

Highlands Board of Directors Monthly Meeting Minutes
February 29, 2024, at 6:30 PM Zoom Conference Call
Approved Minutes

1. Call to order – (Claudia): 6:30pm

- a. Board Members Present (quorum): Claudia, Wayne, Melanie
- b. Units present: 105, 308, 216, 427, Shaun C, Tyler S, Chery D, Laura, Julie S, Steve K, Diane B
- c. Proof of Notice of Meeting or Waiver of Notice

2. Approval of January 10 minutes

- a. Motion to approve by Melanie, seconded by Wayne- **Approved**

3. Officer, Property Manager, and Committee Reports:

a. Annual Report (**Claudia**)

- i. Thanks to all who served on the board in 2023, and to Mark, Kirk, and Jill
- ii. Accomplishments: 1) Nine walkways repaired, Woodcutter rebuilding in progress ,2) Dues increase will help us slowly work toward building up the recommended level of reserve funds, 3) Hired a part time employee to help Kirk
- iii. Challenges: 1) Lack of engagement from owners, 2) House rule violations continue

b. Finance/Treasurer & Financial Committee updates

i. December 2023 financials report (**Claudia**)

- 1. Adjustment reminder about special assessment
- 2. FYI, this counts as year end report

ii. January 2024 financials report (**Claudia**)

- 1. Again, amounts include special assessment funds that will be transferred over

iii. Special Assessment

- 1. \$414,957.67, 85% collected as of 2/29/24
- 2. Interest charges were added to each account on 12/31/23
- 3. Request to waive the interest was unanimously denied, Mark will reply to the owner

iv. Insurance renewal (**Mark**)

- 1. Nationwide's bid came in 2% lower than their current premium we have with them
- 2. Susan feels that Ryan didn't get a fair shot at providing a quote, but there were complications with competing brokers
- 3. **Wayne motioned to bind Nationwide, Melanie seconded.**
- 4. Debate: it's possible we could get a quote from AmWin, but waiting puts us at risk for a lapse in coverage (because of meeting timing).

5. Motion approved.

c. Fundraising Committee (**Melanie**)

- i. Recap of survey results: low participation (20% response rate) and some misunderstandings around the intention of the donation option
- ii. Respondents were interested in having a garage sale or classes at the Rec Center
- iii. Regarding projects, respondents were interested in walking paths, EV charging stations, additional beautification, and pocket parks/benches
- iv. Committee is too small to organize larger scale events, but would support owner-lead initiatives

d. Beautification Committee (**Claudia**)

- i. Thanks to Mark, Kirk, and Jill for their clean up efforts after the winter storms!

e. Property Manager (**Mark & Kirk**)

i. Woodcutter progress (**Mark**)

- 1. Half of catwalk is rebuilt, and currently working on the supports

ii. Woodcutter 301-308 plans (**Mark**)

- 1. Plans are drafted but not submitted to the city yet
- 2. 306 requested a bigger deck; Mark will see how the engineer responds to this but we don't want to cause any more delays in plan submission

iii. Plumbing repair (**Kirk**)

1. 133-140 is completed, there was a low point in the sewer that caused backups
2. 145-148 is scheduled for first week of March, problem with a pipe connection as well as roots that need removed
- iv. Rec Center heat pump (**Kirk**)
 1. The work is completed and the Rec Center has heating and cooling now!
 2. Requests to temporarily adjust the temperature can be sent to maintenance
- v. Correction of 314 heat pump (**Kirk**)
 1. The unit has been moved from the deck to the wall
 2. Jill and Wayne are searching for documentation around who is responsible for the cost
4. 2024 Board Election (**Claudia**)
 - a. Results
 - i. 77 ballots received, and Kirk handled opening and tallying the submissions
 - ii. Tyler got 61 votes, Josiah got 41, and Shaun got 31. Claudia received 3 write-ins, Monet received 2 write-ins, and 3 people abstained.
 - b. Officer Selection
 - i. Chair: Tyler Stewart
 - ii. Treasurer: Josiah Thornton
 - iii. Assistant Treasurer: Wayne Vincent
 - iv. Secretary: Wayne Vincent
 - v. Assistant Secretary: Melanie Miller
 - vi. Wayne motioned to set the new officers, Josiah seconded. Motion approved unanimously.**
 - c. Organizational meeting for new board
 - i. Wayne will follow up with the members via email
 - ii. Melanie motioned to add Shaun Coldwell to fill the vacant position, Josiah seconded. Motion approved unanimously.**
5. Unfinished business - none
6. New business
 - a. Kirk brought up the maintenance issues about their grounds vehicle, it will cost a little over \$1,000
 - i. Currently in the shop waiting on parts, so in the case of snow we'll need an alternative
 - ii. Tyler brought up the possibility of a contract with the city for snow management, so this could be something to consider in the future
 - iii. Mark pointed out that our current plowing solution is better than the hill on Willamette
7. **Community open forum (items not on agenda)**
 - a. Unit 155 would like to install a new porch light at their own cost that isn't uniform
 - i. Mark confirmed there are other units that have non-uniform lights, and if an owner requests this then they are responsible for maintaining the light even though it's in a common area
 - ii. Kirk cited a rule that talks about common areas; items should be a reasonable size and color and not distract from the building.
 - iii. Melanie motioned to allow the installation of the light at owner cost, Shaun seconded.**
 - iv. Debate: Josiah mentioned that we have someone who's seen the light agree that it meets criteria. The owner brought the light to the computer and showed it to the board, and everyone agreed it meets the requirements.
 - v. Melanie amended her motion to add that management should be involved in the installation to ensure compliance with the rule. Shaun seconded and also mentioned the need to clarify the rule about visible add-ons to common areas. **Motion approved (Wayne abstained).**
8. **Next board meetings:**
 - a. Monthly meeting: Wednesday, March 13, 2024 at 6:30pm (Zoom)
9. **Meeting adjourned:** Tyler adjourned the meeting at 8:33pm