite was sent by a local realtor by mail to some residents.

The group was not created by the HOA Corporation. Suggestions were to change the name. Owner offered to put a disclaimer on the page that it was not an official page of the Association.

**8. Next board meetings:**

**Monthly meeting: Wednesday, March 8<sup>th</sup> 6:30pm**

**9. Meeting adjourned: 8:23pm**