

Highlands Board of Directors Monthly Meeting Minutes
April 10, 2024, at 6:30 PM Zoom Conference Call
Approved Minutes

1. **Housekeeping – (Tyler): 6:30 pm**
 - a. Call to Order/Board Members Present (quorum): Tyler, Wayne, Shaun, Melanie, Josiah
 - b. Units present: 125, 155, 308, 316, 427, Eleanor, Katrina, Ricardo, Cheryl
 - c. Proof of Notice of Meeting or Waiver of Notice
2. **Open call for all committees - please reach out to highlands97405@gmail.com to join any of these!** The current members are made up mostly of board members and we'd love to see more representation.
3. **Approval of prior two months' minutes**
 - a. February 29th & March 13th: Wayne read the change to the March minutes to the group
 - b. Motion to approve, including the changes for March by Shaun, seconded by Melanie- **Approved**
4. **Officer, Property Manager, and Committee Reports:**
 - a. Finance/Treasurer & Financial Committee updates
 - i. February 2024 financials report (**Josiah & Wayne**)
 1. There was a question about the 'Repairs: Capital Improvement' line - Mark will check to see what contributed to those charges
 2. The current committee members are Josiah and Wayne
 - ii. Yearly state corporation filing (**Wayne**)
 1. This is filed and we'll be getting the paperwork started for bank signatures
 - b. Capital Improvement Committee updates (**Wayne**)
 - i. Catwalks / Rec Center
 1. We should have the money for any necessary borrowing for Woodcutter #2, plus a few other projects during 2024
 2. Next up is 209 catwalks and the Rec Center deck - bids will get reviewed later
 - ii. The current committee members are Wayne and Melanie
 - c. Fundraising Committee update (**Melanie**)
 - i. Name change to Events Planning & Fundraising Committee
 - ii. Next committee meeting scheduled for April 17th at 6pm to discuss a 'Highland's Race' to Spencer Butte
 - iii. The current committee members are Melanie, Claudia, and Kirk
 - d. Discussion about having renters as committee members
 - i. Renters don't get minutes to know about committees, so we'd need a way to advertise that
 - ii. Certain committees might be more appropriate than others, but in general more involvement within the community would be welcome
 - iii. This will be added as an agenda item for a future meeting
 - e. Beautification Committee (**Wayne**)
 - i. Highlands Day and annual Spring walkaround
 1. Saturday, May 11th - everyone is welcome to participate, bring gloves & be cautious of uneven terrain and poison oak
 2. **Melanie motioned to post flyers in the breezeways about the event, Wayne seconded. Motion approved.**
 3. Walkaround: planter are still an issue on decks along with storage on lower decks
 - ii. Purchasing nozzles for hoses behind buildings
 1. Many of our hoses don't have nozzles, making them less effective when needed
 2. **Shaun motioned to purchase nozzles with the cash back from the Highland's credit card (\$130) and the estimated remainder of \$570 to come out of the maintenance budget, Josiah seconded. Motion approved.**
 - iii. The committee members are Claudia and Wayne
 - f. Property Manager (**Mark & Kirk**)
 - i. Woodcutter progress (**Mark**)

1. 309-316 is wrapping up, and the plans for 301-308 is being reviewed by the city
- ii. Construction Risk Policy (**Mark**)
 1. This protects us for a 3 month period against things like theft or fire during the building process, but it's not required
 2. Wayne motioned to pay the policy amount of \$1,079.55, Shaun seconded.
 - a. Debate: The likelihood of theft is very small and fire would be covered in our main insurance policy, but it is risk to opt out of the policy
 - b. Wayne withdrew his motion and we can continue discussing this later since we don't expect to have the permit quickly
- iii. Quad replacement quote (**Kirk**)
 1. Prices range from 20-40K and our trade in would be around \$1,500
 2. Having our own vehicle for snow removal dramatically improves how quickly the roads are cleared, but we don't currently have this cost lined out in the 2024 budget
 3. The Capital Improvement Committee will look at funds to see if this is doable
- iv. Ductless heat pump request for 422 (**Kirk**)
 1. They want to place it on the lower front deck, which is fine as long as it's bracketed to their own wall and not the neighbor's wall
 2. The document for how these are installed & maintained needs updated/clarified
 3. **Shaun motioned to approve the installation request in an appropriate location with updated contract language to follow and written approval, Wayne seconded. Motion approved.**
- v. Carport Repair (**Kirk**)
 1. The main cost for this project is panel delivery from Portland (\$1,585 of \$1,872)
 2. This particular panel is the majority of what we already use for carports, is custom bent to fit, and Portland is the most local we can order it from
 3. Mark & Kirk will get a quote that includes more panels for the delivery cost, and look into owner-caused damage for recovering cost

5. Unfinished business

- a. Proposed late payment policies (**Josiah**)
 - i. Josiah will email out the draft to board members for review
- b. Noise complaint (**Tyler**)
 - i. The board sympathizes, but agreed this isn't something they can easily enforce or take action on
 - ii. Mark will reply to the owner, as well as send information on resources available for reporting noise or other problems
- c. Resident clothes dryer safety requirements (**Tyler**)
 - i. Tyler tabled this until our next meeting

6. New business

- a. Safety - fire danger for summer season (**Wayne**)
 - i. Wayne tabled this until our next meeting

7. Community open forum (items not on agenda)

- a. Woodcutter beam concerns
 - i. An owner reported that 6 inch posts have been cut into about 3 inches deep. Pictures will be sent to Mark and he will look into it.
 - ii. The city signs off on the finished project as well, so anything not to code will get corrected.

8. Next board meetings:

- a. Monthly meeting: Wednesday, May 8, 2024 at 6:30pm (Zoom)

9. Meeting adjourned: 8:52pm