

**Highlands Board of Directors Meeting  
November 13<sup>th</sup>, at 6:30 pm Zoom Conference Call  
Approved Minutes**

**1. Housekeeping**

- a. Call to order 6:31pm.
- b. Board members present (quorum): Wayne, Josiah, Shaun, Claudia - Melanie was absent  
427, Kate Dean, 139, 302, 139, 411, 127, 403, Liz Fischer, 308
- c. Proof of notice of meeting or waiver of notice
- d. Scheduling executive session to discuss employee compensation  
Wed Dec 4, 6:30.
- e. Fulfilling chair duties until chair position is filled: Josiah will facilitate the Dec 11 meeting
- f. Candidate recruitment for 2025 Board election—sustaining/terminating self-governance. A recruitment email will go to all owners.  
Shaun offered to help with putting the election packages together.

**2. Approval of Minutes from regular meeting on October 9, 2024, and special meeting on September 30, 2024**

Wayne: Motion to approve. Shaun: Second. Debate: Strike sentence “Claudia will go with her to look at it” from item 5a. Vote: Wayne-yes, Shaun-yes, Josiah-yes.

**3. Officer, Committee, and Property Manager Report**

**a. Finance/Treasurer & Financial Committee Updates**

- i. Financial report (**Josiah**)  
September report was shared. October report is not yet available
- ii. Expenditure for bracketing posts and piers. Wayne: Motion to accept Glen Hughey bid of \$2310/building to bracket posts to piers. Josiah: second. Vote: Shaun-yes, Josiah-yes, Wayne-yes  
Michael Cox will inspect after work is completed, so that lenders are able to loan again. Currently all sales in the Highlands are on hold.
- iii. Proposed budget, insurance stipends  
Budget will be finalized in December.
- iv. Special assessment expenditures to date  
Total expenditures will likely be close to total assessed amount.
- v. Corporate Transparency Act (**Wayne**)  
Wayne: Motion to allow Wayne to contact Doug Gallagher to see if he is willing to do the filing. Doug to contact each member for their personal information. Second: Shaun. Vote: Wayne-yes, Shaun-yes Josiah-no
- vi. Corporate credit card status/payments (**Wayne**):  
Wayne: Motion to remove Mark from the credit card. Switch automatic payments to Wayne’s corporate card. Josiah second  
Vote: Josiah-yes, Shaun-yes, Wayne-yes
- vii. Bank accounts authorized signers (**Wayne**)  
Tyler has resigned from the board and the chair position.  
Tyler is still on both bank accounts. Wayne is authorized as the secretary to remove him. Signed minutes need to be presented to the bank. Wayne: Motion to remove Tyler from US Bank and WaFd and make Josiah and Wayne authorized signers. Shaun seconded.  
Vote: Shaun-yes, Wayne-yes, Josiah-abstain

- viii. **Real Estate Filing (Wayne):**  
State of OR Real Estate Agency requires us to file a form each year. Filing has been completed.

**b. Property Manager (Jill)**

- i. Property Manager and Maintenance Job descriptions/proposal  
Job descriptions for both positions went out with agenda
- ii. Find someone to take care of Real Estate and Insurance needs  
A big thank you to Mark for stepping in and helping out with real estate transactions. Wayne will contact Doug Gallagher to see if he is willing to help with real estate transactions. Costs would be passed on to owners.
- iii. No Trespass signs on garbage room doors  
Wayne: Motion to allow Jill to put “No Trespassing” signs on the trash room doors of each building. Josiah second.  
Vote: Shaun-yes, Josiah-yes, Wayne-yes
- iv. Woodpecker problem on Woodcutter—deterrents?  
Jill to ask residents’ permission to hang CDs off their decks to deter woodpeckers. Jill to contact Seth to see if he can help with repairs of Woodpecker holes in difficult to reach locations.

**c. Capital Improvement Committee**

Committee will provide update in December or January.

**d. Beautification Committee**

Emergency hoses are being moved from back of buildings into electrical rooms.

**4. Unfinished Business**

- a. Plumbing repairs on Woodcutter. Jill to contact plumber to get quote for replacing additional pipe and installing building level shut-off valve at 301-308 Woodcutter
- b. Comcast business account: We have a 3-year business account with Comcast, which provides faster internet and public Wi-Fi in the rec center. Jill set up an on-line account for tech support.
- c. Dryer Vent policy: Josiah motioned: Once a year, everyone has their dryer vent inspected by a professional company or maintenance staff. Wayne second. Debate: Jill is compiling individual owner files. Compliance with this policy will be added to the files. Shaun-no, Josiah-yes, Wayne-yes.
- d. Fire Safety policy  
Wayne is stepping off the committee. Committee is no longer functional. Barbecues can be revisited next year.

**5. New Business**

**6. Community Open Forum (items not on agenda)**

- Trashcan in building 16 has hole in the bottom. Jill will reach out to Apex to replace trashcan.
- The recruitment email for board candidates should make it clear what receivership entails.
- Wayne will send treadmill invoice to Shaun for capital improvement plan.

**7. Next Board Meeting: Wednesday, December 11<sup>th</sup>, at 6:30p (Zoom)**

**8. Adjournment: 8:25p**