

## **Highlands Condominium Association Minutes of Bi-monthly meeting 12/09/15**

**Board members present:** Marga Larson (Chair), Pat Lynd (Secretary.), Wendy Petulla (Board Member), Mike Ireland, (Board Member).

Excused: Tiffany Mellow (Treasurer)

**Property Manager:** Mark Campbell.

**Guests Present:**

-None

**Units present:** 405, 216, 105, 222, 429, 403, 117.

**Call to order:** The regular meeting was called to order at 6:33 p.m.

**Approval of Previous Minutes:** Chair asks for a motion to approve the 10/14/15, Minutes. Patrick Lynd moved. Mike Ireland seconded. The Board unanimously approved the 10/14/15 minutes.

### **Announcements:**

1. The board set the Annual Meeting of the association for **2/10/16 at 6:00 p.m.** Proxies will be mailed out with the December mailing. **MAKE SURE TO SIGN AND RETURN YOUR PROXIES PROMPTLY TO INSURE WE HAVE A QUORUM. Even if you plan on attending, it is important to return your signed proxy; it will be returned to you upon signing in to the meeting.**

2. Mark Campbell has been our property manager for several years now. His duties have been expanded to encompass the maintenance matters that former Chair Phil Abbott supervised. Mark's pay has been increased commensurate with those expanded duties.

### **Earthquake Insurance:**

The board determined that further discussion is needed before we make a decision.

A committee has been formed to further investigate earthquake insurance. Charter members are Wendy Petulla, Shana Eddy, and Kristen Kalbreuer.

**Financial Report:** Chair Marga Larson gave the financial report. The report shows us almost exactly on budget. We should come in very close to budget for 2015.

Our bookkeeper and treasurer are working on revising the form of our monthly reports (should be an improvement).

**Lien Activity:** Several recent notices have gone out this month.

**Line of Credit.** The board is ready to authorize applying for a \$100,000.00 line of credit. The idea is that because our maintenance and repair schedule is limited by seasonal impacts, a line of credit will allow us to perform needed maintenance and repair when weather allows and stabilize payment over the course of the year.

Revised Resolution will be circulated to the board.

### **Building Committee**

The question was raised of whether we need a building committee now that the bulk of the major repairs have been completed or are in process.

The property manager will keep us apprised of building repair status.

### **Hot Tub Committee:**

The board authorized initiation of the permitting process. The hot tub repair will be included in the 2016 budget.

**Comcast Cable at the rec center:** Comcast has made an offer for cable and internet in the rec center at a savings over our current rate.

**By laws Committee** -Marga Larsen gave the report. The committee is making some progress. Hope to have a proposal by the annual meeting.

### **Old Business:**

- Pat Lynd to prepare a resolution for a line of credit.

-Street lighting. The work required to complete the project is significantly more expensive than assumed. Matter is tabled for the present.

### **Property Manager's Report –**

#### **Building 14:**

-The pads for the shear walls in building 14 have been poured.

- we are having our own engineers give a second opinion on the quality of the concrete.
- we have discovered a minor leak under building 14— not sure if it is related to the repair but it will be repaired.

**Decks:**

- The deck repairs are ongoing on a priority of need basis.
- We deconstruct the decks and our contractor does the rebuilding.
- All decks should be repaired within three years.
- If you have concerns about your deck contact the property manager and he will arrange an inspection. Can email or call the highlands contact info on the website and either will get to Mark.

**EWEB Easement:**

- EWEB has a major water line running under our property.
- It has an easement to allow access and repair.
- The easement specifically states that if we construct structures over the easement EWEB is not responsible for repair costs if the structure must be removed to allow EWEB access.
- EWEB is not going to pay to rebuild our covered parking structure that was removed to allow repair of their recent leak.
- EWEB plans to relocate the current line so it runs off of our property and on city property.

**2016 Budget -**

The board considered several alternatives:

- the first called for a six percent annual increase in dues.
- The second called for a three percent annual increase in dues.
- The third called for no annual increase in dues.
- The fourth called for an increase in dues in line with the cost of living index of 1.1 percent.
- After discussion of the long-term outlook Patrick Lynd moved to adopt the 1.1 annual increase.
- Mike Ireland seconded the motion.
- The motion passed by unanimous vote of the board members present.

**- Call to Public –**

- An Association member questioned the status of old paint in the basement of the rec center. Mark to look into disposing of it.

- The meeting was adjourned at 8:38 p.m.

The Annual Meeting of the Association is set for 2/10/16 at 6:00 p.m.

Faithfully submitted,  
Patrick A. Lynd - Secretary