

**Highlands Board of Directors Monthly
Meeting Minutes September 11th, 2024
at 6:30 PM Zoom Conference Call
Approved Minutes**

1. **Housekeeping – (Tyler): 6:32 pm**
 - a. Board Members Present (quorum): Wayne, Tyler, Josiah. Absent: Melanie, Shaun
 - b. Units present: 155, 205, 403, 411, 424, 425, 427,
 - c. Proof of Notice of Meeting or Waiver of Notice
2. **Approval of August minutes**
 - a. **Motion to approve by Josiah, seconded by Wayne - Approved**
3. **Officer, Property Manager, and Committee Reports:**
 - a. Finance/Treasurer & Financial Committee
 - i. Financial report
 1. Reviewed the July financials – questions on Special Assessment interest (only calculated end of year).
 - ii. Proposed Budget
 1. Proposed budget presented – spreadsheet included in invite. More discussion next month.
 - iii. Audit update
 1. Engagement letter received – cost is \$3,200. **Motion made to approve financial audit by Josiah seconded by Wayne – motion approved – Tyler will sign.**
 - b. Property Manager
 - i. Woodcutter progress
 1. Expected completion of work 2-3 weeks.
 - ii. Transition of duties.
 1. **Motion to move Mark off of monthly salary to hourly emergency work only starting October 1st. Motion to approve by Wayne seconded by Josiah - Motion approved**
 - iii. Green (woody debris) dumpster
 1. Not happening because of possibility of commingling of garbage in an open dumpster and extra costs
 - iv. Winter storm clean-up.
 1. Will continue with current equipment
 - c. Capital Improvement Committee
 - i. Update on 10 year plan
 1. Work being done on Special Assessment spreadsheet. Next steps depend on spreadsheet updates.
 - d. Beautification Committee
 - i. No updates
 - e. Fire Safety Committee (**Wayne**)
 - i. Presented Fire Safe Plan (included in invite) more discussion next month
 - ii. Presented BBQ and smoking ban. More discussion next month
 - iii. Dryer vent policy reviewed – more discussion next month.
4. **Unfinished business**
 - a. Red flag discontinued. Information on signing up for Lane Alerts is below:
 - 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. New business

1. Tyler stepping down – October will be his last meeting on the board.
2. Call for owners to join the board. Email going out for call – questionnaires can be requested.

6. Community Share

7. Next board meetings:

- a. Monthly meeting: Wednesday, October 9th, 2024 at 6:30pm (Zoom)

8. Meeting adjourned: 8:27pm