

Highlands Board of Directors Monthly Meeting Minutes
January 10, at 6:30 PM Zoom Conference Call
Approved Minutes

1. Call to order – (Claudia): 6:30 pm

- a. Board Members Present (quorum): Wayne, Claudia, Melanie
- b. Units present: 105, 120, 216, 308, 314, 315, 411, 427, Eleanor Andrejko, Aaron Hausman, Diane Beaulaurier
- c. Proof of Notice of Meeting or Waiver of Notice

2. Guest speaker Ryan Robertson on HOA insurance

- a. Current marketplace issues
 - i. Difficult marketplace, insurers often drop clients with frequent claims
- b. Ideas for building policies for lower premiums
 - i. Don't lower the deductible, and raise it if possible (ours is already 50K)
 - ii. Continue maintaining the properties
- c. Next steps regarding aluminum wiring
 - i. 100% compliance may not be necessary, possibly just a good sampling per building
- d. Q&A
 - i. Earthquake insurance - premiums have been rising and we'd need to get a quote for this
 - ii. Wildfire/defensible space - we are already doing a good job on this

3. Call to order continued

- a. Executive session scheduled for January 17th (discuss next steps on overdue account)
- b. Fill vacant board position (nobody came forward so this remains vacant)
- c. 2024 election
 - i. Q&A for board candidates will be mailed out, please have these returned by February 29th

4. Approval of December 13 minutes

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

5. Officer, Property Manager, and Committee Reports:

- a. Finance/Treasurer & Financial Committee updates
 - i. November financials report (**Claudia**)
 - 1. Reminder that account balances appear slightly higher due to special assessment funds not yet transferred from current accounts
 - ii. Special Assessment Collection Status (**Claudia**)
 - 1. As of December 31st, total collected is \$393,831.14, which is around 81%
 - iii. Finance Committee - no update
- b. Capital Improvement Committee - no update (**Wayne**)
- c. Fundraising Committee - no update (**Melanie**)
- d. Beautification Committee - no update (**Claudia**)
- e. Property Manager (**Mark & Kirk**)
 - i. Update on Woodcutter (**Mark**)
 - 1. In progress - a schedule is posted in the breezeway
 - 2. One issue that could delay construction is heat pump placement
 - ii. 314 ductless heat pump
 - 1. There is a unit sitting on the lower deck that must be removed, and the owner is requesting that the HOA to cover the cost of removal and reinstallation (\$950-1,450)
 - 2. The meeting minutes from the owner's original request (October 11, 2017) state that the Association allows heat pumps to be installed with approved install
 - 3. The owner stated that the original request was for it to be on the ground, which the board at that time rejected, but this detail is not in the minutes.
 - 4. Precedence has already been set via other owners who have also had heat pumps on a deck, and during construction it had to be removed and then re-installed, and they took on the extra cost of all that themselves

5. The owner states this isn't financially feasible for them to do, and that it isn't fair to expect them to cover the cost when they weren't told about bracketing it to the wall; other owners on the call countered that it's also not fair to them if they have to pay the bill instead
6. Mark was the property manager and states he would have informed the installation company about the bracketing policy
7. **To prevent this from holding up Woodcutter construction, Wayne motioned that, in this one case only, Mark and Kirk work with the owner to get a contractor out to relocate the unit, and we will debate who actually owes the money, but in the meantime, the HOA will pay the invoice. Melanie seconded, with a reiteration that we don't know who will ultimately be responsible for the cost yet. Motion approved.**

iii. Next building permit (**Mark**)

1. Hope to have the permit by March, and Mark will reach out to see where the engineer is at

iv. Rec Center heating (**Kirk & Wayne**)

1. 4 bids were received with varying solutions and amounts up to 25K
2. Owners on the call spoke highly of Priority One, which is also the second lowest in cost
3. **Melanie motioned to accept the bid from Priority One for \$9,575, Wayne seconded. Motion approved.**

v. Fluorescent light phase out (**Kirk**)

1. In 2025, fluorescent tubes will get banned by the city and eventually high pressure sodium may be as well (mercury issues)
2. As our lights burn out, they will be replaced with LEDs

vi. Winter weather plan & sign (**Kirk & Wayne**)

1. The document provides guidelines for reporting weather conditions to the property managers, that require them to come to the Highlands during off-hours, and will be posted in the breezeways
2. **Wayne motioned to approve and post the plan, Melanie seconded. Motion approved.**

vii. Porch and deck violations plan & policy (**Kirk & Wayne**)

1. Owners will be notified if they are in violation, and failure to resolve will result in fines
2. **Melanie motioned to approve the policy with an extra clarification that the second fine (if incurred) will be a monthly fine until in compliance, Wayne seconded. Motion approved.**

6. New business - None.

7. Community open forum (items not on agenda)

- a. Claudia requested to be reimbursed for postage and the background check
- b. **Melanie motioned that she be reimbursed, Wayne seconded. Motion approved.**

8. Next board meetings:

- a. Annual meeting: Thursday, February 29, 2024 at 6:30pm (Zoom)

9. Meeting adjourned: 8:34pm