

Highlands Board of Directors Monthly Meeting Minutes
May 14, 2025, at 6:30 PM Zoom Conference Call
Approved Minutes

1. Housekeeping – (Frank): 6:30 pm

- a. Board Members Present (quorum): Josiah, Melanie, Frank
- b. Units present: 155, Eleanor, Susan, 125, Wayne, 427, Cyd, Moriah, Cheryl, 115, 205
- c. Proof of Notice of Meeting or Waiver of Notice
- d. Emergency meeting was held 4/28/25 - safety issue around oil slick

2. Approval of April 9 minutes

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

3. Officer, Property Manager, and Committee Reports:

- a. Finance/Treasurer & Financial Committee
 - i. Financial report (**Josiah**)
 - 1. Reviewed the February and March statements, and the copies will be sent out to owners after the meeting (by tomorrow)
 - ii. Late dues & Special Assessment balances (**Josiah**)
 - 1. There are several letters about to go out for past due notices
 - 2. Payments for the special assessment are due in August, and there are some owners that have \$1,000+ still outstanding
 - 3. Anything with the larger balance after the deadline will be turned over to collections
- b. Property Manager (**Della**)
 - i. Real Estate update
 - 1. Della suggested a small fee, like \$200, for moving in or out, since these situations take a fair amount of time and cost to the HOA
 - ii. Maintenance email and Emergency/After Hours update
 - 1. The email is live and working well, and the Highlands auto reply is updated and handling a lot of common questions
 - 2. Della will send out an email that outlines what is considered an emergency
 - iii. Mudslide update & secondary project suggestion
 - 1. Completed, and there's a bid (\$2,486.55) to add chain link fencing to stabilize the hill. Della suggested that we also add more river rock this summer.
 - 2. Melanie motioned to accept the bid, Josiah seconded. Motion approved.**
 - iv. Roofing Paper project update & owner request
 - 1. This is almost complete - 2 people came forward about not wanting to switch but the majority wanted the roofing paper back
 - v. Gutters & Moss Treatment
 - 1. Some gutters were damaged from tree branches, this has been repaired
 - 2. The same company offers moss treatment for roofs, where they clean the moss away and apply a preventative powder. They sent us a bid (\$5,600) for all 16 buildings and this should be done every 2 years.
 - 3. Della got a second bid and it was 30K
 - 4. No motion to accept the bid yet, we'd rather wait until we have the full board
 - vi. Fines
 - 1. The Chair has the authority to approve the sending out of warnings/notices
 - 2. Many of the violations are around safety issues or things that end up costing us all more money over time
 - 3. Della will send what she has to Frank for him to review
 - vii. HOA Management Software update
 - 1. Research shows that the cost would outweigh the benefit (\$900/month)

2. There is a more reasonable solution that provides the option for online dues/assessment payments - an estimated \$99 charge for the reader, that Bottom Line would have in their office, and then \$15/month
3. Della has used Call Multiplier previously for alerts
 - a. Monthly cost for sending out text messages - 240 texts/month would be \$66.99, or 1000 messages would be 99/month
 - b. The plan also has an option send a voice message to landlines
 - c. **Melanie motioned to start using the basic plan for Call Multiplier to try it out, Josiah seconded. Motion approved.**
4. Della will send out a form to get people's information
- viii. Background checks (topic added during the call)
 1. This would apply to renters and could also be part of real estate transactions
 2. Della will send info to the board and we'll pick up the discussion next month
- ix. Petty Cash - this isn't needed anymore since Wayne has a credit card
- x. Heat Pump Installation
 1. An owner has requested to install a heat pump and the agreement form is filled out and everything is in order. **Melanie motioned to give the go-ahead, Josiah seconded. Motion approved.**
 2. The agreement form will be updated for future requests to make it more clear that the owner is responsible for painting afterwards
- xi. Owner request to use the metal grating - this will be repurposed elsewhere
- xii. Owner request for gas generator - Della redirected them to use a solar generator
- xiii. Spring walk-around results (**Wayne**)
 1. Safety concern notifications will be handled first, then preventative maintenance, then architectural standards
 2. Many decks have firewood, propane tanks, grills, or are covered with tarps
 3. There are planters on handrails and planters causing structural damage
 4. Frank will sign off on letters for Della - a 30 day notice and then fines if the issue isn't taken care of (this is already in our rules and doesn't need a vote)
 5. Della will provide risers for owners with planters directly on the wood
- c. Capital Improvement Committee (**Wayne filling in for Shaun**)
 - i. The staff has taken over the Rec Center deck project - more info to come later
- d. Beautification Committee (**Wayne**)
 - i. Thanks to Claudia for her hard work, and the fire hoses are ready to go

4. Unfinished Business

- a. Fire Safety (**Wayne**)
 - i. Claudia will forward notes to Della from the previous fire safety committee
 - ii. Lots of discussion and disagreement around what city codes apply
 - iii. There is agreement to get a fire danger sign, and Frank will get an updated quote
- b. Hybrid meetings (**Josiah**)
 - i. The audio issue is solved and this should be ready to go for the June meeting! Flyers will be posted in the breezeways and also announced electronically.

5. Community open forum (items not on agenda)

- a. The pool will open on May 24th but there are new pool laws that we need to follow
 - i. Stricter chemical checks - must be tested every 2 hours and general inspections every 4 hours
 - ii. Della requested the pool hours change to 8am to 8pm. **Melanie motioned to make the change official, Josiah seconded. Motion approved.**

6. Next board meetings:

- a. Monthly meeting: Wednesday, June 11, 2025 at 6:30pm (Zoom and at the Rec Center)

7. Meeting adjourned: 9:06pm

8. Executive session held after the meeting regarding legal items