

Highlands Board of Directors Monthly Meeting Minutes
October 11, 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: 107, 308, 422, 427, 312, 216, 315, 424
- c. Proof of Notice of Meeting or Waiver of Notice
- d. Announced temporary maintenance worker, welcome to Jill Jones
- e. Vacant board position: still outstanding
 - i. Paula volunteered to return as Treasurer - thank you!

2. Approval of September 13 minutes

- a. Motion to approve by Paula, seconded by Melanie- **Approved unanimously**

3. Officer, Property Manager, and Committee Reports:

- a. Property Manager (**Mark & Kirk, out of the usual order due to scheduling conflicts**)
 - i. Meeting with Pioneer Engineers (**Mark**)
 - 1. Met as a potential backup in case SS&W doesn't deliver
 - 2. They would only be able to do part of the work (structural component piece), so we'd need a separate architect for the drawings, but also hasn't committed to that idea
 - ii. Woodcutter construction: Permit update (**Mark & Board**)
 - 1. Met with SS&W on October 2nd and again on October 11th
 - 2. Good progress has been made on the plans as of the 11th, and Claudia sent him additional photos to clear up outstanding questions and keep things moving
 - 3. Next check-in meeting is October 18th, and is also the day the engineer anticipates having the plans submitted to the city
 - iii. Loans not going through because of repairs (**Mark**)
 - 1. We are still on the official list for FHA approved condos, so we aren't sure how we ended up on some other list, or who to contact to get off it
 - 2. Mark is continuing to work on submitting the FHA renewal documents so we'll see if we get any feedback from that that explains this
 - iv. Dryer replacement (**Mark**)
 - 1. **Wayne motioned to purchase a new dryer for \$1,800, Paula seconded. Motion passed.**
 - v. New deck bid (**Mark**)
 - 1. **Wayne motioned to accept the bid for 24K for units 117-124, Paula seconded. Motion passed.**
 - vi. Roof/gutter cleaning & moss treatment plan (**Mark**)
 - 1. Kirk will get Moss Be Gone applied in the coming weeks
 - vii. Plants on deck and rails policy (**Wayne**)
 - 1. Possible elimination of planters on the decks because the water runoff causes damage to the wood
 - viii. Just an FYI, the Rec Center balcony closure is complete
- b. Finance/Treasurer & Financial Committee updates
 - i. August financials report (**Claudia**)
 - 1. Reminder that account balances appear higher due to special assessment funds not yet transferred from current accounts
 - 2. Higher bank fees than usual due to additional check deposits from the Special Assessment
 - ii. Special Assessment Collection (**Claudia**)
 - 1. Around 75% collected as of September 30th (\$362,540.38)
 - iii. Finance Committee updates: Proposed fee structure, insurance costs (**Claudia, Josiah, Susan**)
 - 1. Still working on the recommendation for 2024, and continue anticipating a minimum of 25% increase in monthly dues to meet the Capital Improvement needs (180K)
 - 2. Also added in an anticipated 4% increase for wages
 - 3. Insurance cost reduction strategies

- a. Susan Fix is exploring options for a different insurance company and there is 1 who is interested, but not while we are in the middle of our current policy - which doesn't expire until March 2024
- b. Issue continues to be around the aluminum wiring & HVAC
- c. Estimated around \$750-1,000 per unit for wiring inspection, and there's the possibility we wouldn't get 100% compliance from owners, and there's no guarantee it would result in an insurance reduction
- d. Funding unit inspections at the current anticipated increase of 25% would cause the Capital Improvement account to be underfunded

4. Underfunding is still a big problem, even with the proposed 25% increase

- a. The 180K recommended for reserves in 2024 still isn't enough to cover all projects scheduled for next year, and we weren't able to do everything for 2023 either, so we are falling further behind due to lack of funds
- b. Our latest annual financial review suggests we should be reserving 325-330K per year, so even with the anticipated 25% increase, we are falling short
- c. The committee is trying to respect owner's budgets by keeping the monthly dues under \$500, but this also means we can't keep up with needed projects
- iv. Comcast bulk agreement (**Wayne**)
 - 1. Extended agreement is signed, and the 3% increase for the next year is waived
 - 2. HBO is included in the plan now, emails were sent to all owners
- c. Capital Improvement Committee
 - i. No project recommendations for 2024 because it's unknown how much we'll need to borrow from this account to complete the second Woodcutter project (we won't have all the special assessment funds collected before that project will need paid for)
- d. Fundraising Committee (**Melanie**)
 - i. Melanie will share the survey with Mark to have it send from the Highland's email
 - ii. Owners will have 1 week to respond
- e. Beautification Committee (**Claudia**)
 - i. An autumn Highland's Day on Saturday, November 18th. Mark will send an email to owners.

4. Unfinished business

- a. Architectural standards (**Wayne**)
 - i. Pushed out to a future meeting
- b. Signage updates (**Wayne**)
 - i. Signs are posted that explain the pet policy and feeding wildlife
 - ii. **Please stop feeding peanuts to the birds, it's attracting rats and squirrels**
 - 1. Too many squirrels means not enough natural sources of food, so they eat the sapwood and bark from the branches and this is causing branches to fall

5. New business

- a. None

6. Community open forum (items not on agenda)

- a. None

7. Next board meetings:

- a. Monthly meeting: Wednesday, November 8, 2023 at 6:30pm (Zoom)

8. Meeting adjourned: 7.59pm

9. Executive session

- a. Board Members met after the meeting to discuss a lien on a unit