

**Highlands Condominium Association**  
**Minutes for bi-monthly meeting on October 8, 2014**

Board members present: Phil Abbott (Chair), Tiffany Mellow (Treasurer), Mike Ireland, Marga Larson  
Excused: Pat Lynd (Secretary)  
Guest: Mark Campbell (Property Manager)

Units present: 104, 118, 121, 210, 212, 224, 312, 314, 405, and 420

Call to order: 6:30 PM - roll call - unit owners sign in.

Announcements:

- Water break of 9/15/14 repaired - everything's back in place.
- FHA Certification was approved on 9/8/14 expires 9/8/16
- Building rep program – Ended September 30<sup>th</sup>
- Increase Fees – Replace Mailbox Lock \$50, Laundry key \$25, Rec. Center Card \$25 all effective October 1, 2014
- More car break-ins have been reported. In all cases, items were left in the cars. Don't leave anything visible in your car.
- Seasonal blowing of roofs and rain gutters is under way. It's noisy and messy but absolutely necessary. Please call or email if the crew left a mess in your area. Your understanding would be appreciated.
- Fire cutting is also underway – This hopefully will also reduce ice damage this winter.

Report on status of Lien activities:

September: Two liens satisfied in September recovered a total of \$14,366.10 for the HOA October. One Lien expected to be satisfied by the end of the month should recover \$9,610.98

We are continuing to send demand letters, file liens and pursue debts up to and including foreclosure if necessary.

Financial Report:

August /September Financials:

The Chair gave a brief review of the August and September Financial Reports. Net Operating income for August and September were \$13,791.77 and \$8,669.44 respectively. We are continuing to operating

in the "black" and slowly rebuilding reserves. The Cash position of \$67,380.87 as of 9/30/14 is \$77,756 as of this evening. Some of our strong cash position is due in part to collection of liens and in part to payoffs of Special Assessments resulting from unit sales this summer. The chair recommended that we shift \$30,000 to the Capital Improvement account and another \$5,000 to the Special Assessment Account.

As of This date, \$178,584.93 has been paid in to the Special Assessment account by owners.

Building Committee Report:

Painting is on track for completing two buildings this year.

Building 4 is completed and siding repair has been completed on bldg 12. Painting of bldg 12 is scheduled for the week of 10/13/14, weather permitting.

Foundation repair on Bldg 12: complete except for landscaping and catwalk repairs which are underway.

Bldgs 14 & 15: Preliminary work is progressing on Buildings 14 and 15. The survey of 15 is completed and construction drawings are nearing completion. The survey for 14 is nearly completed.

Catwalks and Concrete Front Porches: Catwalk repairs are ongoing. We have replaced two crumbling concrete front porches with wood landings. More of these will be done this winter. Some are seriously deteriorated and must be replaced very soon.

Balconies: Four balconies have been rebuilt in the last several months including three of the difficult lower flat units. These balconies are more difficult to repair due to the fact that the cantilevered beams support both the balcony and a double chimney. The cost to repair the lower flat balconies has ranged around \$3,500 depending on the degree of deterioration in each instance. The one townhouse balcony repaired was done for about \$1,800.

Sewer Breach: we had a minor sewer breach below building 9

About the same time as the water line break. A shattered 8" line was repaired by Brothers Plumbing for \$489. The breach was dug out and later back filled by our staff.

Old Business:

Bulkhead Repairs: RamJack will be constructing a concrete bulkhead on the downhill side of Stonewood

Drive, below the Rec. Center boardwalk. The road is failing due to earth movement and the bulkhead will stabilize the area prior to re-paving. The Board approved a contract undertake this work on a time and materials basis which is expected not to exceed \$16,900.

Paving: Paving repairs on Stonewood Drive from the Mailbox to the Rec. Center Boardwalk will be undertaken from late October to early November. The Board approved a contract undertake this work on a time and materials basis which is expected not to exceed \$14,675.

Fire Alarm Testing: Completed 9/3/14

Fireplace Inspections: A proposal to make fireplace inspections the responsibility of Owners who use their fireplaces was made at the last meeting. The question of whether our insurance required the HOA to provide (or require owners to have inspections) was raised and the issue was tabled. Since that meeting, it has been determined that our HOA Insurance does not require the HOA to provide inspections nor does it require the Association to compel owners to have inspections.

The Chair entertained a motion to require owners who wished to use their fireplaces to provide proof of an inspection not more than two years old. Much discussion ensued including discussion of what types of wood may be burned. The chair requested that the issues of inspections and firewood type be addressed separately. A motion was made to the effect that the HOA would require Owners who wished to use their fireplaces, provide the HOA with proof of a fireplace inspection no more than two years old. The motion passed with three of the four Board Members present in favor. It was further agreed that the issue of what type of firewood should be allowed in the future would be reconsidered by the Board. Several individuals present including one Board Member agreed to research the issue further and provide more input to the Board.

In The meantime, a notice will be sent out to all Owners regarding:

- Requirement of proof of a current inspection if an Owner wishes to burn.

- The Owners who failed the 2012 inspections are on a “no burn” status until the defect discovered in 2012 is corrected and a current proof of inspection is provided to the HOA.

- The “Presto” type log only requirement is still in effect until changed by action of the Board.

- A reminder that no firewood of any type may be stored in carports or on any decks.

New Business:

Shut Off Valve Replacements: During the water shutdown last month, we took advantage of the downtime to replace individual building shut offs in three buildings (12, 14 and 15). Old, failing gate valves were replaced with modern stainless/bronze ball valves. This was done at an average cost of \$300 per valve. We need to do this in all other buildings that haven’t been updated. We believe that’s about 11 more Buildings.

Blocking and shear wall additions for all buildings: During the repair of Building 12, blocking and shear wall support were added to that building. Our engineer and contractors recommend that Blocking be added to all buildings. One contractor estimated a cost of \$1,700 per building if done in the winter slow season. We plan to start this winter. We should be able to absorb this out of our maintenance and repair budget over time.

More Balcony repairs: More repairs are planed this winter, weather permitting. This will also be paid for out of Maintenance and Repairs.

Request for lower Balcony Extension: 314 requested permission to extend their lower balcony 4’ to match the 3 other lower balconies in Bldg 12. The Board approved providing the owner pay for all costs.

Request for Deck Board Replacement: 312 requested permission to replace decking martial at the unit entrance at the home owner’s cost. The Board approved providing the owner pay for all costs.

Property Manager’s Report:

Mark reported that all issues were covered during the meeting.

Meeting Adjourned 8:56 PM

Next scheduled Regular Board Meeting is on Wednesday December 10, 2014

Phil Abbott (Chair - Acting Secretary)