

## **Highlands Condominium Association Minutes of Bi-monthly meeting 10/14/15**

**Board members present:** Phil Abbott (Chair), Pat Lynd (Secretary.), Tiffany Mellow (Treasurer), Marga Larson (Board Member), Mike Ireland, (Board Member).

**Property Manager:** Mark Campbell.

### **Guests Present:**

-Matt Bryson, Mako Investment Realty  
-J. Bonzer, Farmers' Insurance to discuss earthquake insurance

**Units present:** 104, 117, 121, 132, 141, 153, 210, 216, 218, 301,312, 313, 314, 405, 417, 419, 420, 421, 424, and 426.

**Call to order:** The regular meeting was called to order at 6:30 p.m.

**Approval of Previous Minutes as Amended:** Chair asks for a motion to approve the August 12, 2015, Minutes as amended. Patrick Lynd moved. Mike Ireland seconded. The Board unanimously approved the August 12, 2015, Minutes as amended.

**Announcements:** Phil Abbott is resigning from the Board effective at the conclusion of the 10/14/15 meeting.

### **Earthquake Insurance:**

J. Bonzer gave a presentation on earthquake insurance. The coverage consists of a replacement / rebuilding value up to \$15,760,000.00. The Association does not have earthquake insurance currently. The liability policy we do have does not cover earthquakes.

The premium would cost \$15,180.00 per year with a five percent deductible; or \$12,787.00 with a 10 percent deductible. The insurance carrier would accept eight monthly payments plus a finance charge.

If the structures cannot be rebuilt, we would receive a cash value equal to the value of the buildings prior to destruction minus depreciation.

The Board agreed to review the costs and benefits of obtaining earthquake insurance at this time.

### **Other Insurance Issue:**

An HOA member pointed out that section 8.2 of the Bylaws requires each owner to obtain, and provide proof of, homeowner's insurance for our individual units. However, the Bylaws do not specify that proof of insurance be provided annually (only upon purchase), nor do the Bylaws require a minimum amount of coverage. The Board agreed to address whether we can require annual proof of insurance and whether the Board should set a minimum coverage amount. The purpose of these requirements is so that neighboring units to a unit suffering an insurable loss will be adequately protected.

**Financial Report:** Treasurer Tiffany Mellow gave the financial report reviewing the August and September Financials. The report shows us under budget on repairs and maintenance, but we have a significant payment to make in October that will change that status. At this time we have been mainly fixing balconies and stairs on the catwalks, but we are going to begin the repairs on building 14 in November.

Our net operating income for the first nine months of the year is \$13,279.00 per month. Our target is \$11,000.00. However, all of the net income is being utilized for ongoing repairs and maintenance.

The budget is still in draft form and under discussion.

**Lien Activity:** We received the third payoff on the same unit thanks to the diligence and quick thinking of our attorney, Doug Gallagher. Doug notice that a foreclosure action on the unit had been dismissed by the court, so he asserted our lien rights before the bank could refile its action.

Lien activity

### **Building Committee Report – Phil Abbott**

- EWEB line broke on 10/1/15 resulting in a temporary shut off of water. EWEB is going to redesign the transmission line to avoid future problems. Phil Abbott requested that EWEB move its valves off of our property so that we do not have to undergo major trenching and other inconveniences in the future.

-We need to begin work on building 14. We anticipate a cost similar to that for building 15. The bid for building 15 was time and materials but not to exceed \$109,000.00. Building 15 ended up costing \$79,000.00.

**Cross Bracing for internal structural support:** there was a discussion of adding cross bracing to all buildings for added stabilization. Phil is going to check with Dorman Construction for an estimate for steel cross bracing.

**Hot Tub Committee:**

The hot tub committee consists of Joyce Curtis, Chair; Rick Ohlson; and Shannon Kane.

The committee's report recommended that we proceed with the hot tub installation. However, the budget analysis was based on only the first seven months of the year which showed an average expenditure on maintenance and repair of \$2,117.00 per month. Upon further discussion the actual expenditures through the first nine months of 2015 averaged \$13,279.00 per month.

The committee was tasked with getting additional information on the lifespan of a permit. There was additional discussion of how to finance the hot tub but no decisions were made.

**Comcast Cable Bulk Billing Agreement:** The Board agreed to accept the terms of Comcast's offer to extend the bulk billing agreement. The terms are as follows:

- two years
- 128 units
- \$27.83 per unit plus a \$3.25 broadcast TV fee per unit and applicable taxes and fees
- increases are limited to five percent per year plus the broadcast TV fee can be increased on 30-days notice not to exceed the residential broadcast TV fee increase.

The bottom line is this is a ten percent savings over the current charges and will not result in a net increase in charges for the life of the agreement.

**By laws Committee** -.Marga Larsen gave the report. No new progress. The committee is now Marga Larsen, Chair; Patrick Lynd; Rick Ohlson; and Shannon Kane.

**Old Business:**

- Bank Loan - Marga is still working on a restatement of the financials for our loan application. Pat Lynd to prepare a resolution.

-Street lighting. The Board agrees we should accept the bid to have the lighting repaired on Stonewood between Willamette and the intersection with

Woodcutter. Mike Ireland is spearheading the project for the Board.

**Property Manager's Report** – Nothing in addition to what had already been discussed.

**- Call to Public –**

- An Association member suggested that we may need larger recycle bins. Mark to look into it.

- Another association member complained that the garbage room at her building was dirty. Mark to make sure it gets cleaned.

- Meeting adjourned at 8:49 p.m.

The next Board meeting is January 13, 2016

Faithfully submitted,  
Patrick A. Lynd - Secretary

**HOT TUB RESTORATION COMMITTEE’S REPORT TO HIGHLANDS BOARD,**  
**10/14/15**

\*We are in possession of new spa shell, the purchase of which was a wise investment as most hot tub companies now want to pour gunite – an expensive arrangement.

\*Note the following financial information which indicates funds are available for the hot tub repair:

2015 approved operating budget:

Repairs and maintenance	\$50,774
Actual expense through July, 2015	-\$14,821
Average expense per month for 7 months	\$2,117
5 additional months @\$2117 per month	-\$10,585
Remaining amount earmarked for repairs and maintenance	\$25,406++

++Approximately 50% of amount budgeted

\*Best estimate bid for installing jets and all plumbing with light fixture including a new 11 kw raypak indoor heater: \$1905.00 submitted by Affordable Spa and Pool. This price includes electrical connections, water testing and programming of equipment for spa to start operating. (Cost includes replacing 1 ½” pipe to 2” pipe.) See attached bid from Affordable Spa.

\*All other equipment is in excellent condition, per inspection by Affordable Spa, including the chlorinator which should be filled twice weekly to be effective. The required amount of chlorine and readable test strips may be purchased at a cost of approximately \$20 per month for proper maintenance.

\*Kenneth Clark , who is already employed by The Highlands , will provide the necessary labor and materials including excavation and supporting of the

concrete slab so that the hot tub plumbing lines and jets are accessible and can be repaired, if and when necessary. (See below for estimated cost.)

**Total estimated cost:**

40 hours' labor cost for two workers (employees of The Highlands	\$2640
Material including 4 x 8 pressure treated beams	\$1250
Affordable Spa – jets, plumbing, light fixture, new heater	\$1905
Empire Concrete – cut around concrete slab to fit new hot tub	\$400
Permits/inspection as required by City of Eugene; cost can vary between \$457.74 and \$493.23	\$500
<b>Total estimated cost</b>	<b>\$6695</b>

The cost of the hot tub restoration will be well spent inasmuch as not only will the spa meet the health and recreation needs of the community, it will also support property values. The refurbishment of the hot tub area will allow The Highlands' recreation facilities to become complete again.

\*We ask that this report, in its entirety, be included with the Association minutes, 10/14/15 and sent to each condominium owner

Attachments:

Bid from Affordable Spa & Pool

Bid from Empire Concrete

Respectfully submitted:

**Hot Tub Restoration Committee**

Shannon Kane, Rick Ohlson, Joyce Curtis

Affordable Spa & Pool INC.  
4343 Main st  
Springfield, Oregon 97478  
541-744-5908 Store  
541-334-6119 fax

[www.rebuiltspas.com](http://www.rebuiltspas.com)

August 29<sup>th</sup> 2015

Highland Condominium bid

Bid is for installing jets and all plumbing with light fixture. We will replace heater with new 11kw raypak indoor heater. Price includes electrical connections ,water testing and programming of equipment to get spa running .

2 Suction fittings	\$100.00
5 Jets complete	\$375.00
1 11kw heater	\$550.00
5 port water manifold	\$30.00
5 port air manifold	\$25.00
1 air manifold	\$25.00
Pipe & tubing	\$100.00
Light fixture	\$75.00
Bubble cover	\$25.00
Labor 8 hrs @ 75.00	\$600.00
Total Bid	\$1905.00

# EMPIRE CONCRETE CUTTING, INC.

## BID FORM

Contractor: Highland Condos  
[joycesfood@aol.com](mailto:joycesfood@aol.com)  
Contact: Joyce 541-513-3533

Job Location: 440 Stonewood Dr.  
48<sup>th</sup> & Willamette  
Date Submitted: 10/2/15

ALL BIDS QUOTED FROM DEMOLITION PLANS ONLY UNLESS OTHERWISE SPECIFIED

\* About 35 – 40' x 4.5" concrete total cutting. Cut only with 16" gas handsaw.

Cut around Jacuzzi slab to install new \$400.00

\* One man.

Park at foot bridge. Building and pool about 200'.  
Water on site, by pool. About 75'.  
2" to 3" over cut okay, he can fill in.  
Center concrete will already be removed.

**Total concrete \$400.00**

**Any underground obstructions (ie. Concrete slabs, asphalt, pipes, large rocks) will be extra.**  
Concrete Pours: Root cutting is at \$95.00 per hour. Babysitting concrete slab after pour is at \$35.00 per hour. Permits are the responsibility of homeowner and/or contractor. Weather Permitting.  
If this bid is accepted, **please sign and fax back** to Empire Concrete Cutting at 541-746-1149.  
We require 72 hours notice prior to commencement of job. Bids good for 60 days.

\_\_\_\_\_ accepts bid as proposed above. \_\_\_\_\_  
Signature & Print Date & Title

**ALL WORK TO BE LAID OUT BY CONTRACTOR PRIOR TO OUR ARRIVAL ON SITE. If it is not laid out it will be \$1.00 per minute, per man.**

We do not assume responsibility for damage caused by cutting buried pipe, conduit, voids, steel beams, water damage, percussion damage, or asbestos abatement. **Prices are subject to change if job conditions vary.** Empire Concrete Cutting is **not responsible for locates.** Contractor or homeowner must call in their own locates. Empire reserves the right to retract bid at anytime or to refuse service. ESTIMATOR WHO PROVIDED QUOTE: Staton Bosisto

Mailing Address: 1484 Cheek Street\*Springfield, Or 97477 Physical Address: 2077 Laura Street\*Springfield, Or 97477  
Phone #: 541-746-8818 Fax #: 746-1149 CCB #: 51754 Email: [empireconcretecuttinginc@yahoo.com](mailto:empireconcretecuttinginc@yahoo.com)