

Highlands Condominium Association Minutes of Bi-monthly meeting 8/12/15

Board members present: Phil Abbott (Chair), Pat Lynd (Secretary.), Tiffany Mellow (Treasurer), Marga Larson (Board Member), Mark Campbell (Property Manager).

Excused: Mike Ireland (Board Member)

Units present: 117, 121, 141, 210, 216, 312, 314, 405, 417, 419, 424, and 426.

Walk Around: The Board members present commenced a walk around tour at 5:40 PM with several owners and Mark Campbell attending. The purpose of the walk around was to familiarize Board Members with Repairs that have been completed and repairs that need to be done.

Call to order: The regular meeting was called to order at 6:34 PM - roll call - unit owners sign in.

Approval of Previous Minutes - Chair asks for a motion to approve June 10, 2015 Minutes. Patrick Lynd moved. Tiffany Mellow Seconded. The Board unanimously approved the June 10, 2015 Minutes.

Announcements – A new Landscaping employee has been hired: Nathaniel Stock. He is working out well so far.

Financial Report - Tiffany Mellow gave the financial report reviewing the June and July Financials. On the operating side, we are on budget and well under budget on the expense side. Our Net Operating income for the year is averaging approximately \$14,500 per month. Our target is \$11,000.00. The entirety of this “net” amount is earmarked to rebuilding our reserves and pay for current capitol Improvement costs.

Lien Activity – We have been asked by a lender for a pay off number for one of the units on which we have a lien in place. We are hopeful we will receive this pay off in the near future as the lender moves to sell the unit. If we do receive payment it will include the last of the payments still outstanding from the 2008 special assessment

- Title on another unit which does not have a lien was transferred to the lender at a Trustee’s Sale. The lender is now responsible for the Maintenance fees and we have begun billing the lender.

- Some owners have not made any payments toward the 2014 special assessment. If payments do not start coming in we will revisit the Association’s options.

Building Committee Report – Phil Abbott

- Since the June Meeting, three more balconies have been completely rebuilt and two more have been started.

The final billing for Building 15 has been received bringing the final total to \$103,971.55 including construction, engineering and miscellaneous costs such as permits and an independent inspector. This is very close to what we expected.

We plan to start repairs to Building 14 by late fall. Construction drawings are being completed and we will be getting an estimate from Dorman Construction and apply for permits as soon as they are ready. We anticipate a cost similar to that for building 15.

Woodcutter Garages - The French drain project for this set of garages was completed several weeks ago. We won’t see the results until this fall/winter when the rains start up again. I am confident that it will stop constant trickle of water in the garages and I am hopeful it will also end the hazardous little “river” flowing across the road in the winter months. This project ran over budget by about \$3,486. Total bill was \$10,000.46. This was still significantly less then the two other bids of \$18,000 from RGS and \$17,900 from RamJack.

Comcast Cable Bulk Billing Agreement – The agreement expires in November, and we must give 60-days notice of termination or it will automatically renew for two years. The now-disbanded Cable Committee polled approximately 60 percent of residents, and a clear majority of those polled uses cable.

- Patrick Lynd is negotiating with Comcast. He will not terminate the existing contract nor agree to a new bulk billing contract without Board approval of the terms and conditions.

By laws Committee -. Marga Larsen gave the report. No new progress. Patrick Lynd confirmed he is still on the committee, and Rick Ohlson and Shannon Kane joined. We agreed to pick ten items to change. Present those items to the membership at the annual meeting, and then hire an attorney to draft the changes.

Professional Management Selection Committee –

Phil Abbott reported that he will be contacting Metco to see if they are interested in providing any Management Services to the Highlands.

Old Business:

- Bank Loan - Marga is still working on a restatement of the financials for our loan application.
- Scaffolding Re-Purchase - We have negotiated terms for the re-purchase of the scaffolding we sold to Ramjack last year. Ramjack has generously allowed us to use about a third of the scaffolding over the last year free of charge. We accepted a \$13,000 credit for services from Ramjack for the scaffolding. We are currently using nearly all of the scaffolding we have to repair the balcony at 415 Stonewood. There are scaffolding towers inside and outside unit 415 for the repair. This equipment is essential for the continuing repair of our balconies and catwalks. Ramjack is not using it as much as they anticipated and wants to sell it. We need to buy it back. We negotiated a repurchase at \$13k with a \$3,000 payment the first month and \$2,000 per month for the following five months. The Board has approved this purchase.

New Business:

- Earthquake insurance - A concerned owner asked if we had earthquake insurance. We do not. She did a little research and discovered that we (the HOA) had obtained a quote from State Farm (J Bonzer) in 2006. The premium was \$11,000. for \$10 million coverage with a 10% deductible. I have asked J for a current quote. The results so far are:

\$10 Million	\$9,282.36/ ann. 10% deductible
\$12 Million	\$10,776.96/ ann. 10% deductible
\$15 Million	\$15,180.98/ ann. 10% deductible

The Board is considering the options but would like more input from the full membership. No action taken.

- Bicycles in stalls – Chair Abbott suggested bicycles should not be allowed chained to carport posts – much discussion pro and con. No action taken

Property Manager’s Report – six to eight units sold since last meeting.

- Reminder to keep breezeways clear of trip hazards and to clean up after ourselves and our children

-Complaints about chalk drawing resolved. Asphalt drawing is ok. Not ok in breezeway or on catwalks.

-An association member felt he was treated rudely by Chair Abbott and Board Member Lynd during early morning visit to address safety and other issues. Abbott and Lynd apologized to the member and clarified that no harm was meant and any inference of disrespect was not intentional.

- Call to Public –

- Suggestion to power-wash the synthetic-wood portion of the walkway from Stonewood Dr. to the Rec. Center. It is clean at the moment and id does get power- washed as needed.

- Cutting Edge will wash exterior windows for \$80 per unit if 20 or more units want it done. Contact Mark Campbell at highland97405@gmail.com if interested.

- We now have a “Hot Tub Committee” (official name will be forthcoming). Charter members are: Shannon Kane (314), Rick Ohlson (405), and Joyce Curtis (141). The goal is to figure out how to fund hot tub restoration without impacting needed maintenance and repairs. Contact Shannon, Rick, or Joyce if you want to help out.

- An Association member is willing to assist with a 20-year, capital-improvement plan. We welcome all the help we can get. Shannon Kane to coordinate obtaining info from Property Manager.

- Two members report rusty nails, wood scraps and other potentially hazardous materials found near a recently completed balcony repair. Member said he had a bucket of rusty nails and has children so very concerned. We will remind our staff and any outside workers to up their game on clean up. Members present were clear that leaving hazardous materials around where kids play is unacceptable.

- Meeting adjourned at 8:32 p.m.

The next scheduled Board meeting is October 14, 2015

Faithfully submitted,
Patrick A. Lynd - Secretary