

Highlands Board of Directors Monthly Meeting Minutes
July 10, at 6:30 PM Zoom Conference Call
Approved Minutes

1. Housekeeping – (Tyler): 6:30 pm

- a. Board Members Present (quorum): Tyler, Shaun, Wayne, Melanie (Josiah unable to join)
- b. Units present: Eleanor, 120, Diane, 411, 308, 155, 427, Katrina
- c. Proof of Notice of Meeting or Waiver of Notice

2. Approval of June 12 minutes

- a. Motion to approve by Melanie, seconded by Shaun- **Approved with corrected date**

3. Officer, Property Manager, and Committee Reports:

- a. Property Manager (**Mark & Jill**)
 - i. Woodcutter progress (**Mark**)
 - 1. Completion anticipated in 2 months
 - 2. 306 will have the railing filled in, also a porta-potty is available for workers now
 - ii. Woodcutter change order - handrail for 301-303 (**Mark**)
 - 1. **Wayne motioned to approve the \$800 change order, Melanie seconded. Motion approved.**
 - iii. Window washing for all units at a bulk rate
 - 1. The owner requesting this is not present to start a committee, but if anyone else wants to initiate this informally among their neighbors, they are welcome to do so
 - iv. The dry rot repair project will be started soon
- b. Capital Improvement Committee (**Wayne**)
 - i. Possible budget increase for next year from 180K to 200K
 - ii. Melanie and Mark will discuss a 5 or 10 year plan
- c. Fundraising Committee (**Melanie**)
 - i. This committee has been dissolved due to lack of participation
- d. Beautification Committee (**Wayne**)
 - i. Update on hoses and nozzles: everything is placed now
 - ii. **Shaun motioned to use the extra \$300 to purchase more nozzles and hoses for the front of the buildings, Melanie seconded. Motion approved.**
 - iii. Non-residents/non-owners are washing their cars and leaving trash around, but it's very difficult to control access to our community - Jill will notify the owner of their guest's behavior
- e. Welcome to Jill and Jerry as Highlands employees!
 - i. Mark will be starting to transition more responsibilities to them and phasing himself out
- f. Fire Safety Committee (**Diane**)
 - i. The committee is recommending the following items for the draft policy:
 - 1. Outdoor grills and open flames on balconies/decks: Ban unless there's an extended power outage and it's needed to cook. This will be discussed in more detail and voted on in August's meeting.
 - ii. Smoking in common areas: Ban in all common areas, this is in response to cigarette butt litter and irresponsible behavior, especially at the Rec Center
 - 1. **Wayned motioned to ban all smoking at the Rec Center and pool area, as well as within 25 feet of the Rec Center. The fine for violations is \$100. Shaun seconded. Motion approved.**
 - 2. Jill will place a sign at the Rec Center to remind people
 - iii. Red flag policy: Place a flier that explains what the alert is, Jill will do this
 - iv. Fireworks: Also place a flier explaining the city's fireworks ban and fine structure
 - v. Dryer vent policy: the draft language is included below and this will be discussed in more detail and voted on in August's meeting.
 - vi. Storage on lower decks: our policies already specify this but it's not being enforced
 - 1. Violations should be reported to property management and they will take action

vii. Defensible space discussion: this includes all decks, horseshoes, and nearby brush/tree debris

1. Wayne motioned to allow the property manager to hire a temporary employee for July and August to clear roof tops, cut back tree branches, cut tall grass, and remove debris from the horseshoe areas and 5 feet away from buildings, Melanie seconded. Motion approved.

2. The existing budget for maintenance will mostly cover, Mark estimates another \$2,000

4. Unfinished Business

- a. Winter Storm Plan and Vehicle Replacement/Upgrade (Tyler) - this is tabled for a future meeting
- b. Vehicle parking on Woodcutter (Josiah and Shaun)
 - i. The suggested policy is to not add another dedicated handicap space for this area because the unit asking for additional parking already has two dedicated spaces (covered and garage)
 - ii. Our road does not meet the city's guidelines for street parking (we are approximately 22 ft)
 - iii. This will be discussed in more detail and voted on in August's meeting.

5. Finance/Treasurer & Financial Committee

- a. Financial report
 - i. The June reports haven't been received from Bottom Line yet, so we'll push to next month

6. New business: This is tabled for this call in the interest of time

7. Community open forum (items not on agenda)

- a. Owner request for the city to clear out weeds near upper Stonewood, but the funds have been used up
 - i. The issue of a fire exit for automobiles on upper Stonewood was brought up
 - ii. Jill to double check fire alarms around the complex, and extinguishers are current
- b. Owner has rat droppings in their garage and wants to know if notices go out about not storing food
 - i. Maintenance sets traps as needed, but this is a known problem in Eugene and hard to prevent
 - ii. Reminder: City code restricts putting out food for wildlife, other than bird feeders
- c. Owner requested the speed bumps get painted to make them more visible - Jill will handle
- d. Owner wondered about where the fire extinguishers are - they are in laundry rooms

8. Next board meetings:

- a. Monthly meeting: Wednesday, August 14th, 2024 at 6:30pm (Zoom)

9. Meeting adjourned: 8:48pm

Draft Dryer Vent Policy (to be voted on in August):

The Association of Unit Owners of Highlands Condominiums Board of Director's wish to enhance the safety of our condominiums within our community.

The Association of Unit Owners of Highlands Condominiums Board of Director's adopts the following rules for new and existing dryer duct installations and cleaning.

1. All pre-existing and new dryer vent installations must be compliant with [Section M1502 \(Clothes Dryer Exhaust\) of the State of Oregon Residential Specialty Code.](#)
2. Any pre-existing dryer vents found out of compliance with ORSC Section M1502 will be notified in writing by the HOA. There will have a grace period [TBD] in which the owner can have the vent installed or repaired by a licensed and qualified installer to be in compliance with ORSC M1502.
3. Dryer vents shall be cleaned yearly by a company of the owners choosing.
4. Homeowner must provide proof of cleaning via receipt from a qualified duct cleaner or proof of cleaning by the homeowner.
5. If these rules are not followed the homeowner is subject to potential fines, right of appeal, and collection as stated in the Highlands Condominiums HOA Rules Enforcement Procedures and Fine Structure.

Proposed fee:

- Warning to correct by deadline
- \$50 if deadline is missed
- 75/mo until compliance