

## Highlands Homeowner's Meeting August 15, 2012

Board members present: Terrie Chrones Joe McCulley excused, personal travel. Property Managers Mark and Greg

HOA owners present in addition to above: units #: 302, 281, 312. Meeting start: 6:30. Proposal to approve minutes, seconded, and passed.

**Notice: Jennifer Durand, chair has resigned. We thank her for significant service and dedication.**

**Notice: In lack of any quorum, no motions were made or actions passed. Expect updates soon. At present, we are in need of members to serve, at least until the annual meeting. We need to be able to vote and approve, crucial actions to continue support of our community. We have three openings.**

**Financial report:** We are continuing, as practice, to put \$6000 into our account. Funds are budgeted for significant work on the Highlands. No other financial comment at this time.

**Property Manager's report:** Greg:

1. Projects: Power washing, siding repair as allowable, and painting are in progress at 133-140 Treehill and 217-224 Trailside. NW Siding will do the repairs. These two buildings will provide a template for future work and documentation of costs and project scope.
2. American seamless gutters will be here to repair and re-nail damaged gutters, as \$300 a building.
3. Weber chimneys will be bringing cleaners here, starting with Treehill and moving on. Units will be notified when to be home for inspection. Two opportunities for owners to be here, after that, owners are required to schedule, and also pay on their own if they miss the scheduled HOA inspection.
4. Woodcutter's repair is on a 2 week update to Greg. Soil analysis, independent sources, to fix the problem is being done. The process is moving forward. Unit 316 is aware of all mails as well for this process. Decks are stable for not until the larger repairs.
5. The breezeways which were having cement repair are done.
6. Brigham will be here to establish and re-pour the cement areas needed from last year.

Mark: Mark is continuing to study and project for funding, to stage out the remaining painting and repairs.

**1. We must have a complete board to be able to move forward, and vote. It is crucial to stage and vote on the funding, so we have plans, named contractors and do not re-visit this issue each year with incomplete projects. The current estimate is about \$102,000, which may change building to building depending upon repair needs and prior exposure to the elements. Capital improvement is needed for the next four years.**

**2. Managers want to secure funding now for the break in the season, so as soon as spring opens up, contractors are ready to go with knowledge of funding and contracts in place.**

**Discussion:** Question from floor: Does this justify an increase of 10% in dues at the minimum? Yes. We need to raise \$28,000 a year in excess of the \$6,000 a month to meet these minimal projections. This is an ongoing process, we have never had this in place, and that is the point of all this work.

Discussion/ Mark and Greg: With such a projected dues increase, and the preliminary reserve study, with the building inspections, we have information to continue these projects. It is a, "very doable and ongoing plan."

Discussion: What are actions to take to help alert the community we need board members to function efficiently.

Other Items/ Mark:

1. We have had a crew here 2,3 times to blow decks and trim the bushes. We hired an outside crew to do this as employee Travis is fully working on removal of rugs and working on catwalks. We will likely have them here one more time. Reminder that this is a balanced approach, our activities are using the funds we have in best possible manner.

Cynthia report: has built the homeowners' listing as best possible with updates. Building a HOA roster is helpful in emergencies; yet HOA office is sensitive to some owner's reluctance to share contact information. Any other actions put on hold for now. Thanks to Cynthia for her diligence; she will be contacted at the discretion of the board and PM as needed for other work in the future.

Meeting adjourned 7:25 Terrie Chrones, secretary

**Note again: we have put up flyers, we need a full and complete board. Please consider joining, if you have questions what may be involved, ask any board member, or contact the HOA office.**