

**Highlands Board of Directors Monthly Meeting Minutes
September 14th, 2022, at 6:30 PM Zoom Conference Call
Approved Minutes**

1. **Call to order – (Claudia): 6:30 pm**
 - a. Board Members Present (quorum): Wayne, Claudia, Sue, Lisa, Paula
 - b. Units present: 208, 155, 115, 109, 118, 105, 424, 140, 224, 427, 414, 216, 425, 411, 403, 315, 410.
 - c. Proof of Notice of Meeting or Waiver of Notice

2. **Approval of Minutes (August 10th)**
Motioned by Wayne, seconded by Paula
Approved without changes (unanimous).

3. **Officer, Property Manager, and Committee Reports**
 - a. **Finance/Treasurer/Financial Committee update (Paula)**

Finance Committee Report for Sept 14, 2022 HOA Meeting

The finance Committee has been working with 2 main goals:

one - to assess the 10 year plan for large maintenance projects

two - to work on a budget and assess whether the dues are adequate for the association's needs.

Goal #1 regarding the 10-year plan is an on-going project that is updated as data comes in. We had a lot of framework already in place, we only need to keep updating the numbers as our economy changes and as new information (and therefore priorities) come to light.

As for goal #2, I am ready to present the budget-in-process. I know my fellow Finance Committee members would like to wait until we have fresher numbers, but some of those numbers will not be in for months, and I think we can start the larger budget process without them. This budget has place holders for the walkways project (without Woodcutter), the updated Pest Control numbers, and a place holder for the Insurance. There is hope that we could get better rates April-Dec 2023 for insurance, but it is best to budget for the rates we already know.

This budget sheet extends for 5 years, but we're really only looking at debating and ultimately approving the column just for 2023. We included all the other years in order to be sure we were setting the dues in such a way as to be better able to handle the day-to-day as well as position ourselves to handle the large projects slated. This does NOT include the Woodcutter Walkways project, not does it include any foundation work that may need to happen in 2023. It is likely that we will need to make a special assessment for the Woodcutter Walkways project, and that amount is NOT yet available for debate or decision making at this time.

This budget has a 5% dues increase for 2023. This is a smaller increase than the one in 2022.

Keep in mind that a budget is usually an estimate of our expenses for the upcoming year - it is not generally exact except in the case of setting pay rates and dues rates. As reality moves forward, we may find that the larger inflation rates that we saw this year

becomes the new norm, in which case we may have to take another look at the budget mid-year - a task not out of the ordinary in many businesses.

Shared at meeting:

- The proposed 2023 budget is using a standard 3% cost for inflation.
- Woodcutter walkways may need a special assessment (TBD).
- Budget intended to build on replenishing underfunded capital account
- Questions about earthquake insurance – research on rates will be done for next meeting

Call by chair for executive session on employee compensation:

Motioned by Paula – seconded by Sue:

Move to hold executive session on Wednesday September 21, 2022 at 6:30 – vote unanimous.

-Wish list items may need to be added (i.e. Security Gate, Rec Center Heating, \$50,000 deductible (insurance fund))

b. **Property Manager (Mark)**

i. *Engineer update (Woodcutter)*

- SSW can have drawings, etc. done in 3 months (cost \$8,850- \$9,200)
- Rough estimate was \$100,000 per building to have all work completed (total replacement of walkways).

Motion by Wayne seconded by Paula:

Move to accept SSW Engineers to draw plans for the 2 Woodcutter buildings catwalks.

Motion approved unanimously.

ii. *Glen Hughey Homes work on catwalk*

- Work progressing – good job being done so far
- To be revisited in October

iii. *Foundation repairs & cost estimate*

- Mark will have a full report by next monthly meeting to address the foundation and footings

iv. *Tree work.*

- Has been scheduled and will be starting on Thursday

v. *Pest Spraying*

- Work for 2022 has been completed (within budget)

c. **Security Gate Committee Update (SusanF, chair)**

-Final Report and Finances will be available in October

d. **Beautification Committee Update (Claudia)**

- Cost for hoses for each building forwarded to Finance Committee
- Some faucet handles needed and one line needs plumbing (costs unknown)
- Fuel reduction work planned for lawn area (green bin may be necessary)
- More tree planting in Fall (costs and labor will be donated)

4. Unfinished business

- a. *Newsletter (SueS & Wayne)*
 - Fall newsletter will concentrate on fundraising
- b. *Spring walk-through (Wayne)*
 - No action moving forward at this time unless there are complaints or safety issues
- c. *Air Conditioning in Rec Center (Elizabeth)*
 - Still waiting for EWEB call back - \$2,500 may be available
- d. *Board member manual (Claudia)*
 - Not going forward at this time
- e. *Speed limit enforcement*
 - Mark looking into speed signs to be placed near mail box (both directions)

5. New business

- a. *Meeting notifications and deadlines (Wayne)*
 - Notifications for Board meetings will continue to be given 10 days ahead of time
 - Request by owner to get an attorney opinion
- b. *Commercial Cards and spending authority (Wayne)*
 - Paula will apply to be custodian of the US Bank cash-back card
 - Motion by Wayne seconded by Sue:**
 - Move to have Paula the authorized Officer on the cash back card with a \$5,000 limit**
 - Approved (Wayne: Yes, Sue: Yes, Paula abstained, Lisa had left meeting).**
- c. *Free coffee in the parking lot (Claudia)*
 - Owner will provide free coffee (perfecting recipes) – Date TBA
- d. *Request for sidewalk repair (Claudia)*
 - Will be folded into general maintenance
- e. *Fundraising ideas (Claudia)*
 - Grant funds are difficult because we are a private residence/organization
 - Craft & Book Fair in November, Claudia and Sue developing proposal. 100% of sales will be donated to the HOA.

6. Community open forum (items not on agenda)

- Sue wants to have a holiday community party at the recreation center after Thanksgiving
- One resident having problems with bathroom fans and humidity. HOA approved window installation OK. Checking into how fan was vented (to the outside?) suggested.
- One request to increase dues more to even out over time

7. Next board meeting: Wednesday October 12th, 2022, 6:30p (Zoom)

8. Meeting adjourned: (8:23pm)