

Highlands Board of Directors Monthly Meeting Minutes
Wednesday December 9th, 2020 6:30 PM
(Zoom Phone Conference)

1. Meeting called to order at 6:30p
2. Board Members Present (Quorum):
 - Wayne Vincent
 - Sue Swensen
 - Kate Stucke
 - Eleanor Andrejko
 - Claudia Vincent

Units present: 134, 218, 147, 426, 153. 308, 156, 127, 150, 108, 145, 208, 109. 212, 424, 155.

3. Proof of Notice of Meeting or Waiver of Notice
4. Approval of Minutes (November 11th): Minutes approved unanimously.
5. Reports of Officers and Manager:

Treasurer (Eleanor):

Financial Report

Collections are in good condition. We just signed a check for insurance and cable expenses. The delay with laundry room revenue is due to collections needing to be taken to the bank. Financial reports will be posted to our website.

Insurance Report

No updates.

Manager (Mark):

Work on rear decks is almost complete on Treehill. The decks on three buildings on Trailside will be next. A few catwalks have been completed. Emergency repairs due to dryrot have been made on Trailside. We finished blowing off the roofs. Evergreen is on track to complete 4 more roofs in Feb/March (Stonewood buildings and 125-132 Treehill). Merry Maids cleaning crew continues to do a good job on laundry rooms. The rec center still closed.

6. Reports of Committees:

Budget (Eleanor):

The independent accountant's review report for 2018-2019 has been provided to us. Total assets were up from \$157,813 in 2018 to \$212,035 in 2019 due to a moderate increase in dues. We are working hard to increase our reserves.

Beautification (Claudia & Sue):

Claudia: We planted 20 trees in November (ponderosa pines, cedars, Oregon white oak, and redwood), with the goal to stabilize fragile slopes. A big thank you to Sue for donating her live Christmas tree from last year, which was planted outside her unit.

Thank you also to Diane and Jason for beautifying the slope between 101-108 and 109-116 by planting ferns. Clean-up of deadwood will continue during the winter.

Sue: To try to engage people with our community, there will be a Christmas decorating contest: Participants can win gift certificates donated by Sue. Please read the flyers posted in the breezeways to learn how to participate.

Rules and Regulation Enforcement (Ellie & Kate):

Kate: Rules and regulations (e.g. noise violations, pet droppings, etc.) and a fine structure to discourage non-compliance and promote accountability are being put in place.

Ellie: Existing rules were reviewed some of which are more enforceable than others. Our policy will include a progression from warnings to fines to increases in fines. Proposed language was submitted to our attorney who recommended some minor edits. The attorney advised that notices of fines involving rentals should be sent to the owners who are responsible for their tenants. We might be able to introduce this to owners in January via the website. Once rules are made explicit, any notices of violations will be addressed in order to change behavior that negatively impacts the community. A fine structure for fireplace inspection non-compliance is under consideration.

Safety (Wayne & Mark):

Wayne: Legal issues with fireplace inspections will be discussed in Executive Session. We will consult with HOA attorney regarding our responsibility regarding fixing fireplaces. The CCRs and bylaws are somewhat ambiguous.

Mark (fireplace inspections): About 45 owners have completed inspections, submitted pictures, or have scheduled inspections prior to Dec 31. Two or three people have scheduled inspections after the end of the year. We need to get report to insurance company prior to March 2021. It is still unclear how often fire place inspection will be required going forward.

Wayne (security cameras): The camera committee was unable to reach a conclusion. There was consensus among 3 members on purchasing one wireless camera, installing it at the Woodcutter cut-off and testing if we can capture license plates. One committee member expressed doubt about the level of crime and the need for cameras, and requested a thorough review of the problem before moving forward. Ellie commented that the Rec Center cameras allowed us to provide video to the police in order to address break-ins. Questions regarding who would monitor cameras remain. Alternative safety measures include a gate, a neighborhood watch, signs announcing 24-hour surveillance, or motion-detector lights in the carports.

7. Unfinished Business:

2021 Budget (Ellie):

The \$5000 line item serving as placeholder for security expenses stopped us from approving the budget last month. This placeholder accounts for 1% in the proposed dues increase of 3.5%. It is unclear if security costs would be an annual or a permanent expense. All board members (Sue, Ellie, Claudia, Kate) expressed a desire to retain the security line item and allocate it as appropriate.

Opportunities to cut costs through allocating personnel expenditures more efficiently were discussed. Given our maintenance needs and existing rates for labor, it seems challenging to reduce personnel hours.

COLA: Although last year we followed the western urban index, which is currently at 1.6%, the board recommendation stayed at 1.3%, which is indicated for smaller organizations.

Other payroll expenses: We are not giving bonuses this year due to our financial condition. There seems to be no clear policy on paid holidays. Mark stated that he received 2 weeks paid vacation from the Board in 2014; Mark stated that he gave Greg 3 paid holidays (4th of July, Thanksgiving, Christmas). However, there is no record of a motion to give paid holidays.

Claudia: Motion to pass budget with a 3.5% increase in dues.

Sue: Second

Vote: Ellie: yes; Sue: yes; Kate: yes; Claudia: yes.

Motion passed unanimously.

Mark will clean up the budget spreadsheet and notify Eric.

Sara volunteered to serve on the budget committee. Thank you, Sara!

Lane County Multifamily Recycling Project (Wayne):

In order to save money charged for overfull bins containing recyclable items, we invited Lane County personnel to look at our trash rooms, and on Dec. 14, BRING recycling will make a site visit. Lane County will provide informational materials and recycling totes to encourage residents to recycle appropriately. These materials will be made available to units. Sue and Ellie offered to help dropping off materials to units, unless owners/residents are currently away.

Noise Issues (Claudia, Mark, and Wayne):

One new owner identified 2 types of noises in his lower flat that are unusually disruptive: (1) bathroom fans, showers running, urinating, normal walking, (2) loud creaking localized to certain parts of floor. These types of noises seem to be fairly common in lower units. One resident indicated that noise might be due to some residents having to work late night shifts. An inspector Wayne consulted recommended castiron instead of plastic pipes, floor insulation, sound proofing ceilings (remove heating elements, blow in foam, redo heating system, redo ceiling).

Adherence to our noise policy might help to mitigate noise. Noise due to inappropriate behavior will be subject to our fine structure. Legal issues regarding the HOA's responsibility to repaid common, shared areas will be discussed in Executive Session and require an attorney opinion to move forward.

8. New Business:

Distribution of Monthly Financials

Mark will work with Keith (webmaster) to post financials to website. Frequency of posting to be determined.

Election of Board Members for 2021

Election takes place in February. Anyone who wants to join, please request a candidate application from Mark. Applicants will be interviewed in January. The terms of Ellie, Sue, and Wayne are ending and there will be 3 opening. Claudia and Kate still have one year remaining in their term.

January Newsletter (Sue):

Work on newsletter is starting now. Please send thoughts, recipes, etc to highlands97405.com, and your messages will be forward to Sue. Welcome package for new residents is in the works.

9. Community Open Forum

10. Next Board Meeting: Wednesday January 13th, 2021 6:30 pm.

11. Adjournment 8:53p.