

Highlands Board of Directors Monthly Meeting Minutes
July 12th, 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, Melanie
 - b. Units present: 105, 217, 425, 414, 315, 310, 216, 308, 220
 - c. Proof of Notice of Meeting or Waiver of Notice
 - d. Board vacancy announcement
 - Susan Fix resigned from the Board effective June 26th – Thank you for your service.
 - Opportunity to join the Board announcement will go out on email
 - e. Opportunities to serve on committees:
 - The Finance and the Capital committees are still accepting members

2. **Approval of May 24th and June 14 minutes**

Motion to approve by Wayne, 2nd by Melanie – approved (Paula abstained)

3. **Officer, Property Manager, and Committee Reports:**
 - a. Finance/Treasurer/Financial Committee updates
 - i. May financials report (**Claudia and Wayne**)
 - Question about Actuals vs. Budgeted and moving money at end of year – anticipate actuals catching up (because of future insurance payments)
 - One account 90 days over – checking with Bottom Line
 - ii. Insurance renewals (**Claudia**)
 - SAIF and Directors Liability renewal coming up
Motion by Paula, 2nd by Melanie to renew SAIF and Directors Liability policies – motion passed (unanimous)
 - Susan and Mark on checking on other carriers – will update
 - iii. Annual Financial Review
 - The Highlands has engaged Michael Rice CPA to do an independent financial review for the last several years. Copies available by owner request.
Motion by Wayne 2nd by Melanie:
Motion to engage Michael Rice to do annual Financial review for \$3200 – motion passed (unanimous)
 - iv. Finance Committee updates
 - Susan Fix has joined the committee
 - No concrete numbers yet
 - Anticipate dues increase next year
 - Kirk requested a detailed maintenance budget and a yearly catwalk and deck inspection plan

- v. Special assessment update (Claudia)
 - Open up an account at another bank for the special assessment money
Motion by Paula 2nd by Melanie: Motion to open an account at Washington Federal bank for the special assessment funds in order to protect our funds with the FDIC umbrella. Motion passed (unanimous).
- b. Capital Improvement Committee updates (Wayne)
 - Recommendation to increase capital reserves \$25k, 50k or 100k. Finance committee will use in their calculations.
 - Kirk exploring selling old washers/dryers rather than fixing them
- c. Beautification Committee update (**Claudia**)
 - Hoses (for emergencies) have been placed behind every unit
 - Clean-up and debris hauling/Lane Forest punch card
Motion to purchase \$50 punch card to Lane Forest passed (unanimous)
 - Discussion to hold more Highlands Days (volunteers)
- d. Property Manager (**Mark & Kirk**)
 - i. Woodcutter walkway project update (**Mark**)
 - Permits are pending – questions will be addressed
 - ii. Foundation work (**Mark**)
 - Pioneer Engineering will look at current inspections in 2 months
 - Soliciting report on soils (Earth Engineering)
 - iii. Recreation Center access card regulations (**Kirk**) - tabled
 - iv. Pool inspection compliance update (**Kirk**)
 - Mark to meet with inspectors over egress from pool area

4. Unfinished business

- a. Spring walk-around (**Wayne**)
 - Fewer problems noted (planters on decks, and storage) – still needs follow-up
- b. Signage -tabled

5. New business

- a. Comcast bulk contract extension
 - Two 5-year options shared. Either option would not have a 3% increase in 2024.
 - See attached letter for details.
- b. Lower Deck inspections
 - Townhouse lower decks need to have storage items removed for inspections later in July or early August (we need to determine maintenance, repair or replacement)
- c. Architectural standards - tabled
- d. Fund Raising Committee – tabled

6. Community open forum (items not on agenda)

-None

7. Next board meetings:

Monthly meeting: Wednesday, August 9th, 2023 6:30pm

8. Meeting adjourned: 8:42 pm