

**Highlands Board of Directors Monthly Meeting Minutes
September 13, at 6:30 PM Zoom Conference Call
Approved Minutes**

1. Call to order – (Claudia): 6:30 pm

- a. Board Members Present (quorum): Claudia, Wayne, Paula, & Melanie
- b. Units present: 315, 224, 425, 412, 301, 205
- c. Proof of Notice of Meeting or Waiver of Notice
- d. Fill vacant board positions
 - i. 2 interested owners, neither present so this is tabled until the next meeting
 - ii. Melanie Miller to step in as Assistant Secretary

2. Approval of August 9 minutes

- a. Motion to approve by Wayne, seconded by Melanie - **Approved** (Paula abstained)

3. Officer, Property Manager, and Committee Reports:

- a. Finance/Treasurer & Financial Committee updates
 - i. July financials report (**Claudia & Wayne**)
 1. Clarification around account balances due to special assessment funds not yet transferred as of July 31st
 - ii. Insurance (**Claudia**)
 1. SAIF policy renewed, w/ 1 more requirement that Mark is completing
 2. Directors' and Officers' Liability renewal
 - a. Due in October, \$3,549 + unknown broker fee (assuming \$300?)
 - b. Motion by Melanie & seconded by Paula to pay the Directors' and Officers' Liability renewal. Motion Passed.**
 - iii. Special assessment collection (**Claudia & Wayne**)
 1. \$310,980.20 (64%) collected as of August 31st
 - iv. Finance Committee updates (**Claudia, Josiah, Susan**)
 1. Recommended fee increase of 25%
 - a. Past increases have not kept up with maintenance & repair needs, and has left us underfunded and without reserves
 - b. Recommended increase would result in totals of:
 - Townhouses: \$498/mo
 - Flats: \$479/mo
 - Garages: \$66/mo
 2. Currently nothing in the budget to decrease insurance costs
 - a. Susan Fix still working on trying to find better rates
 - b. Problem comes back to bringing all units into compliance regarding aluminum wiring, and who is responsible for repairs
 - c. Insurance companies won't put price reduction for compliance into writing, so no guarantee it will decrease rates
 - d. The finance committee will review the details and make recommendation
 3. Comcast bulk agreement renewal (**Wayne**)
 - a. The deal depends on including cable in the package
 - b. By extending our contract to 2028, next year's invoice would not increase by 3%, and we'd lock in our current rates & planned 3% increases for the extension period
 - c. Motion by Melanie and seconded by Wayne to extend our contract with the current level of service. Motion passed.**
 - b. Capital Improvement Committee updates (**Wayne**)
 - i. Recommends increase of capital improvement funds to a minimum of \$180,000
 - ii. Recommends a minimum of \$25,000 for reserves
 - c. Fundraising Committee update (**Melanie**)
 - i. Next steps are to create a survey to determine how owners would prioritize different projects, or see if there are project ideas we haven't considered
 - d. Beautification Committee (**Claudia**)

- i. No update
- e. Property Manager (**Mark & Kirk**)
 - i. Hydro jet maintenance (**Mark**)
 - 1. Recommendation to clear the lines 3 times a year, more to come on cost
 - ii. FHA packet (**Mark**)
 - 1. Exception paperwork needs submitted for these types of mortgage loans because of Woodcutter construction
 - 2. Renewal in November and the hope is that can go through normally
 - iii. Woodcutter construction: Permit update (**Mark & Board**)
 - 1. Still waiting on the plans to be submitted by the engineer so the city can issue the permit. The contractor is ready to go once the permit is in.
 - 2. Engineer is not responding to our emails, phone calls, and he no-showed for a meeting.
Claudia will contact our attorney about next steps.
 - iv. Rec Center bids (**Mark**)
 - 1. Three separate bids: entry resurfacing (\$6,000), deck board and rails replacement (\$19,824), and joist replacement (\$17,422)
 - 2. The upper deck will be securely closed off until we have the capital improvement funds for the deck, rails, and joist replacement
 - 3. **Motion by Wayne and seconded by Melanie to accept the \$6,000 bid for entry resurfacing only. Motion passed.**
 - v. 301-308 Plywood resurface project (**Kirk**)
 - 1. Some boards on the Woodcutter walkway broke and were replaced with plywood - a temporary solution until full replacement can happen
 - vi. Need for clear and enforceable rules for plants on decks (**Kirk**)
 - 1. Current situation is decreasing the longevity of the structures
 - 2. Kirk and Wayne will work on creating a policy
 - vii. Pool closing date extended (**Kirk**)
 - 1. Waiting for a service call, so the pool will now close on September 18th
 - viii. Laundry machines (**Kirk**)
 - 1. Computer boards going bad, so we're going to stop buying digital machines

4. Unfinished business

- a. Architectural standards (**Wayne**)
 - i. Tabled until next meeting
- b. Hiring temporary part-time maintenance employee (**Wayne**)
 - i. Wayne and Kirk joined a hiring committee for filling this position
- c. Plywood reimbursement request (**Wayne**)
 - i. **Motion by Melanie and seconded by Paula to reimburse Wayne for plywood costing \$47.30. Motion passed.**

5. New business

- a. None

6. Community open forum (items not on agenda)

- a. Residents have asked for improved lighting on Trailside
- b. Mixed reviews about the traction metal

7. Next board meetings:

- a. Monthly meeting: Wednesday, October 11, 2023 at 6:30pm (Zoom)

8. Meeting adjourned: 8:30 pm

9. Executive session:

- a. Scheduled for Wednesday, September 20, 2023 at 6:30pm (Zoom)
- b. Past due accounts, noise complaint, 2024 employee compensation