

**Highlands Condominium Association**  
**Minutes for bi-monthly meeting on August 13, 2014**

Board members present: Phil Abbott (Chair), Pat Lynd (Secretary), Mike Ireland, Marga Larson  
Absent: Tiffany Mellow (Treasurer)

Guests: Mark Campbell (Property Manager)

Units present: 128, 132, 141, 153, 218, 314, 420, 429

Call to order: 6:30 PM - roll call - unit owners sign in.

Announcements:

By resolution of the board, dated July 30, 2014:

Marga Larson Joined the Board effective June 25, 2014 replacing Frank Bocci who resigned On June 11, 2014. Marga will serve the remainder of Frank's term which will expire February 15, 2016 Tiffany will resume the Role of Treasurer effective July 30, 2014.

By Resolution of the Board dated August 3, 2014:

A revised 2014 Budget was adopted incorporating the known costs of the Woodcutter repair and other anticipated capital improvements for 2014.

These Resolutions are made apart of the minutes of this Board Meeting August 13, 2014

Report on status of Lien activities:

We currently have (8) active liens totaling \$30,000 in past due maintenance fees. This does not include legal costs or Special Assessment balances. Of these, we have been contacted by (2) lenders who have stated they intend to protect their interest. There are (3) three in which we are working directly with the owners. There is (1) in which the HOA has filed action for foreclosure and (2) more in which the HOA is contemplating filing action for foreclosure.

Financial Report:

June /July Financials:

In the absence of the Treasurer, the Chair gave a brief review of the June and July Financial Reports. Net Operating income for June and July were \$12,089.90 and \$10,056.91 respectively. We are operating in the "black" and slowly rebuilding reserves.

Woodcutter /Stonewood Foundation Repair:

The Structural repair of 309-316 Woodcutter is completed. What remains is to repair the catwalks, landscape the affected areas, and, repair interior drywall cracks (we are awaiting a bid on the drywall repair)

The Structural Scaffolding purchased from Gryphon Scaffolding has been "swapped" for \$12,000 in construction

services from Ram Jack. The first service we have received is test borings under buildings 14 and 15 on Stonewood Drive. Ram Jack charged \$1,500 for the borings against our credit. In addition, Ram Jack is allowing us to continue to use a large portion of the scaffolding. We are currently using it for balcony repairs.

Preliminary work is being undertaken for Buildings 14 and 15. Test bores have been made under both buildings to determine the depth to bedrock. Initial results indicate depths ranging from 2 ½ to 4 feet. We will need to confirm this finding with a Soils Engineer. If this is the case, repairs will be much more affordable than Woodcutter. We have had preliminary meetings with SSW Engineers, Ram Jack of Oregon and Dorman Construction concerning design approach and cost and everyone is pretty optimistic that we can accomplish a permanent repair of these two buildings at an affordable cost.

Old Business:

Bulkhead Repairs: We plan to use our credit with Ram Jack to address some of the bulkhead repairs. The credit isn't enough to fix everything we want to fix and we are approaching bulkheads on a triage basis. One of the first things to be repaired will be the failing asphalt near the Recreation Center foot bridge. We need to put in a small bulkhead and repave that section of the road.

Building Rep Program: The Chair and Property Manager reported that the Building Rep program has returned marginal results. Building Reps receive a \$25/mo credit against their Maintenance fee charges for reporting maintenance issues and occupancy changes. After floor discussion, a motion to end the program after September 2014 was seconded and carried unanimously by board members present.

Non Moving Cars: This grew into a larger scope effort to get people to clean up their decks, balconies and carports. A letter was sent out and individual contacts will be made by the Property Manager.

Window Cleaning: looks like a big success. About 30 units had windows and screens cleaned for \$75. Kudos to Mark Campbell who set this up.

Ready-Rooter Contract:

We have been Paying Chapman Plumbing/ Ready-Rooter \$1,400/year (quarterly visits @\$350) to hydro jet the Main sewer trunk from 301-308 Woodcutter since 2004. In addition Ready-Rooter has been hydro jetting the 133-140 Treehill sewer line on a quarterly basis. The Chair recently met with the Ready-Rooter crew that does the work to better understand what they are doing. The conclusion is that we should continue this program. We have asked them to call us each time they visit so we can observe and confirm their work.

New Business:

Paving Repairs: We have obtained a quote from Western Asphalt to do two repairs this fall. The first is to repair the area from the mailbox speed bump up to the next speed bump located just pass the junction on Stonewood Drive. The second, a smaller project, would be the failing asphalt near the Recreation Center foot bridge mentioned earlier. This needs to be coordinated with construction of a small bulkhead prior to paving. The total of the two quotes is \$15,000.

Building Painting: We have contracted to paint two buildings this fall 125-132 Treehill loop and 309-316 Woodcutter Way. Very shortly, we will be asking residents of 123-132 Treehill to clear their decks for siding repairs followed by painting. Apology from Phil for short notice given on the earlier pressure washing. Decks must be cleared when requested. We will offer help if needed. Decks not cleared will not be repaired or painted. The Chair recommended that if this occurs, the owner will be financially responsible for the cost of cleaning, inspecting, repairing and painting at a later time.

Fire Alarm testing: This will occur in late August or early September.

Fire Place Inspection: Should it be the Owners responsibility? Discussion, Motion tabled for now. Need to get notice sent to those units that failed the prior inspections. Questions regarding the process for enforcing compliance. Owner Joe McCully (128) concerned that we need to check our insurance policy language re: requirement for periodic inspections.

Comcast Planning: Our Bulk Pricing Agreement will expire on 11/18/2015. We are spending in excess of \$53,000 annually for cable. The Chair recommended that we do not renew it. That would require owners and tenants to pay for it. This may allow us to reduce a maintenance fee increase in 2016. We will still be bound by our Exclusive Provider Agreement for another 5 year beyond 2015, so we can't use another bulk provider until 2020.

Balcony Survey: Highlands's staff recently visually surveyed all 128 balconies from the exterior. 19 lower flats were identified as needing attention. Other concerns exist. If you are concerned about your balcony, please call or email Highlands's management and arrange an inspection

We have repaired three balconies in the past two months, two lower flats and one town house. In all three cases, structural repairs were necessary. In each instance, a licensed contractor was called in to do the structural repair work. The framing replacement and decking was done by our staff (Kenneth). The cost of repairing the townhouse balcony including the contractor was approximately \$ 1,800 The Lower Flats were in the vicinity of \$2,500. It varies according to the amount of damage present.

Lost Key Fees: Our fees to replace lost keys, particularly mailbox locks need to be increased. The Post office will replace a lock for \$40 but the mailbox owner must order the service, make an appointment and be present when the lock is replaced. The Highlands has been changing locks for \$30 without the owner present and later delivering the key. This requires staff to watch for the letter carrier and meet him/her at the box. The owner is rarely home so the keys have to be delivered, usually after normal working hours.

Mailbox keys, rec. center card keys and laundry room keys are frequently lost when departing renters do not return them to landlords or property management companies. This also occurs frequently when absentee owners sell their units.

To compensate the HOA for its costs the Chair and Property Manager recommended increasing key replacement charges as follows.

	From	To
Mailbox lock replacement	\$30	\$50
Laundry Room	\$15	\$25
Rec. Center card key	\$10	\$25

After floor discussion, a motion to increase the rates beginning September 2014 was seconded and carried unanimously by board members present.

Property Manager's Report:

Additional information was requested by FHA for our re-certification. The requested information was submitted and the application is still pending.

Building Reps: Shannon Kane (313) reported a mouse problem in her building. The Quarterly pest control visit is scheduled for Monday 8/18/14 and the company will be asked to address the issue.

Call to Public: Shannon Kane (313) suggested starting a voluntary fund to speed up the installation of a new Hot Tub for the rec. center. The Property Manager will work with Shannon to get something going.

Shannon also requested that the association put a glider bench near the Woodcutter Cul-de-sac end of the pathway from the Rec. Center to Woodcutter Way. The Board agreed to allow this on a trial basis.

Board Secretary Patrick Lynd had to leave at 8:15 p.m., so the Chair kept the record for the final 20 minutes of the meeting.

Meeting Adjourned 8:35 PM

Next scheduled Regular Board Meeting is on Wednesday October 8, 2014

Patrick Lynd (Secretary)