

**Highlands Board of Directors Monthly Meeting Minutes**  
**December 13th, at 6:30 PM Zoom Conference Call**  
**Approved Minutes**

**1. Call to order – (Claudia): 6:30 pm**

- a. Board Members Present (quorum): Claudia, Wayne, Melanie
- b. Units present: 120, 308, 425, Eleanor, Diane, 313,403, Molly, Kate, 427, 205, 312, 216
- c. Proof of Notice of Meeting or Waiver of Notice
- d. Fill vacant board position
  - i. Still open, the previous candidate is not present
- e. 2024 election of Board members - **please consider serving!**
  - i. Two members will have completed their term in February, one of which has already resigned
  - ii. There will only be two members with ongoing terms in 2024
  - iii. An email will be sent to owners about serving on the board, with a deadline of January 10th for submitting the Candidate Questionnaire
- f. Governance options
  - i. Getting people to serve has been difficult, and **if this continues we'll need to move to a Receivership model, which means we would lose local control of our Association**
  - ii. Receivership also comes with additional costs to owners because it's salaried/fee-based

**2. Approval of November 8 minutes**

- a. Motion to approve by Wayne, seconded by Melanie- **Approved on condition of date change in the header** (completed at the time of these draft minutes)

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

- a. Finance/Treasurer & Financial Committee updates
  - i. November financials report (**Claudia**)
    1. Reminder that account balances appear slightly higher due to special assessment funds not yet transferred from current accounts
    2. Ongoing lien against a unit has received a payoff of \$14,803.34 from the bank and needs board approval to sign the release. **Melanie motioned to have Claudia sign the release, Wayne seconded. Motion approved.**
    3. Three accounts more than 90 days in arrears, two will have a demand letter sent.
    4. 2023 budget has a \$1,000 bonus for Mark & Kirk, do we pro-rate for Jill?
      - a. Discussion around proration involved fairness to other employees along with past-precedents for bonuses. **Wayne motioned to give the bonus to all three employees, Melanie seconded. Motion approved.**
  - ii. Special assessment collection status (**Claudia**)
    1. \$385,157.34 - almost 80% collection, we've spent around 80K so far
    2. Permit and engineering fees are coming in higher than expected
  - iii. Annual financial review (**Claudia**)
    1. Received from accountant for 2021-22
    2. Concern expressed around how we are going maintain the property when our reserves are currently around 5% of what they should be
    3. **Recommended amount to cover costs in 2024 is \$330,464, and that increases in following years**
  - iv. Finance Committee updates (**Claudia, Josiah, Susan**)
    1. Suggestion to hire Bennett Management to reduce costs
      - a. Concerns around being unable to properly compare their costs to our current ones, and being dropped as a client if they don't make enough money from us because we already have staff & services we're happy with
      - b. Possibility of setting up a committee to investigate further but won't be included in the 2024 budget
    2. Auto pay with Bottom Line? Owners can set this up with their bank.

3. Budget increase remains 25%, which keeps fees under \$500/month
  - a. **This allocates \$184,260 to capital improvement/reserves, which is still significantly less than the recommendation above.**
  - v. Garbage and recycling fees increases **(Wayne)**
    1. Changes coming in Lane County that may increase fees and put us over budget
    2. This can be managed somewhat by recycling correctly
  - b. Capital Improvement Committee updates **(Wayne)**
    - i. Aluminum wiring partial reimbursement proposal
      1. Do we increase 30% instead, to get funds for rebates that could motivate owners to correct their wiring?
  - c. Vote on 2024 budget and fee increases **(Board members)**
    - i. **Wayne motioned to increase fees by 30%, Melanie seconded. After debate, Wayne adjusted the motion to 25%. Motion approved.**
  - d. Fundraising Committee update **(Melanie)**
    - i. Survey went out, meeting will be scheduled with the committee after the new year
  - e. Beautification Committee **(Claudia)**
    - i. Thanks to everyone who joined us on November 18th!
  - f. Property Manager **(Mark & Kirk)**
    - i. Sewer backup **(Mark)**
      1. We have roots in the line, disconnects, and “bellys” where liquid can collect
      2. We’ve been hydro jetting as needed but it’s around \$700 each time, and backups are occurring more frequently. Larger cleanups would cost around \$5,000.
      3. Mark is getting bids for fixing the problem rather than continuing to react.
      4. **Wayne motioned for a “do not exceed” amount of \$7,500 to fix 139 & 148, Melanie seconded. Motion approved.**
    - ii. Woodcutter construction plan **(Mark)**
      1. We got the permit from the city on 12/5, for the first building!
    - iii. Woodcutter 312 shed **(Mark)**
      1. The owner has an electrician removing the electrical, and we’re hopeful that Glen Hughey can remove the structure as part of the job’s demolition and absorb that cost.
    - iv. FHA packet **(Mark)**
      1. Almost done - just need board member background checks.
    - v. Board member background checks **(Mark)**
      1. Only Claudia and Wayne have signing privileges, and they are fine with the check.
    - vi. Winter weather plan **(Kirk)**
      1. Concern is whether or not we’ll get volunteers to participate in the plan
      2. Wayne & Kirk will work on signage about when to call maintenance in, as well as getting volunteers (thanks to those who have already volunteered!)
    - vii. Treehill streetlight/Garage electric repaired **(Kirk)**
      1. An electrician found the problem (a short in the box) and fixed it
    - viii. Rec Center heating options **(Kirk)**
      1. Currently heated occasionally by space heaters
      2. Wayne suggested we get bids to install a split system (expect 9-15K with a 3K rebate from EWEB), Melanie and Kirk supported. No motion approved at this time.
    - ix. Clear porch planter rules **(Kirk)**
      1. Kirk is creating a form for units that are in violation of these rules.
  4. **New business - None.**
  5. **Community open forum (items not on agenda).**
    - a. Request for owner updates on Woodcutter; moving cars, etc.
    - b. A light on the Rec Center stairs is out.
  6. **Next board meetings:**
    - a. Monthly meeting: Wednesday, January 10, 2024 at 6:30pm (Zoom)
  7. **Meeting adjourned: 8:46pm**