

Highlands Board of Directors Monthly Meeting Minutes
August 9th, at 6:30 PM Zoom Conference Call
Approved Minutes

1. **Call to order – (Claudia): 6:30 pm**
 - a. Board Members Present (quorum): Claudia, Wayne, Melanie, (Paula absent)
 - b. Units present: 312, 118, 216, 308, 314, 315, 224, 414
 - c. Proof of Notice of Meeting or Waiver of Notice
 - d. Board vacancy announcement
 - Opportunity to join the Board announcement will go out on email.

2. **Approval of July 12 minutes**

Motion to approve by Wayne, 2nd by Melanie – approved

3. **Officer, Property Manager, and Committee Reports:**
 - a. Finance/Treasurer/Financial Committee update
 - i. June financials report (**Claudia and Wayne**)
 - No questions
 - 2 accounts 90 days in arrears
 - 1 account – demand letter returned (not signed for)
 - ii. Special assessment funds and account (**Claudia & Wayne**)
 - As of August 7, \$209,718.60 of Special Assessment were collected and deposited into our US Bank checking account

Motion by Wayne 2nd by Melanie:
Motion to transfer (to WaFd account) current SA balance less expenditures that have already been made. In the future transfer collected SA funds each month on the 15th.
Motion passed
 - iii. Finance Committee updates
 - Draft budget shared – committee not ready for recommendation
 - Comcast bulk agreement renewal (**Wayne**)
Wayne will contact Comcast to extend deadline and ask about internet only pricing for future contract
 - b. Capital Improvement Committee updates (**Wayne**)
 - i. Lower deck inspections –
 - Lower Stonewood inspected by Kirk and Wayne – no immediate need to do full replacement of boards and rails
 - c. Beautification Committee update (**Claudia**)
 - No updates
 - d. Property Manager (**Mark & Kirk**)
 - i. Woodcutter permit (**Mark**)
 - Waiting on architect to finish plans with City recommendations. Plans will be approved 10 days after submission

- Hughey and Kirk will take a look at structure
- ii. Stair replacement bid (**Mark**)
Motion by Wayne, 2nd by Melanie:
Motion to accept Glen Hughey bid to replace stairs at 412 for \$2,450.00.
Motion passed
- iii. 101- 108 cedar decking bid (**Mark**)
Motion by Melanie, 2nd by Wayne:
Motion to accept Glen Hughey bid to replace decking and rails at 101-108 for \$18,500.
Motion passed
- iv. Rec Center balcony decking (**Kirk**)
 Kirk/ Mark will get bid.
- v. Washer/dryer sale (**Kirk**)
 Ad on Craig's List had some interest (no sales yet).
- vi. Recreation Center Access Card regulation (**Kirk**)
 Each unit gets up to 2 cards. At least 1 card was previously issued to every unit. New/Replacement cards will be charged to owner (\$25.00)

4. Unfinished business

- a. Spring walk-around (**Wayne**)
 - Notices will be placed in breezeways to remind residents to clean-up lower decks.
- b. Signage re pets and wildlife
 - **Motion to place signs in breezeway approved**
- c. Architectural standards (**Wayne**) - tabled
- d. Fund raising committee (**Claudia**)
 - Claudia, Kirk and Melanie volunteered to serve. Notice will go out for more members.

5. New business

- a. Lower flat owner's request for HVAC installation
Motion approved for unit owner to place unit on ground (on pad) under front porch.
- b. Sugar ant activity
 - Pest control was done on schedule in the Spring – suggestion for residents to put out ant traps inside their unit (if necessary)

6. Community open forum (items not on agenda)

- Please put appropriate signage on Hot Tub when closed for treatment/repair
- Board members will set-up meeting with Woodcutter Architect (next week) to discuss progress

7. Next board meetings:

Monthly meeting: Wednesday, September 13th, 2023 6:30pm

8. Meeting adjourned: 8:18 pm