

**Highlands Board of Directors Monthly Meeting Minutes**  
**Wednesday January 13th 6:30 PM**  
**(Zoom Phone Conference)**

1. Call to Order - Wayne [6:30 PM] at 6:30

2. Board Members Present (Quorum):

Wayne Vincent,  
Sue Swensen  
Kate Stucke,  
Claudia Vincent

Units present: 208, 155, 109, 212, 134, 117, 127, 153, 426, 308, 133

Zoom Etiquette:

- Please mute yourself when you are not speaking.
- Please raise your hand if you have your camera turned on to signal that you want to speak. Alternatively, you can use the chat function to make comments or ask questions.
- If you are calling in and would like to speak, please wait for the chair to ask for feedback.

3. Proof of Notice of Meeting or Waiver of Notice (sent out with HOA dues)

4. Approval of Minutes (December 9th): Minutes approved unanimously.

5. Reports of Officers and Manager:

**Treasurer (Mark and Wayne for Eleanor)**

Financial Report:

The first 3 pages of reports are now posted to website. Laundry quarters were collected and deposited in December. Capital improvement expenses included 3 rear decks, one walkway at 224. The increase in annual income is due to dues raises, and increased laundry income. One \$50 fine was collected for large items left in the garbage room outside the bin. Fines will be implemented in the future.

Insurance Report (Mark for Eleanor):

Nothing to report.

**Manager (Mark):**

Fireplace inspections: 95 units have been inspected. We will identify and send an email to those units who have not yet complied. We would like to include the fine structure with the email.

Recycling project:

15 people indicated that they would like a tote bag for the recycling project.

Roofing:

Four roofs will be replaced this spring. That leaves four roofs to be done next year. Evergreen Roofing is doing the work. The bid for 4 roofs and breezeways is \$98,720

**Sue: Motion to accept the bid from Evergreen for \$98,720 to complete roofs on 4 buildings including breezeways.**

Claudia: second

Vote: Kate approve, Sue: approve, Claudia: approve

**Motion passes unanimously.**

#### Grounds Work:

Contractor will be removing logs from hillsides. People interested in firewood will come back to collect wood. Mark is working with Wayne and the City on how to remove downed trees above the Rec Center. Wayne is working with city to establish property boundaries. Once boundaries are identified, we will hire Greg a helper to remove the deadwood and reduce fire danger.

#### 6. Reports of Committees:

##### **Beautification (Claudia)**

The Clean-up project is ongoing and has two goals: to reduce fire danger and to allow us to enjoy the beauty of our landscape.

The greatest accumulation of deadwood is on the slope between our main driveway and Rockridge. Other areas with lots of deadwood are the slopes between our main driveway and lower Treehill, and the area below, above, and behind the Rec Center. Since mid-December, we have removed approximately 20 yards of deadwood from the slope between our main driveway and Rockridge.

Many thanks to Glenn and his grandson Nicholas for helping with deadwood removal, and to Wayne for taking multiple loads to recycling. Thanks also to Greg for removing piles and taking them to recycling.

As stated in our bylaws, no part of our shared property should be used for disposing trash, including kitchen scraps, wilted flower bouquets, pumpkins, and Christmas trees. It is everyone's responsibility to discard trash appropriately. Trash rules will be included in the packet for new owners Sue is working on, as well as in the fine structure.

Anyone who wants to volunteer needs to be aware that working on steep and muddy grounds entails a level of risks. Due to these inherent risks, we do not specifically ask anyone to help. We are working on updating our liability policy, which currently covers only chainsaw work.

##### **Rules and Regulation Enforcement (Kate):**

Nothing to report.

##### **Safety (Wayne & Mark)**

###### Security Cameras:

When Sandi left her apartment late one evening, she noticed a car in her neighbor's assigned spot with three men in it. She returned to her apartment and watched the car. One man got out of the car and yelled at her to stop watching them. Sandi called the police. The neighbor came home and the car left. This incident underscores our need to identify people who come onto our property.

Two members of the recent camera committee recommended to test a camera positioned at the Stonewood/Woodcutter intersection. One member voiced concerns about cameras invading privacy. One member voiced concerns about practicality.

In light of Sandi's experience and a recent hit-and-run incident involving police, there was support for conducting a proof of concept: Can cameras positioned at the Stonewood/Woodcutter intersection capture license plates of cars and faces of drivers going into the property as well as leaving the property? The location would mean low intrusiveness, good lighting, and access to AC at the light pole. Wireless cameras might be subject to constant battery drain. Greg identified the night-owl system, powered by AC, which sends a wireless signal to base (\$399). Wireless cameras with built-in SD cards are \$100/camera. The data would be accessed only when necessary.

**Sue: Motion to buy SD camera on Amazon and test with staff and board members. Test to be completed by end of January.**

Claudia: second

Vote: Claudia: approve, Sue: approve, Kate: approve

**Motion passes unanimously.**

Signs and emails will inform people of the test. Once test results are in, we will survey all owners about how to proceed.

**Please note** that the use of security cameras in common areas and individual units has not been approved.

#### Motion Lights Request

Some areas do not have electricity. Most break-ins occur in carports. Expenses to install motion lights might be considerate.

#### 7. Unfinished Business:

##### **Laundry Room Maintenance, Coin Collection and Deposits, Rate Increases (Wayne for Eleanor)**

Raising costs for washing and drying by .25 to pay for Merry Maids will be discussed at the next meeting. Mark will report if drawers can be adjusted to accommodate an extra quarter.

##### **Lane County Multifamily Recycling Project (Wayne)**

Information about the program was emailed and posted. BRING will be here every Thursday to take data on recycling. We need more education and a fine structure for garbage policies to prevent residents from overfilling garbage bins with recyclables and preventing others from discarding trash. Disregard for appropriate trash disposal is costing us in trash fees and wear and tear on our roads from large garbage trucks.

##### **Noise Issues (Wayne)**

Wayne will follow up with attorney on noise issue. We will have an executive session after we receive attorney's opinion to further discuss the issue. We don't know the make-up of load bearing walls, and the possibility of blowing in noise-insulation.

There is one previous documented case: A lower flat owner complained about noise. It was motioned that the lower flat owner work with the upper flat owner on how to share expenses for fixes. The Board did not pay for costs.

## 8. New Business:

### **Invitation of non-owners to meetings (Wayne)**

Only owners can attend board meeting. Non-owners or residents can only be invited by the board. An owner cannot invite a non-owner without board permission. At the last board meeting, one renter attended and made comments via chat. For this meeting, Mark sent the invitation only to the owners.

### **Election Process for Board Members for 2021 (Wayne)**

All owners can come forward to serve the Association. We had 2 requests for candidate statements. Ellie has expressed that she does not want to run again. Wayne's position is open. Does anyone want to run for the board?

Sue expressed interest in shadowing another board member. Will not put Sue's name on the ballot. Sue will be a board member until someone else comes forward. Sue will continue doing the newsletter and plan events.

**Claudia: Motion to send email to all owners to please inform the board of their intention to run for a board position by Jan 20, 2021.**

Sue: seconded

Vote: Sue: approve, Claudia: approve

**Motion passes.**

### **Opportunity for Candidates to Declare and Speak**

Wayne will run for the board.

## 9. Community Open Forum

Sue thanked all owners and renters for participating in the Christmas light contest. There are plans for a bigger and better contest next year,

We will be thanking outgoing board members at the next meeting.

10. Next Board Meeting (Annual): Thursday February 25<sup>th</sup>, 2021 6:30 pm.

11. Adjournment at 8:16p.