

Highlands Board of Directors Monthly Meeting Minutes
June 11th, at 6:30 PM Hybrid Conference Call
Approved Minutes

1. Housekeeping – (Frank): 6:30 pm

- a. Board Members Present (quorum): George, Melanie, Frank, Josiah, Shaun
- b. Units present: 208, 125, Cheryl, 130, Diane, Laurie, 412, 155, 427, 424, 105, 120, 403
- c. Proof of Notice of Meeting or Waiver of Notice
- d. Executive meeting (legal and employment discussion)

2. Approval of May 14 minutes

- a. Motion to approve by George, 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 April reports and also the breakdown of expenses

ii. Code of Civility

- 1. We received a draft from the attorney and it will be emailed out and voted on next month

iii. Highland's account at Jerry's

- 1. This would eliminate the need to reimburse one-off purchases

2. Josiah motioned to set up the account, Shaun seconded. Motion approved.

b. Property Manager (**Della / Wayne**)

i. Real Estate fees & Capital contribution

- 1. Charge a \$700 turnover fee, which is standard in Oregon and negotiable in the sale

2. Melanie motioned to charge the fee, Josiah seconded. Motion approved 3-1.

ii. Outside PM/Owner

- 1. 27% rental rate which puts us into a different position regarding law, insurance, etc
- 2. Standard rental cap for HOAs in Eugene is 20%, and there's a suggestion to prevent new owners from renting during the first year

iii. Mudslide project #2: completed

iv. Moss treatment

- 1. We have a bid of \$6,600 for all 16 buildings and laundry/garbage rooms

2. Shaun motioned to accept the bid, Josiah seconded. Motion approved.

v. Lower decks

- 1. Our architect will look at our decks, since they're more than 18 inches off ground

vi. Oregon Department of Forestry

- 1. Della got us a grant for a 2-day worker crew to remove blackberries this fall!

vii. Pool updates

- 1. Comcast got the emergency phone working for around \$70
- 2. The repairs to the heater are complete and it's working again
- 3. Reviewed the survey results about pool/hot tub hours

4. Melanie motioned to make both open from 12-8, Josiah seconded.

- 5. Della mentioned that Howell is on site at 7am anyway, so weekdays could be 7am-8pm, and weekends as 12-8pm. **Melanie restated this as her motion, Josiah seconded. Motion approved.**

viii. Landscaping once-over: Della is getting a quote for this

ix. Ice cream social on July 4th: setup will be in the cul-de-sac, come meet the staff!

x. Clean up day (Highland's day) - date to be announced

- 1. Della's husband will bring his trailer to haul junk away to the dump (no appliances or mattresses, they're too expensive and complicated)

xi. Work truck

1. Our current vehicle has been breaking down more frequently, Della is recommending a Kei truck, prices for used range between 15K-45K
2. Della will do more research
- xii. Gas powered pressure washer
 1. The current equipment isn't powerful enough to clean the garages
 2. **A larger one is around \$850. Shaun motioned to purchase a washer for up to \$900, Josiah seconded. Motion approved.**
- xiii. Maintenance hire
 1. Howell is close to his hiring hours from the agency, likely the end of this month
 2. Frank will discuss logistics with Della
- xiv. Square
 1. The cost is 2.9% charge per transaction, in addition to the \$15/Month fee
 2. Frank will create a survey to see if there's interest among owners for this
- xv. Cell phones
 1. Della is suggesting cancelling the answering service (around \$100/month) and replacing it with staff cell phones. Our current number would forward to Della.
 2. Two cell phones would be an additional \$60/month with Comcast
 3. **Josiah motioned to cancel the service and replace it with cell phones, Melanie seconded. Motion approved.**
- xvi. Call Multiplier - sending texts is working well and very affordable
- xvii. Financial fact sheet
 1. Della has initial figures that show we're paying less for common expenses via the HOA than a stand-alone home owner would be
 2. Owners wanting details can reach out to Della
- xviii. Fire safety (**Wayne**)
 1. Current actions are to clear debris away within 5 feet of buildings, putting down gravel, grass cutting, tree limb removal, etc before the fire season begins
 2. People have not been clearing their lower decks - seeing gas cans & propane tanks
 - a. 30-day notices will be going out with explanation of fines
 3. BBQs - we're close to fire season, and we live in a forest and share living structures with our neighbors
 - a. **Melanie motioned to ban all open flames all days, unless extreme emergencies require a small propane/butane tank to cook, Shaun seconded. Motion approved.**
 - b. Oregon state currently fines \$500 for a first offense and \$1,000 for a second offense. **Josiah motioned to adopt this structure, with no warnings and effective immediately, George seconded. Motion approved.**
- c. Capital Improvement Committee (**Shaun**)
 - i. The committee is actively working on the 20-year plan
- d. Beautification Committee (**Wayne**)
 - i. Highland's day - coming soon!
4. **New Business:** n/a
5. **Community open forum (items not on agenda)**
 - a. Estimate of \$2,650 for a new water heater in the Rec Center, and bringing it up to code
 - b. **Shaun motioned to accept the bid, Melanie seconded. Motion approved.**
 - c. Josiah asked for volunteers for the finance committee, which will start meeting soon
6. **Next board meetings:**
 - a. Monthly meeting: Wednesday, July 9, 2025 at 6:30pm (Zoom & Rec Center)
7. **Meeting adjourned:** 9:21pm
8. **Executive session:** held after the meeting