

Highlands Association meeting minutes April 17, 2013 bi-monthly meeting.

Board members present: Phil Abbott, President, Mike Ireland Board Member, Patrick Lynd Board Member

Absent: Jonny Comes Secretary, Tiffany Mellow, Treasurer

Treasurer. Terrie Chrones, past Secretary provided minutes. Mark Campbell, Greg Gumbs, Property managers, present.

Units present: 218 309, 314, 212,104,316,134,307

Call to order: 6:35 PM

Announcement:

Jonny Comes is absent due to the birth of his first child Congratulations to Jonny and Clara.

Joe McCully's term expired 2/20/13 and he has generously remained on the board on an interim status. As of 4/1/13 Tiffany Mellow has joined the board replacing Joe. Tiffany is a CPA and has agreed to serve as our Treasurer. Jonny Comes has agreed to switch from Treasurer to Secretary. Thanks Joe for your service and thanks to all who have recently joined.

The Board has organized itself as follows:

Phil Abbott, President	2 Years)	
Jonny Comes, Secretary	1 Year)	
Tiffany Mellow, Treasurer	2 Years)	all terms begin
Mike Ireland, Board Member	1 Year)	2/20/2013
Patrick Lynd, Board Member	2 Years)	

Having all terms begin on 2/20/13 will allow us to comply with our bylaws. Two board positions will open up next year on 2/20/14. Our goal is to have proxies out well in advance of the annual meeting in order to have a quorum for Elections and to be able to vote on updating the By-Laws.

Property Managers' reports:

Note: Property Managers reports were presented early to accommodate Greg's schedule conflict..

Greg: The concrete breezeways estimated to be \$7,640, final costs were \$15,000. The additional work was for repairs revealed during cement pour, yet we ended up still under bid compared to other contractor. The last step is to paint safety markings on appropriate concrete edges. Audience had positive comment on the concrete work.

Painting prep has begun on three buildings on Tree Hill. Doors are a separate item when the weather is good, as doors must be open four hours at a time. These to be done either by painter or by our staff.

Our employee Kenneth Clark is a 40-hour a week employee. Weekly two dedicated days are for roofs, moss and gutters. Two days are for grounds. One day is on catwalks and misc. until all work is done. Kenneth is doing well and learning the area and the job.

From floor were several comments. Please use the forms for records and requests. General comments and requests for work should be on paper.

The excess and downed wood by the entryway will be picked up; it is a fire break and hazard issue. A 20' break around the trees is also being reviewed. Discussion about company, and tied to tree safety. Plans are to chip wood waste; and place by the rec center, improve the current fence by the chippings, and follow a forest management plan.

Directive: check on fire extinguishers date.

Directive: clean and check lint in dryers. Greg will review if this is something Shona or staff can do.

Mark: Some chimneys still in need of inspection are posted on units 304 and 217. Those units who got inadequate reports are mostly done, 27 units were notified do not burn. We are getting a second opinion as to the safety of the affected chimneys. The Board is working on a solution.

Mark and the board have cross referenced renters with addresses, and found 12 renters not paying the renters assessment. We will go forward and add these charges. We are watching the rental percentage. Many condo associations regulate the percentage of rentals; we do not currently have this regulation in our by-laws.

Financial: Mark sends out liens there have been some discrepancies, and we will coordinate areas that don't match. We are improving our congruency of statements, and addresses of owners and renters. This has had a positive gain to financials as well as community awareness of who lives here.

The spa contractor has been out to assess the spa, Park discussed the pump, hosing, jets, and pressure leaks. Currently jets are off until we can fix or replace the spa. There is a bid out to pull the tub and fix, including the concrete, about \$12-18,000. Mark thinks it is possible to cover bids if we do much at home. Decision is pending.

Treasurer's report from Jonny Comes (read by Phil):

Our current situation is good; with a review of the balance sheet of 4 yrs, collections are better. We are collecting more garage and renters' fees, and are now improving our income with better lists. This reflects the Board's job to manage fiscal responsibility as a prime mandate.

1. Income Feb-March is steady and constant.
2. The decrease in payroll is due to Travis' absence by illness.
3. The increase in operating expenses is reflected by the breezeways.

Old Business

Painting is committed to three buildings with four possible depending upon work on finances.

Woodcutter: We have a significant foundation problem at 309 -316 Woodcutter. Past work has proven to be inadequate. Over the last several months the board has hired soil and structural engineers to recommend a permanent solution. Costs will be significant. The opinion of the board is to fix problems correctly, substantial, and to get the job done right. Any way to do this in increments will be looked at. The first stage anticipated is construction of a new retaining wall this season.

Catwalk repairs: results of the survey were almost evenly divided between sanded paint and Bare Wood The challenge with paint is it needs re-doing every other year and will probably be more expensive than carpet over the long haul. Painters do not recommend it. Carpeting is about \$3,500 a building. Another idea is to lay down expanded mesh much like marina ramps for traction on the decks with slopes. Bare wood seems preferred. There was comment about trapping debris in mesh and that sanded strips do come off the wet wood. While final solutions are examined, the old carpets will continue to be pulled.

Firewood storage: In the fall storage of firewood/cordwood was outlawed, in breezeways and carports. It was offered, to pay for any wood, but this is off the table now. **Fines of \$50 a month will be assessed if wood is not removed.**

New business: Offer from a garage owner to sell the garage for \$8,000 to HOA. This was declined. The HOA currently owns one garage for tools and another is offered by an owner for use. This owner is not being charged for the garage maintenance fees as long as we are using the Garage.

Motion to Adjust Compensation: Mark Campbell sold his unit in January but has agreed to remain on as Property Manager indefinitely. Part of Mark's compensation was waiver of his unit's Maintenance Fee of \$237 per month. Mark's responsibilities have increased while his compensation has dropped. It was motioned and seconded that Mark's base compensation be increased by \$237. The motion carried unanimously.

Comcast: Discussion of the costs, currently is \$53,000 a year or average of \$29 a month per user. Discussion: are we getting the best deal? We are two years in on a 10 year lease, and can look into leveraging the position. It was felt the Comcast is a perceived benefit to the HOA. Goal is to take posture of negotiation, and know specific day the contract comes up for renewal.

Resolutions: With bi-monthly meetings, much is done by the board and managers through e-mail. In the past two months, The following Resolutions were passed by the Board:

1. Jonny Comes and Phil Abbott have both been Authorized to sign checks for the HOA. Terrie Chrones will No longer sign Checks.
2. The Property Management Contract with Greg Gumbs was canceled effective April 30, 2013. This was done to reorganize Property Manager's duties. Greg's area of responsibility has been reduced but he will continue to supervise staff, obtain bids and supervise outside contractors. Mark will assume all other Property management functions.
3. The Board has been organized as indicated above.

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Requests From floor: Mark will check the request to add another keypad at the bottom of the rec. center so users do not have to come in through the top door if they approach from lower in the property.

Building reps are now in place, we currently have five. Building reps will notify Mark anything they have noticed, and give a "Welcome" letter to new owners and renters. A suggestion was that the same letter be posted every quarter in all buildings, for new occupants, and renters to see. Doors are still the quickest way to spread information.

Next Meeting: June 19, 2013

Meeting adjourned 8:10

Addenda:

- Approval of February Minutes was inadvertently skipped and will be on the June agenda for Board approval.
- Tiffany Mellow, Treasurer will be authorized to sign HOA checks and Joe McCully will be removed from the approved signatures for HOA Accounts.