

Highlands Board of Directors Monthly Meeting Minutes
March 8th ,at 6:30 PM Zoom Conference Call
Approved Minutes

1. **Call to order – (Claudia): 6:30 pm**
 - a. Board Members Present (quorum): Claudia, Paula, Susan F., Wayne. Absent: Sue S.
 - b. Units present: 155, 115, 208, 105, 414, 216, 314, 315, 427, 425, 120, 224
 - c. Proof of Notice of Meeting or Waiver of Notice

2. **Approval of February minutes (scheduled for April meeting)**

3. **Officer, Property Manager, and Committee Reports:**
 - a. Finance/Treasurer/Financial Committee updates (Paula & Wayne)
 - i. January financials
 - No questions
 - Mark following up on units/owners 90 day past due
 - Paula preparing a P&L (profit and loss) report for 2022
 - ii. Insurance renewal for 2023:
 - Policy is the same as last year (except for cost of housing)
 - Claudia will bind the insurance for \$115,831 (not including earthquake)
 - SAIF and Directors liability is due later in the year
 - iii. Special Assessment:
 - Tabled until we have further information (plans, permits, bids)
 - iv. Debit/ credit card options (recording)
 - Wayne will go to the bank and take over as custodian of the credit card
 - b. Security Gate Committee: next steps (Susan Fix):
Wayne & Susan working on security camera policy
 - c. Beautification Committee update (Claudia)
 - No update
 - d. Property Manager (Mark & Kirk)
 - i. Engineering update:
 - The first set of plans has arrived (309-316 Woodcutter)
 - Second set of plans will be here soon
 - ii. Walkway project update:

- Upstairs flat concrete is being removed prior to installation of boards. This caused rot in the past (especially to the walls). – and is being replaced with just decking.
 - New cedar decking has grooves on the bottom to prevent twisting
- iii. 143 sewer back-up update
- Owners Insurance agent gathering information
- iv. Rat traps (Kirk):
- Rat traps being tweaked (put at a sloped angle) to work more efficiently
- v. Foundations
- Waiting until May for other contactors (On Solid Ground, Woodchuck)
 - Warning that going under the units is difficult/dangerous due to plastic ground cover, slope and obstacles

5. Unfinished business

- a. Air Conditioning in Rec Center (**Elizabeth**)
Bid from Marshalls (\$14,000
- b. Update to house rules to prevent damage from planters on catwalks and decks
Motion by Wayne seconded by Susan

Motion to amend house rules:

Planters on Decks (Front and Back) Please elevate all planters or containers on decks to allow air to circulate and prevent moisture from deteriorating the wood.

Warning to correct by deadline

\$25 if deadline is missed for first repeat violation

\$50/mo until compliance/for subsequent violation

Motion passed (unanimous)

6. New business

- a. Accessing unoccupied units to remove hazardous/toxic materials (Claudia)
- Claudia contacting attorney for legality of entering an unoccupied unit to address health and safety concerns
- b. Lower flat porchlights (Wayne)
- Unit owners are responsible for their porch lights (bylaws 7.1)
 - Mark will contact owner about their porch light

7. Community open forum (items not on agenda)

- A deer has been on the property with a wire attached to property. Oregon department of Fish and Wildlife may come out to tranquilizes the deer and try and remove wire.
- Concrete walkways into breezeways are deteriorating. Ramps are not a parking area.

8 Next board meetings:

Monthly meeting: Wednesday, April 12th 6:30pm

9. Meeting adjourned: 8:13pm