

Draft Minutes
Highlands Board of Directors Monthly Meeting Agenda
Wednesday September 9th at 6:30 PM
(Zoom Phone Conference)

1. Call to Order - Wayne [6:30 PM]

2. Board Members Present (Quorum): Wayne, Claudia, Sue, Ellie

Units present: 155, 208, 109, 216, 108, 424, 153, 212, 210

3. Proof of Notice of Meeting or Waiver of Notice: Sent with Draft Minutes

4. Approval of Minutes:

July minutes: Sue approved (previously approved by Claudia and Ellie)

August: Sue moved to approve, Claudia seconded, Approved unanimously

5. Reports of Officers:

Chair (Wayne):

- Call for New Board Member (to be taken up after Reports)
- Committees versus “Teams”:
 - Beautification committee has 3 board members but is not meeting to vote on input to board. Beautification will be an informal team from now on.

Treasurer (Ellie):

Financial Report:

Aug report is not yet available and will be presented at the next meeting. Collections were successful this month. We opened 2 liens this summer and collected both.

Insurance Report:

We were able to move workman’s comp insurance out of the risk pool, which decreased costs from \$1800 to 1700/yr. The state refunded our security deposit required due to being in the risk pool (\$1800). We moved policy to Wards.

Manager (Mark):

Fireplace inspections

Both Mark and Ellie inquired with Leah (insurance agent) regarding fireplace policy. Neither attempt yielded a definitive answer. Our policy renewal date is March 1, 2021. There was concern about scheduling fireplace inspections within this timeframe. It is unclear if Nationwide wants all fireplaces inspected in 2020-21 as baseline year, regardless of inspections still current on our 2-year rule. Rule of fireplace inspection is not policy. The rule simply states that if you use your fireplace, you need to have it inspected. If you don’t use it, no need to inspect. There are currently 13-15 fireplaces that have been inspected. To comply with insurance policy, we will likely need a board approved policy and fine structure.

Sue motioned: Make a rule that everyone who did not have their fireplace inspected since March 1, 2020 needs to have it inspected by Dec 31, 2020.

Claudia: seconded

Vote: Ellie, Sue, Claudia: in favor.

Motion passes.

Mark will work with Wayne to notify owners. Ellie will call Leah tomorrow to try to get clarification on the policy, capping of fireplaces, and enforceability of the inspection mandate during Covid.

Capital improvement projects

- Deck work is moving along. One building on Treehill left, plus 3 buildings on Trailside.
- Paving was scheduled, but might be delayed now due to air quality.

Maintenance

- Working on dead tree removal on main drive. Trunk removal on pause during red flag warnings.
- Laundry service: Has been going through complex every other week. Greg is refilling Clorox bottles in launder room.
- Pool closure persists following city policy.

6. Reports of Committees:

Beautification (Claudia):

Focused on cleaning up the slope behind lower Treehill buildings. High grass and wood debris are being removed. Fall/winter work will focus on cleaning up slope between our driveway (Stonewood) and Rockridge condos. We might want to think about renting a dumpster given the quantity of debris that has accumulated.

- It might be necessary to make expectations clear to Greg, and to ensure that all areas receive equal attention.

Reserves (Wayne):

2021 funding recommendations have been forwarded to finance committee to include in budget. Suggested capital expenditures for 2021 include \$178,000 for rear decks, cedar boards on walkways, washer & dryers, and exterior lights. Putting \$144,000 into reserves next year would require \$14 increase in fees. After 2022, our reserves should be more stable. Current bottleneck is result from long-term underfunding reserves. First budget draft will be ready for October meeting.

Safety (Wayne):

We solicited input from owners regarding three choices for installing security cameras: (1) HOA pays for cameras, installs them, and monitors them; (2) we allow owners to put up cameras on common property; and (3) both 1 and 2. One person responded in favor. We need more time for input from owners and information about how installation of cameras or ring doorbells with cameras might impact insurance. Tabled for future meeting

Call for new board members:

Sandi resigned from the board. We thank her for her contributions and valuable perspectives. Thank you Sandi!

Kate Stucke expressed interest to join the board. She has owned 212 since last October and brings a varied skill set that includes work related to finance and safety, and

community building. Wants to learn about policies and procedures and can fresh perspective. Board members unanimously voted in favor of Kate joining the Board. Kate is filling Sandi's position, which is a 2-year term ending Feb 2022. Welcome Kate!

7. Unfinished Business:

Providing Monthly Maintenance Statements

Person who asked for this was not present.

Commercial Laundry Service (Ellie)

CSC laundry service (located in TX) is expecting a proposal. The service would purchase our washers and dryers from us and maintain them, collect coins, and install digital access apps. They would split laundry income with us. More detail to come at the next meeting.

Enforcement of Rules and Regulations (including commercial activities) (Ellie & Sue)

Will be handled in executive session after this meeting.

8. New Business:

Moss Control on Roofs (Diane, 108)

New 4-yr roofs have 10-year algaecide (warranty) on them. Not sure how this breaks down in rainwater.

Diane is concerned about toxic substances going into waterways. Mark will provide information on the chemical in algaecide.

Water Bibb (Jennifer 310)

Jennifer was not present. She would like water access at her side of her building for landscaping she is planning to put in. It's feasible to move the bibb to the side of the building; cost would be \$200; the water to entire building needs to be shut off during installation. Mark will follow up with Jennifer.

Potential unintended consequences such as increased water use due to multiple owners installing landscaping were raised.

Lending Library (Kim)

Kim was not present. Kim expressed interested in installing a mini-library by the mailbox. Covid might present a problem. There was concern about placement by the mailbox, a high traffic area.

October Highlander (Sue)

Sue is working on graphics, recipes, and quotes for the October issue and welcomes different ideas. Please send ideas to highlands97405@gmail. Mark will forward to Sue.

9. Community Open Forum

Ellie: Wants to revive safety committee. Everyone is encouraged to step forward.

Marjorie: There is concern that there is only one entrance or exit to Highlands. A second potential exit is a former EWEB access road above the pool. Mark will reach out to EWEB to inquire about clearing this access road.

10. Next Board Meeting: Wednesday October 14th 6:30 pm.

11. Adjournment at 8:05p.