

## Highlands Condominium Association Minutes for bi-monthly meeting on June 19, 2013

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*Board members present:* Phil Abbott (pres), Tiffany Mellow (treas), Jonny Comes (sec), Mike Ireland, Patrick Lynd Mark Campbell (property manager), present.

*Units present:* 104, 116, 121, 132, 134, 210, 212, 218, 314, 316

### Call to order: 6:30 PM

Minutes from both February and April meetings were approved by the board.

### Announcements

**Personnel changes.** Greg Gumbs is no longer a property manager for Highlands. Phil and Mark will be taking over Greg's former responsibilities.

There are 2 new grounds workers, Cameron and Tyler, to help Kenneth with spring/summer work. Along with Phil, they are keeping busy with work on the catwalks and landscaping.

We have retained new legal council: Doug Gallagher. In the past we have missed out on some opportunities by failing to file liens at the appropriate time. Doug's expertise on this issue in particular will be a great asset.

Joe Mellow has agreed to be building representative for 117-124. The board believes building representatives have an opportunity to be very useful to our community. For the program to be successful, it's important for all building representatives to be active in reporting issues concerning their buildings as they occur.

**February election.** Recently, changes in board members have been by appointment. The board would like to get back to yearly elections. To do so, we need at least 50% of owners to vote. Owners can vote in one of only two ways: either attend the February meeting, or vote by proxy. To vote by proxy the owner must officially sign up to do so before the February meeting. Proxy forms will be distributed to each owner later this year. The board strongly encourages everyone to sign the proxy forms. Even those planning on attending the February meeting are encouraged to sign, as their signed proxy forms will be returned to them when they arrive at the meeting.

As the bylaws stipulate, alternating each year 2 or 3 board members' terms are set to expire, and replacements should be elected to serve for 2 years. Mike and Jonny's terms will expire this coming February.

**Some notes on repairs.** A replacement for the broken ping pong table is up and running in the rec center. Please treat it gently.

We are converting the lightbulbs on the breezeway lamps to a less expensive bulb when needed. The glass on the lamps can easily break when trying to get at the bulbs. Replacing the glass is expensive, so please don't attempt to replace the bulbs. Please contact your building representative or Mark to report any necessary repairs.

Kenneth is proving to be a valuable asset to our community. Not only is he a skilled worker, but he has found good deals on replacement material. Thanks Kenneth!

### Financial Report

Expect legal fees to increase due to filing liens. However, if successful, we will recoup these expense at the time when the lien is removed.

Financial reports for April and May were approved by the board.

### Old Business

**Painting.** We are in the process of having 3 buildings painted this summer. Expect painters to return to start on the 2nd building shortly after July 4. At that time, painters will also finish up any missed spots on the 1st building.

**Foundation repair.** Our engineers recommended construction of a retaining wall on Woodcutter. The next step is to have a soil report done on the exact location of the proposed construction. Construction can begin shortly after that report. The retaining wall will not fix all the issues with Woodcutter, but it appears to be the place to start.

Foundation issues on 2 other buildings on Stonewood have been pointed out in the Palmer Report. These issues are not as severe as Woodcutter's. Current work on Woodcutter should be useful when addressing other buildings.

It may be worthwhile to look into whether the city can do anything to help with the runoff from the ridgeline.

**Catwalks.** Repairs are progressing. We are going as fast as we can. Special attention is being paid to loose steps. Let us know if you spot one.

**Fireplaces.** Due to a chimney inspector backing out of an initial agreement to reinspect fireplaces on the no-burn list, the board was force to rescind an offer to have fireplaces with liner issues reinspected. We apologize for this. Owners on the no-burn list may repair/reinspect on their own, and the board is offering a subsidy of \$109.

We should expect that down the road all the fireplaces in the complex will have issues due to their current age.

## New Business

**Garages.** In an attempt to recover owed garage dues, we discovered 2 garages which are currently owned by non-unit-owners. The owed dues have been recovered on those 2 garages, but the ownership status runs contrary to the bylaws. We are working towards a solution.

**Liens.** See above. Poor advice on the issue of liens is the main reason why we retained new council. Phil and Mark are working with our new attorney to improve our process on filing liens.

**Rec center, pool, and spa.** The spa is currently shut down due to water leaking out of the jets. We need to rebuild the foundation (so that we can get to the jets) and repair the jets before the spa can be back up and running.

Concerns raised over unauthorized use of the rec center for parties. Policy states that unless the rec center has been formally reserved, residents are only allowed to 2 guests at a time. Please call the property manager to report any unauthorized use of the rec center. If the call is made immediately, the time stamp on the call can be compared to the data from the card entry so that the residents responsible for the misconduct can be identified.

Possible deterrents for misuse of the rec center include posting no trespassing signs and/or policies near the pool.

Mark looked into installing another magnetic lock near the bottom of the rec center (requested at the previous meeting). The board believes the cost outweighs the benefit at this time.

**Tree removal.** Bakke Tree Care found 11 trees that need attention. 6 need to be taken down, and 5 need to be topped. They quoted us \$2,000 to take care of all 11 trees. Chipping of all cuttings will be down at \$65 an hour. The price is very good compared to prior tree removal at Highlands. The board agrees to go with Bakke to remove the 11 trees.

There is a large tree at Woodcutter which may need to be removed for foundation work at Woodcutter. Bakke quoted us \$1,380 for its removal. We will hold off on removing the large tree until we are certain it is absolutely necessary.

A concern was raised about a pine by 116 Treehill. This is believed to be one of the 11 trees discussed above. Phil will visit the site to confirm.

Special attention should be taken in order to not disturb the root systems.

## Resolutions

Passing resolutions between board meetings is proving to be an effective way to get things done more efficiently. Since the last meeting the board passed 3 resolutions:

1. Tiffany has been authorized to sign checks for the HOA. Joe McCully will no longer sign checks.
2. Greg Gumbs' position as property manager was terminated.
3. Doug Gallagher was hired as our new legal counsel.

## Reports from Building Representatives

Behind a building at the top of Treehill there's a large grassy area. Request for permission to put a garden there. Permission from the adjacent neighbors would be necessary. No objections raised.

## Call to Public

Dead limbs leaning up to 210 should be taken down.

Laundry room door does not automatically close. Maintenance will repair the door. Also, workers will be reminded to shut the laundry door after using the electricity.

After carpet removal, concrete landings need to be chipped out and rebuild into wood decks. They will be taken care of, starting with the ones in the worst shape.

Light on the ceiling of a breezeway needs attention on Trailside 209-216

Lights illuminating our sign have been vandalized (kicked down). We just bought two (expensive) new lights. Please keep your eye out for anyone messing with the lights and take down license plates if possible.

We are still looking for ways to deal with the safety issue of northbound cars on Willamette speeding by the entry to the complex.

Request for a basketball hoop at the Woodcutter cul-de-sac. It's likely that this would have to wait until after foundation work on Woodcutter is complete.

Complaint about the quality of cleaning laundry rooms. Mark will talk to Shawna.

**Next Meeting:** Wednesday, August 21, 2013

Meeting adjourned: 8:00 PM

Jonny Comes (secretary)