

Highlands Board of Directors Monthly Meeting Minutes
May 8, 2024 at 6:30 PM Zoom Conference Call
Approved Minutes

1. Call to order – (Tyler): 6:30 pm

- a. Board Members Present (quorum): Tyler, Shaun, Wayne, Melanie, Josiah
- b. Units present: 155, 427, 205, Jack, Katrina, Eleanor, Diane, 308, Kevin, Ricardo, Frank
- c. Proof of Notice of Meeting or Waiver of Notice

2. Approval of April 10th minutes

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

3. Officer, Property Manager, and Committee Reports:

- a. Finance/Treasurer & Financial Committee updates
 - i. March financials report (**Josiah & Wayne**)
 - 1. The financials that went out in the mailing needed a correction in the Special Assessment account, it has been fixed as of this meeting
 - 2. No questions about the statements
 - ii. Summary of special assessment balances (**Josiah**)
 - 1. As of end of April, 101 units have fully paid, aside from some remaining interest
- b. Annual financial review (**Wayne**)
 - 1. Josiah will work with Michael Rice on creating this year's review
- c. Capital Improvement Committee updates (**Wayne**)
 - i. Waiting on Woodcutter #2 to complete
- d. Event Planning/Fundraising Committee update (**Melanie**)
 - i. Any interest in a movie night at the Rec Center (assuming we still have a projector)?
 - ii. For groups that meet already and want additional promotion, please reach out!
- e. Beautification Committee (**Wayne**)
 - i. Highlands Day - May 11th from 10am-12pm
 - ii. Tools and buckets will be available and plan to meet at the main mailbox
 - iii. Katrina joined the committee - thank you!
 - iv. Spring walkaround results: things are looking good but there are still some planters on catwalks and cigarette butts laying around
 - 1. PLEASE do not toss cigarette butts on the grounds, this is a fire danger
 - 2. **Wayne motioned to adopt the updated Porch and Deck Regulations document, Josiah seconded. Motion approved.**
- f. Property Manager (**Mark & Kirk**)
 - i. Woodcutter progress (**Mark**)
 - 1. 309-316 is complete and 301-308 is still waiting on the permit from the city
 - ii. Unit with cat door (**Kirk**)
 - 1. It's actually just an open hole in the owner's door and violates our bylaws
 - 2. Mark will post a notice to the resident and email the owner before moving to fines
 - iii. Rot under rear slider at 422 (**Kirk**)
 - 1. Whose responsibility is it to make the repair? Decks are in a limited common area but window sills and doors being maintained improperly can be owner-caused damage. However, this deck was not rebuilt back in the last round so it's 10+ years old by now.
 - 2. **Wayne motioned to repair the damage and replace the entire deck if that's needed, Melanie seconded.**
 - 3. Shuan asked how we decide who is responsible and Mark confirmed that owner-caused damage is their responsibility. However, this is an older door that's probably needed to be replaced for a while, and owner-caused damage isn't likely.
 - 4. **Motion approved.**
 - iv. Ductless install agreement update (**Kirk**)
 - 1. The install agreement is updated to be clearer and more complete

2. Wayne motioned to accept the updated agreement for all new requests, Josiah seconded. Motion approved.

- v. Clothes washer/dryer install maintenance agreement **(Kirk)**
 - 1. Tyler found documentation from the state that he shared in the chat
 - 2. Mark suggested we return to hiring a company to clean dryer vents on a schedule and then charging the owners
 - 3. Wayne asked how we would know which units need this service - his unit has a vent but no dryer
 - 4. Kirk will do a walk around to inspect vents and create a list, and work on a policy
- vi. Bench installation location **(Kirk)**
 - 1. The Beautification Committee recommended a central location on the property and nobody had any objections
- vii. Safe snow removal policies **(Kirk)**
 - 1. The current situation is unsafe for workers, and hiring outside services is expensive
 - 2. Kirk found some used vehicles for better pricing, and hazard pay was discussed
 - 3. Kirk and Mark will put together a proposal that outlines options for the board

4. Unfinished Business

- a. Proposed late payment policies **(Josiah)**
 - i. First option is to pay in full within 15 days or face legal action
 - ii. Second option gives the owner more time and offers a plan for repayment
 - iii. Mark will send our current demand letter template to the board for review and later discussion

5. New business

- a. Safety-fire danger for summer season **(Wayne)**
 - i. Owners have used outdoor BBQs on red flag days
 - ii. Wayne will create formal language for review
- b. Request for security cameras on garage across from 201-208 **(Owner)**
 - i. Owner's car was broken into and items stolen
 - ii. Cameras have been considered previously but have bad resolution and require additional equipment/infrastructure
- c. Request to park camper on property **(Owner)**
 - i. Owner not present, but the board unanimously agreed not to allow this for a longer term
- d. Request to remove metal tread grating from porch **(Owner)**
 - i. The grating traps dirt and debris that's difficult to clean
 - ii. The area in question is only accessed by this one owner
 - iii. Mark and Kirk will replace the grating with strips to ensure it's still safe

6. Community open forum (items not on agenda)

- a. n/a

7. Next board meetings:

- a. Monthly meeting: Wednesday, June 12, 2024 at 6:30pm (Zoom)

8. Meeting adjourned: 9:16pm