

Highlands Board of Directors Monthly Meeting Minutes
June 12, at 6:30 PM Zoom Conference Call
Approved Minutes

1. Housekeeping (Tyler): 6:30 pm

- a. Board Members Present (quorum): Tyler, Josiah, Shaun, Melanie, Wayne
- b. Units present: Ricardo, 155, Diane, Katrina, Tara, 120, 427, Cheryl, Susan, 308, Britt
- c. Proof of Notice of Meeting or Waiver of Notice

2. Approval of May 8th minutes

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

3. Urgent Matter : Property Manager search

- a. Kirk is resigning, his last day is June 14th. Many thanks for all his work at the Highlands!
- b. An emergency committee was formed to find a replacement asap, as well as an executive session to decide on how to move forward, to ensure we wouldn't be without onsite maintenance for long
- c. We will be offering a position to Jerry J, and Jill will also take on more onsite responsibilities
- d. Melanie motioned to move forward with Jerry and Jill, Shaun seconded. Motion approved.**

4. Officer, Property Manager, and Committee Reports:

- a. Property Manager (**Mark & Kirk**)
 - i. Woodcutter progress (Mark)
 - 1. We have the permit for the second building from the city now
 - 2. There are some parking limitations in that area and so workers will park on the curb during the day to avoid blocking people in
 - 3. Curb parking is a temporary exception for construction workers only
 - ii. Emergency water shutoff (Mark)
 - 1. There was a leak and the water system was drained for affected areas - it's fixed now
- b. Finance/Treasurer & Financial Committee update
 - i. April & May financials report (**Josiah**)
 - 1. There was a concern about the negative asset in a previous statement, which had been corrected by Bottom Line, but there are questions about deeper visibility into our financials
 - 2. Josiah will connect with the owner to review
- c. Capital Improvement Committee updates (**Wayne**)
 - i. We will pause on this for now and plan to pick up the conversation this fall
- d. Fundraising Committee update (no update)
- e. Beautification Committee (**Wayne**)
 - i. Thanks to everyone who participated in Highland's Day!
 - ii. Safety - fire danger for summer season
 - 1. Hoses are out and hooked up - cigarette butts and charcoal barbecues are a fire risk
 - 2. Tyler created a Fire Safety Committee to form a policy, as always please reach out to highlands97405@gmail.com to participate

5. Unfinished business

- a. Proposed late payment policies (**Josiah**)
 - i. The suggested policy strikes a balance between giving the owner a chance to work with the board, but not waiting an excessive amount of time to escalate to our attorney if needed. **See below for the exact language of the policy.*
 - ii. Melanie motioned to accept the policy with an effective date of August 1st, Shaun seconded. Motion approved.**
- b. Resident clothes dryer safety requirements (**Tyler**)
 - i. Tyler will send his current draft to the Fire Safety Committee for continued preparation

6. New business

- a. Vehicle parking on Woodcutter (**Tyler**)
 - i. Owner concern: one of the Woodcutter buildings only has 2 guest spots, and this causes issues

- with people with disabilities who end up having to park further away
- ii. Tyler created a parking committee to look into the possible options available for addressing this, so please email the Highlands if interested in joining
- b. Bid for 155
 - i. The siding has dry rot and Glen Hughy gave a tentative bid for the repair because they don't fully know the extent of the damage until they start the work.
 - ii. **Josiah motioned to accept the bid but not to exceed \$5,000, Shaun seconded. Motion approved, Wayne abstained.**
- 7. Community open forum (items not on agenda)**
- a. Josiah suggested offering an on-call, emergency pay type of situation to Kirk in the event that other staff is unavailable
 - b. Tyler created a new committee to discuss a wage, and more importantly, an emergency plan
- 8. Next board meetings:**
- a. Monthly meeting: Wednesday, July 10, 2024 at 6:30pm (Zoom)
- 9. Meeting adjourned: 8:20pm**

Late Payment Policy:

Effective August 1, 2024, when an account is overdue by at least \$200 for at least 3 months, a letter will be sent to request full payment or for unit owner to contact the board within 30 days. If the owner contacts the board within the designated period, a schedule of payments can be created so that the account will be fully paid (including interest at 1% per month) within 12 months of the original late payment.

If neither payment is made nor the unit owner contacts the board or doesn't agree to the scheduled payments or doesn't comply with the agreed schedule, a demand letter will be immediately sent for payment to be made by 15 days from the date of the letter. If full payment is not made, the Association will take immediate legal action to recover amounts. Owner will be held liable for all costs of collection as provided for in the By-laws, including but not limited to reasonable attorney's fees. Interest at the rate of 1% per month will be added to any unpaid amounts.

Once an account is fully paid, the account will be in a probationary period of 12 months where any new 3 month delinquency will result in an immediate demand letter.