

Approved Minutes
Highlands Board of Directors Monthly Meeting
Wednesday July 8th 2020 at 6:30 PM
(Zoom Phone Conference)

Units Present: 109, 123, 308, 206, 155, 208, 108, 134, 424, 133, 117, 153, 313, 216, 202, 136, 127.

1. The meeting was called to order at 6:30pm. All board members were present.

The chair thanked Sue Swensen for writing a newsletter, which will be disseminated to the community. The newsletter encourages everyone to stay safe during the pandemic and welcomes new people to the Highlands.

2. Approval of Minutes (June 10 Monthly Meeting)

The minutes were approved by a board quorum.

3. Officer/Committee/Property Manager Reports

- a. Finance/Treasurer Report - Ellie

Financial Report

The latest financial report dated May 31, 2020 shows that utilities were reduced in May due to the Covid-19 related Rec Center closure. We are also receiving money for attorney payments.

Insurance Update

After we switched to another insurance carrier, we received money back from the previous carrier. The Finance and Insurance Committee met last night to discuss 2021 insurance costs. There is still uncertainty about our current carrier's request to have all fireplaces inspected. This policy might be problematic when not all homeowner agree to participate in an inspection that requires outside as well as inside review of fireplace elements. Sandi cautioned against searching for less expensive insurance without a fireplace policy until we have been with Nationwide for a number of years without filing major claims.

Action item: Mark and Ellie will contact Leah (Nationwide Insurance) and ask for a final decision on the fireplace policy by August 1, so that we can schedule inspections if the fireplace policy remains in place.

Action item: Mark and Sandi (Fireplace Committee) will report back to Board next meeting.

Action item: Ellie will distribute notes from the July 7 Finance Committee meeting to board members

Late Fees Update

Action item: Ellie will forward late fee policy to the chair.

b. Manager's Report – Mark

Ductless Heat Pump Installation

A homeowners' outside heat pump unit was installed at the base of the outside wall. The piping extends up 2 stories and is visible from other units. Any installation of heat pump units in outside areas is not permitted. Exterior unit needs to be bracketed to the wall on lower or upper deck space.

Decision: Painting of the piping is on hold pending review and possible revision of our installation policy. Alternative installation places (basement, outside walls) will be considered in light of noise and visibility affecting neighbors.

Fireplace Update

See item 3a above.

b. Safety Committee – Wayne

All owners are encouraged to join the safety committee. Wayne does not have the time to attend to the safety committee in addition to chairing the board.

Opening Recreation Center

Oregon Health Authority requirements make it impossible to open the Rec Center without considerable staff time and cost associated with the need to monitor for symptoms, enforce social distancing, collect personal information, and clean the building after each use.

Action item: We will move forward with updating the access cards.

Neighborhood Watch Meeting with Officer Rager

Wayne will send notes of the meeting. Because the HOA is private property, nobody can come onto the property unless invited. The property is not a conduit to the Ridgeline Trail. When you see people who do not have permission to be here (e.g., can collectors), calmly ask them to leave. If they don't leave, say you'll call the police. Please call the police non-emergency number (541-682-5111) and report the person and/or license plate of their car.

The shelter located right off the Ridgeline Trail above Treehill has been reported to the Eugene Parks Department.

In the future, we can consider becoming a local Neighborhood Watch chapter and join the national organization. Each building could have a captain, who can create a phone tree. Sue volunteered to be the captain for her building. Video surveillance might not be allowed without permission of residents and Board due to privacy considerations.

Rec Center break-in

Eugene Police is continuing to investigate. They have identified the youth on the video tape and are talking with parents. One of the identified youths is a resident of the Highlands.

Comcast Business Account

Motion: Wayne moves to let him order the comcast service for a 3-year period at 93.35/mo plus installation fee of \$49.95.

Seconded.

Motion passed unanimously.

- d. Beautification & Grounds Committee – Claudia

General clean-up

Several areas (at the entrance, up Stonewood) have been weeded. The horseshoe area (slopes between parking lot and building around laundry/trash rooms) at 117-124 and 109-116 have been cleared of blackberries, weeds, and trash.

**Please do not throw trash from the catwalks onto shared ground.
Please pick up after your dog as a courtesy to those taking care of shared grounds.**

Given the amount of debris piled up against the buildings, we are considering renting a dumpster (Lane Forest or Rexus) in the last week of July to remove old debris as well as debris from dead trees that will be removed then.

Motion: Claudia moved that no living tree or established shrubs and ground covers shall be removed without prior approval from the Board in order to maintain the health and sustainability of our local ecology, minimize water use to establish new plants, and minimize slope erosion.

Sue: seconded

Motion carried: Ellie, Sue, and Claudia in favor.

Mountain Rose Herb Grants4Plants application: HOA is not eligible to apply. Individuals are eligible.

Motion: Ellie moved to let Claudia apply for a personal grant from Mountain Rose Herbs:

Sue: seconded

Motion carried: Ellie, Sue, Claudia in favor

Updates to Walk-around

Mark is following up with residents.

- e. Reserve & Maintenance Plan – Wayne

Reserve committee met: Funds will be spent according to the following priorities: (1) safety (walkways), (2) preventive maintenance (roads, pavement), (3) improvements & energy savings (heater in rec center, power to garages). Finance committee needs to make recommendation re dues increases to finance Mark's 10-year plan.

4. New Business

a. Maintenance Issues/Herbicide Policy – All

Vinegar spray was successfully tested and can be used on blackberries and poison oak.

Jennifer Cook requested that the trees behind her unit be trimmed to prevent fire danger.

Ellie mentioned that we are responsible for keeping laundry rooms sanitary. They are no longer cleaned due to Covid-19 concerns. Mark will have rooms cleaned in the next week, and will have bids at the next meeting for laundry rooms and Rec Center cleaning.

b. Market Study on Employee Compensation – Wayne

Ellie and Wayne will do a market study on employee compensation to base our budget on.

c. Commercial Activities – Wayne

We received a complaint about a garage sale on the property. City of Eugene ordinance limits garage sales to 3 per year with each lasting maximally 3 days.

We will look more into commercial activity in the future. Please review bylaw 7.3. Owner's packet/house rules provide some clarification.

5. Community Open Forum

6. Next Board Meeting: Wednesday August 12th 6:30 pm.

7. Adjournment at 8:21