

**Highlands Board of Directors Monthly Meeting  
June 9th, 2021, at 6:30 PM Zoom Conference Call  
Minutes**

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

a. Board Members Present: Wayne, Claudia.

Because there was no quorum, the meeting was informational only. A special meeting will be convened to vote on pending agenda items.

Units present: 155, 208, 153, 424, 414, 426, 308, 205, 407, 127, 427, 109, 216

Guest: Glenn Smith

b. Proof of Notice of Meeting or Waiver of Notice

2. Presentation from the Safety Committee (Glenn Smith, guest)

Red flags to inform residents of fire risk have arrived. Glenn installed brackets to display the flags on the laundry room buildings and will display the flags based on national weather service information. The committee has identified contact people to notify residents of risk in half of our buildings. The committee will draft an email explaining what the flags mean. Our contact list is incomplete with about 4 owners and 5-10 renters not having provided contact information.

Glenn is working with the Eugene Wildfire coalition and the OSU extension service whose work is supported by the local fire department. The goal is to prepare people for the next fire season. The committee proposed to poll owners/residents about inviting the media to come to the Highlands and document our efforts to raise awareness.

The access road between upper Stonewood and Brookside belongs to the City of Eugene. We could petition the city to gravel the road. Concerns were raised about a passable road making it easier for people to enter our property.

3. Minutes

a. Approval of Board Meeting Minutes: May 12<sup>th</sup>—vote was tabled until quorum is present

4. Officer/Committee/Property Manager Reports:

a. Finance/Treasurer – Wayne

The May financial report is not yet available. The finance committee met, but has not yet formulated any recommendations.

b. Manager - Mark Campbell

All fire alarms were checked 4-5 years ago. They do not have to be checked every year. There are 2 companies that do testing, one for \$109/hr, the other for a total cost of \$585. We will vote on how to proceed at the next meeting. Fire alarms are set off by pulling the lever. Smoke alarms within units cannot set off the breezeway alarm.

A warm welcome to Kirk, our new maintenance person! Kirk brings knowledge and experience in landscaping and maintenance and is looking forward to maintaining the beautiful place we live in. He has also been working underneath units to do minor repairs.

- c. Rules & Regulations - Claudia & Lisa—vote was tabled until quorum is present

Claudia and Lisa met to discuss concerns that the rules and fines document would alter our bylaws. Specifying how bylaws are enforced does not seem to alter the bylaws themselves. We made slight edits to the document: we lowered the amount of many of the fines, we changed language to make clear how certain rules are enforced, and we added language about the option to contest a fine.

- d. Beautification & Grounds – Claudia

We are continuing to do minor clean-up (pulling weeds and blackberries). The every other week pick-up of the green bins is slowing us down a bit, because the bins fill up quickly.

One of the beautification committee members is an accomplished rock painter and has prepared a number of small painted rocks. We will distribute them across our property for people to find and enjoy.

## 5. Unfinished Business:

Communications/Decision-making– Claudia—vote was tabled until quorum is present.

The final version of the flowchart has been distributed to board members for their review.

Commercial Activity –Airbnb Operating on Property – Wayne

An owner brought to our attention that 2 units operate Airbnbs on our property. Mark notified the owners who advertised their units on Airbnb. They understood both our rules and Airbnb rules and agreed to stop advertising.

Invitation of non-owners to meetings – Wayne & Lisa

Wayne and Lisa met and determined that our bylaws state that an owner is the person listed on the deed or landsale contract as certified by Lane County.

Laundry Room Quarters—tabled

Recreation Center Reopening – Mark & Wayne

We plan to open the pool by July 4, pending a board vote, or pending the state's removal of restrictions. Under current guidelines, we might be able to allow any family group in a unit with an access card and a signed indemnification form to reserve the pool for an hour. Once their card is activated, people will need to enter through one door and leave through another; one bathroom will be available for use. Cleaning will occur once a day during the week, We currently do not have the staff to do cleaning on weekends. We will post signage informing people of Covid restrictions and policies. We have remote monitoring in place to check for violations. Due to HIPAA, we cannot require people to indicate their vaccination status. Elizabeth offered to identify contacts at Lane County Public Health to help us navigate County and State policies.

No decisions have been made about the hot tub.

There will be further discussion at the special meeting.

Recycling – Wayne

We participated in the Lane County/BRING recycling program. BRING will produce a final report. We are doing pretty good; 20% of recycling and 20% of garbage is misplaced. We have 128 recycling bags with instructions. Kirk will drop of a bag at each unit. We'll set up a place in the garbage room for unwanted bags. An email will be sent to owners informing them of the bags. As a follow-up recycling campaign, we could put up one recycling tip at a time in the garbage room or on the bulletin board.

Posting Financial Information on Public Website—tabled

Our insurance company might not allow posting of information.

6. New Business:

Testing the Fire Alarm bids—see Manager's report above.

Web concerns – Mark

The safety committee voiced concern about our website inviting people to stop by our property. The secretary and assistant secretary will work with Mark to review the website content and identify potential problems.

155 request for outside outlet

Several units have installed outside plugs. The outside plug will need to be wired into the unit's breaker system and meter. Unit owner will work with licensed electrician to provide a bid and complete the work.

7. Community Open Forum for Items Not on the Agenda

No items were brought up.

8. Next Board Meeting (July 14 6:30 pm)

A Special Meeting will be held on June 23, 6:30p.

9. Adjournment at 7:22p.