

**The Association of Unit Owners of Highlands Condominiums**  
**BOARD OF DIRECTORS MEETING**  
**November 19, 2009**

**ATTENDANCE:**

Board: Keith McConnell (Chairperson), Jim Olmsted (Treasurer), Nancy M. Barnes, Bree Fuqua, Dave Koester (absent, excused)

Project Manager: Keith Gonzalez

Units: Margaret Bayless 115, Mark Campbell 404, Mike Speiser 401

**CALL TO ORDER:** 6:34 p.m.

**APPROVAL OF AGENDA:** Motion to approve agenda made by Nancy and seconded by Jim. Resolved to approve agenda by unanimous vote.

**APPROVAL OF OCTOBER MINUTES:** Motion to approve October minutes made by Nancy and seconded by Jim. Resolved to approve minutes by unanimous vote.

**ANNOUNCEMENTS:** Annual Report that goes to State of Oregon Real Estate Agency – Condominium 2009 report was filled out and turned in my Keith McConnell.

**TREASURER'S REPORT:** (Jim) – Everything looks pretty much normal in the financial report. \$38k was paid for the draw for the siding work. YTD we are still doing well. Our income for the month was very similar to last year. Income this year is similar to last year. Big difference is the special assessments comparison from last year. Much less was collected this year, reflecting monthly payments versus larger bulk payments. \$172,715 in special assessments total left to collect. If you add that money that is owed to us to the money that is in the bank, \$320,985 should be able to be pulled in from special assessments and income. \$282k is in the bank for capital improvements that are not included in the items covered from the special assessment collection.

**PROJECT MANAGER'S REPORT:** There was nothing outstanding to report from the Project Manager. Tickets were auto-generated from the answering service, and there were many more that were information requests from owners who needed insurance declarations from Farmer's Insurance, as well as many items from realtors and mortgage companies looking for information to close loans. Items of special interest are covered below, sorted by subject.

**CALL TO PUBLIC:**

1. None

**OLD BUSINESS:**

1. Delinquent Owners re: dues and assessments. Recently approximately \$10k was brought in from the aggressive letters from the lawyer regarding collection.
2. Pavement issue: Jim would like to change the bids to include the complete cul-de-sac, which would mean that we would have to get bids from new measurements again. Jim feels that Keith doesn't have the time and could get bids from Wildish and the other companies. Jim moves that the Board take immediate steps to get engineering done to get the hole filled properly (remove the existing debris) and ready for pavement. Then in spring, a company can come out and do all the paving of the hole and the patches. Nancy seconds the motion. Motion passed by majority with one abstaining and chair not voting due to a lack of a tie in voting.
3. Jared out of trial period – Jared has been with us for over three months. Motion made to take Jared off probation and move to regular status and get an increase starting mid-November. Also, an end-of-year bonus to be assigned to each Chuck and Jared to be added at the end of the November, a total of \$500 to be split equally between them. Motion passed by a unanimous vote. It is to be distributed by Bottom Line as a \$250 check to each, and that the actual amount to be more to cover the taxes, so as to deliver a true take-home (net pay) bonus check of \$250 each.
4. Hot Tub – Emerald Pools came out again to fix the heating element at no charge. Also, if the

chemicals cannot be covered during the holidays, it will have to be closed during those times. New resident Mark has volunteered to coordinate with Bree and Chuck to cover these chemicals three times per day. Still, volunteers from the community (especially those who enjoy the hot tub) are still needed to distribute the work.

5. Foundations – if the work can't be finished in a timely manner due to weather conditions and getting K&A Engineering out here for inspection, downspouts need to be re-connected during the rainy season. Also, a post needs to be looked at which was reported to be "floating". Attendee Mike is getting Mortier engineering to inspect this and report on recommended repair.
6. Recreation Center security update – Access systems: need to make more current to control entry and also prevent delinquent owners from having access. Dave recommended Overhead Door and Bree has a quote from them (as well as another quote from other local companies). Key card system has a lot of flexibility and granular access. A separate system for "door left open" alarm would have to also be installed. \$3633 is the quote that includes installation. Nancy motions to install the new system from Overhead Door Company, including seeing about installing a "door left open" alarm. Motion passed by unanimous vote.
7. Fitness equipment of recreation center – high end bid was \$30k (\$23k with discount), which includes flooring and purchase of new equipment. 36-month payment schedule would be \$829/month. Low end is \$20k (\$17k after discount), which also includes flooring and equipment replacement, but not the top-end equipment (still commercial grade). Cost is \$600 month for 36 month payment plan. There is still a question of where to put the cardio equipment. Board is continuing discussion and also has Eugene Tile and Marble coming to the next HOA meeting to give a presentation, December 17<sup>th</sup> at 5:30 p.m. Board has assigned Bree \$20k to spend to upgrade that part of the recreation center, including treadmill and bicycle, but not elliptical. Old equipment is to be exchanged for credit on new equipment.
8. Tree trimming update – no report in just yet from Sperry Tree company.
9. Unleashed pets – notices have been posted by Dave, but enforcement has not yet started. Jim is going to follow up on policy statement to be mailed with statements to owners.
10. Carpenter Ants: Contract is signed for three more applications, starting in May. The current weather conditions don't warrant treatment during the cold season when the ants are dormant.
11. Parking issues and controls – there have been instances where people have had too many guests. Notices are proposed to be made for these areas, and the likelihood of towing to be investigated. Guests need to park in available parking places, or use the overflow area at the bottom of Woodcutter Way. Newsletter to reflect the parking rules enforcement and potential towing to be done. Notices to also be drafted by Nancy.
12. Web page update for Realtor and Buyer section. Board would like to have Dave draft a new opening paragraph for that section when he returns.
13. Newsletter to show season greetings message.

**NEW BUSINESS:**

1. Keith McConnell to coordinate a credit card for Chuck.

**MEETING ADJOURNED:** 8:58 p.m.