

**Highlands Board of Directors Monthly Meeting  
April 14th, 2021 at 6:30 PM Zoom Conference Call  
Minutes**

1. Call to order at 6:30 PM

- a. Board Members Present (Quorum): Wayne, John, Lisa, Kate, Claudia
- b. Units present: 155, 208, 427, 134, 117, 426, 153, 422, 424, 216, 212, 407, 145, 118, 308

2. Minutes

- a. Approval of Board Meeting Minutes: February 25<sup>th</sup> & March 10<sup>th</sup> (Annual Meeting)  
John moved to approve, Lisa seconded  
Claudia, John, Lisa: approve

3. 2021 Officers

The Board elected officers by vote as follows:

Wayne: chair & treasurer

Lisa: assistant treasurer

Kate: assistant chair

Claudia; secretary

John: assistant secretary

The Chair does not get to motion or vote on resolutions. The Chair can participate in discussion and only votes in case of a tie. If the Chair wants to raise an issue, the role of chair will be turned over to the co-chair.

Announcement: Greg resigned. His last day will be April 25. We will miss him.

4. Officer/Committee/Property Manager Reports:

a. Finance/Treasurer Report - Wayne

We have not yet received the March financial report from Bottom Line. Wayne took over as treasurer. Payments and checks went out and signature authority has been changed with US Bank. Lisa will also obtain signature authority with US Bank. Laundry quarters in the amount of \$2874 were deposited. The February financials will be posted to our website.

b. Manager's Report - Mark Campbell

Greg has decided to go into a different direction. Andrew, Greg's current helper, will work 3 days a week for the next month. Please be patient as things might take a bit longer

due to reduced staff hours. Once the Rec Center is open again, we will need a full-time person on site.

Roofs are all done for this year. Four more are scheduled for next year. We are almost done with rear decks and will then transition to front walkways to replace cedar boards and handrails and look at stair supports.

A group of neighborhoods in the south hills recently received a grant to work on fuel reduction. The Northwest Youth Corps providing services to the grant project offered their help to us. They worked for 4 days and chipped a lot of our deadwood at no cost. We did not anticipate that they would use their work on our property to advance the political visibility of their project.

c. Safety Committee – Wayne, Mark

Fireplace Inspection update: We have not yet adapted our policy to the change in the insurance mandate. A total of 107 units have either provided evidence of sealed off fireplaces or inspections of fireplaces found in good working order. After inspection, 7 fireplaces have been banned from burning. A total of 14 fireplaces have yet to be inspected.

Installing Security Cameras update: Our task is to test a hard-wired camera installed near the first speed bump and facing in both directions. The feed would go wirelessly to a router in a nearby unit in (e.g., 108, 109, etc.). The camera has been backordered for over a month. Most wireless cameras are battery powered and motion-triggered, which would not work for us.

Recent crime activity on our property includes a break-in and 3 strangers confronting an owner after dark. We could install a No Trespassing sign where the footpath from Brookside enters Stonewood.

The new emergency preparedness committee will further address safety issues. Committee membership is: Ellie, Glenn, Rachel, Lisa, Elizabeth, and John.

d. Rules & Regulations (Claudia & Kate)

Based on feedback received, we revised the documents to accurately reflect the bylaws, vary the fine amount based on the impact of the rule violation on our community, and facilitate enforcement of rules. The goal is to keep things simple and equitable, and to increase accountability. Although the rules are available on our website, it is not always clear what is expected of owners. Claudia and Kate will prepare a message for Mark to send to all owners together with the current version of the documents. We welcome additional feedback.

e. Beautification & Grounds Committee – Claudia

The primary goals of the clean-up project were to (a) reduce our fuel load, (b) facilitate ongoing maintenance, and (c) highlight the natural beauty of our property. We have made great progress towards achieving those goals, thanks to Greg and Andrew's work and volunteer efforts.

Next steps: Wayne and Mark will reach out to the recently funded grant project to see if we can get additional help with fuel removal. We will work on removing dead leaves around buildings. Wayne will check if the grill mesh size on our basements is in compliance with recommendations.

#### 5. Unfinished Business:

Recreation Center reopening: Mark received requests from 2 people about reopening. Infection rates in Lane Co have not changed significantly. There is concern about our ability to enforce existing guidelines. We currently do not have the staff to monitor Rec Center users and manage potential reservations to use the space. When guidelines relax, or when we hire an on-site maintenance person, we can revisit the issue.

Laundry Room & Quarters—tabled till next meeting.

#### Communications/Decision Making (Claudia)

There seems to be a need to clarify and potentially speed up our decision-making processes and flow of information, so that we can be nimbler in responding to issues brought up by owners and residents. Kate and Claudia will work on a flow chart and explore Google drives to manage information and feedback loops.

Invitation of non-owners to meetings—tabled until next meeting.

#### 6. New Business: (Open)—next meeting

#### 7. Community Open Forum for Items Not on the Agenda:

One owner checked on the process for making improvements to his front door. Projects over \$500 need to be approved by the Board. Please submit the proposed work to Mark C to make sure guidelines and codes are being followed.

One owner inquired about her front deck being rebuilt. Please send inquiries to Mark C.

One owner inquired about the need to have functioning carbon monoxide detectors in his unit. Carbon monoxide detectors are required by Oregon real estate law. There is nothing in our units that creates carbon monoxide.

#### 8. Next Board Meeting: May 12th 6:30 pm

#### 9. Adjournment 7:52.