

Approved Minutes
Highlands Board of Directors Monthly Meeting
Wednesday August 12th at 6:30 PM
(Zoom Phone Conference)

1. Call to order - Wayne [6:30 PM]
 - a. Meeting called to order at 6:45
2. Board Members Present (Quorum): Wayne, Claudia, Sue, Ellie. Sandi

Units present: 134, 155, 208, 117, 109, 210, 145, 424, 133, 153, 310
3. Proof of Notice of Meeting or Waiver of Notice – sent with HOA billing
4. Approval of minutes

No changes to draft minutes. Ellie and Claudia approved minutes

5. Reports of Officers:

Chair (Wayne): Fiduciary Duty

All Board members need to represent all members' interests, not only their own. If you have a Conflict of Interest (personal or financial), you need to disclose and should recuse yourself from voting.

Board members conducting business outside of the meeting: Two board members can discuss business, but not three or more board members. Other board members can join in discussion at an open meeting.

Treasurer (Ellie): Financial and Insurance Report

Balance sheet for July 1-31 is available. Late fees are higher than previously experienced. Other than that, it was a pretty typical month. Laundry income has not yet been collected or deposited.

TV/internet expenditure: We pay just over \$60,000/year for every unit to have highspeed internet and 2 TV receivers. We are on the 2nd year of a 5-yr package at \$39.65/unit.

2021 budget calculations are pending reserve committee's recommendation.

Insurance: Three policies are up for renewal in October: (1) Board liability (continue same coverage at same rate), (2) Workman's Comp (continue same coverage at same rate but expect reduction in cost due to time elapsed since last personal injury, Ellie will ask to fold coverage in with our new company), (3) Cybersecurity policy (might not be needed).

Manager (Mark):

Cleaning service for laundry rooms: Merry Maids did a first deep clean for \$275. Bi-weekly cleaning would cost \$178 and lock us into a yearlong contract.

Motion: Motion to go to Merry Maids on a bi-weekly basis for \$178.
(Ellie)

Seconded (Sandi)

Vote: Claudia, Ellie, Sandi, Sue: in favor

Motion carried.

Quarter shortage: Mark is delivering rolls of quarters to owners. Bottom Line is charging their account (\$10 so far), or Mark collects cash. Practice can continue until the demand increases. Ellie is looking into a company that offers an app that makes quarters unnecessary and manage laundry machines. Would negotiate monthly commissions based on amount of quarters we collect. Ellie will continue research.

Request to waive late fees: An owner paid dues in full with exception of late fees, assuming that late fees are waived during Covid. Request that late fees be waived was made. We need to do further research on legality of waiving fees.

Trees that are alive but considered for removal:

Pine by 109: lost branches in last winter storm but is alive and fully budded out to the top, is in the process of regenerating upper branches

No motion

Cedar by 134: Healthy tree that presents no hazard. Walkway can be rebuilt around it.

No motion.

Pine tree in 137: Dead branch can be removed.

No motion.

Vine maple by 127: Owners report moisture issues in unit due to tree.

Motion: Motion to remove (Sue)

No second.

Motion failed.

Asphalt repair: We received a \$15,000 bid to repair problem areas and can allocate \$25,000 carryover from last year. Awaiting 2nd bid.

Motion: Motion to go ahead with expenditures (Sandi)

Seconded. (Sue)

Vote: Claudia, Ellie, Sandi, Sue: in favor

Motion carried.

Pool Repair: \$800 bid to repair Octopus system.

Motion: Motion to repair pool now (Sandi).

Seconded (Sue)

Vote: Claudia, Ellie, Sandi, Sue: in favor

Motion carried.

Mini Library Request: Owner was referred to Beautification committee for further discussion.

6. Reports of Committees:

Beautification (Claudia): Kudos to Greg and his helper for cleaning up the areas between parking lots and fronts of buildings. Care of trees we planted last fall continues. Proposal for Mountain Rose Herbs Grants4Plants competition was submitted. Applicants will be notified by Oct 1.

Fireplace (Mark & Sandi): Still waiting to hear if Nationwide requires us to inspect all fireplaces. Time is tight to schedule inspections, should they be required. Capping is not an option with insurance company. Mark will contact Nationwide to get final answer on policy clause by September.

Reserves (Wayne): Reserve committee did not meet. Mark made financial recommendations that Wayne agrees with. Will be sent to finance committee. Changes might be made after committee meets.

Safety (Wayne): No updates on break-ins. No further activity in the rec center.

Eugene Parks and Open Spaces looked at shelter on Ridgeline trail above Treehill: no evidence of homeless activity.

Security Cameras: Security cameras policy discussions on hold. Owners will be polled before next meeting.

7. Unfinished Business:

Enforcement of rules and regulations (including commercial activities) (Claudia): Executive session will be scheduled to discuss questions and come up with recommendations.

Comcast Business Account update (Wayne): New contract for rec center modem and internet access for security camera is in place.

Ductless heat pump installation (Wayne): Noise and temperature (cooling in winter, heating in summer) considerations make crawl spaces inappropriate for installation. Rules state that units need to be placed on decks.

Motion: Motion to ask owner to move heat pump to his deck (Ellie)

Seconded: Claudia second

Vote: Ellie, Claudia, Sue in favor. Sandi opposed.

Motion carries.

Health and safety: Post signs reminding people to wear a mask and observe social distancing in breeze ways.

Rec center: Issues related to cleaning of touch spots and contract tracing cannot be resolved. Governor's orders have not changed. Until further notice it is still closed.

8. New Business:

Monthly Maintenance Statements (Sandi): Put on top of list for unfinished business at next meeting.

9. Community Open Forum

10. Next Board Meeting: Wednesday September 9th 6:30 pm.

11. Adjournment: adjourned at 8:50