

**Highlands Board of Directors Monthly Meeting Minutes**  
**August 14, at 6:30 PM Zoom Conference Call**  
**Approved Minutes**

**1. Housekeeping – (Tyler): 6:30 pm**

- a. Board Members Present (quorum): Wayne, Shaun, Melanie, Tyler, Josiah
- b. Units present: 155, 205, 427, Katrina, Cheryl, 224, Howie, 306
- c. Proof of Notice of Meeting or Waiver of Notice

**2. Approval of July 10 minutes**

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

**3. Officer, Property Manager, and Committee Reports:**

a. Finance/Treasurer & Financial Committee

i. Financial report (**Josiah**)

- 1. Reviewed the June financials, nothing unusual about that month's statements
- 2. After the Woodcutter project is completed and paid for, Wayne/Josiah will look into moving some excess money into a short term CD with a high interest rate.
- 3. There's a new staircase that needs a different permit, and Mark reached out to the engineer.

ii. Commercial credit card (**Wayne**)

- 1. Josiah prefers to not take over as custodian, so Wayne will continue as custodian but this could pose a problem if he isn't on the board next year.
- 2. Wayne motioned for Jerry to get a commercial card with a \$5,000 limit, Shaun seconded. Motion approved.**

iii. Audit update (**Tyler**)

- 1. No update yet

b. Property Manager (**Mark & Jill**)

i. Woodcutter progress (**Mark**)

- 1. Expected completion of the second building is around 4 weeks

ii. Glen Huey bid to resurface 125-132 and replace handrail caps

- 1. Wayne motioned to accept the bid for \$24,200, Josiah seconded. Motion approved.**

iii. Curb painting (**Jill**)

- 1. Mark approved the necessary supplies and staff will work on this
- 2. Jill will put up signs so people can move cars, and they will work around this as well

iv. Green (woody debris) dumpster (**Jill**)

- 1. The smallest dumpster available is \$55 to deliver, and \$284 to haul it away once full, which is much less expensive than last years solution
- 2. Where to place this dumpster, which is much larger than our normal garbage dumpsters? We wouldn't need it until well into fall, so hopefully the cul-de-sac where construction is currently staged would have more space by then.

- a. Jill will double check how long we can have the dumpster for before incurring additional charges (assuming there are any)

v. The treadmill needs a new walking pad, the cost is estimated at \$1,300 (**Jill**)

- 1. To replace it at the same level would be over \$8,000

- 2. Wayne motioned to allow up to \$1,500 for the repair, Shaun seconded. Motion approved, with a caveat from Shaun that we should add equipment to our capital budget.**

vi. Egress from the spa (**Tyler**)

- 1. Health inspector is going to shut down the pool area unless there's an exit available
- 2. Jill will try to get the gate on the west side opened, and Shaun is willing to meet with the inspector when he's out next to explain our situation.

- 3. Wayne motioned to increase the maintenance spend limit from \$500 to \$1,000 per incident, Shaun seconded. Motion approved.**

- vii. 139 Treehill's sewer backed up again
  - 1. The plumber is coming out to hydrojet
- viii. Winter storm plan & vehicle replacement/upgrade (**Jill**)
  - 1. This is moved to next month and we'll discuss expectations so that Jill can come up with a plan/recommendation
- c. Capital Improvement Committee (**Wayne and Melanie**)
  - i. Update on 10 year plan
    - 1. Shaun has questions about the spreadsheet that was sent out to board members and will send an email with specifics
    - 2. Depending on what the concerns are, we'll need Mark's input because he's been the one managing the plan
- d. Beautification Committee (**Wayne**)
  - i. Update on hoses and nozzles - \$1,003 was spent and everything is in place
- e. Fire Safety Committee (**Wayne**)
  - i. The discussion is moved to next month
- f. Parking Committee (**Shaun and Josiah**)
  - i. The recommendation remains to not allow parking along the street
  - ii. We might want to have signs or some way to make parking restrictions more clear
- g. Maintenance Backup Committee (**Josiah**)
  - i. Kirk declined our offer, and it seems unlikely that someone would be interested in an emergency only position where there isn't guaranteed hours
  - ii. Jill confirmed that we don't need a second part time worker right now, so there's no need to move forward on creating a position for that at this time

#### 4. New business

- a. Directors' and officers' insurance policy renewal due in October
  - i. Total amount is \$3,874 - a slight increase from last year. **Melanie motioned to accept and pay the renewal, seconded by Josiah. Motion approved.**
- b. Information on signing up for Lane Alerts is below, as a resource available after our discontinuation of the placement of red flags for red flag days
  - i. Lane Alert Details: <https://www.lanecounty.org/cms/one.aspx?pageId=15915667>
  - ii. Sign up for Lane Alerts: <https://member.everbridge.net/337829242601799/login>

#### 5. Community open forum (items not on agenda)

- a. Josiah requested more specific questions from people with concerns about transparency
- b. One attendee suggested the community open forum be moved to the beginning of the call

#### 6. Next board meetings:

- a. Monthly meeting: Wednesday, September 11th, 2024 at 6:30pm (Zoom)

#### 7. Meeting adjourned: 8:27pm