

## Highlands Condominiums Motions / Resolutions passed.

### 2009

#### January

1. Frank is going to rent a digger for the foundations and dig a perpendicular trench alongside Stonewood to find the base rock levels. The Board is also considering alternatives to a paved path once we know the condition and location of the base rock. Jan motions to authorize the digging as described above, seconded by Keith. Resolved to approve motion by unanimous vote.

#### April

1. LIENS: Jan moves that we put a lien on outstanding balances that are older than 60 days plus 10 days (to cover the grace period), and equal to or greater than or equal to \$250 late balance. This motion defers that a formal resolution to be prepared by Frank to cover also notification to all owner who owes the balance. This lien also applies to those balances that currently fall under the 60+10 day late balances as of this date. Keith G. seconds the motion. Resolved to approve motion by unanimous vote.

2. Laundry Room key replacements: Motion made by Jim to up the laundry room replacement key charge from \$10 to \$15 to cover the administrative and travel costs to make replacements. Seconded by Jan. Resolved to approve motion by unanimous vote.

#### May

1. Community traffic signs: Motion made to amend last month's motion for 15mph signs, and instead to purchase "slow", "yield" and possibly "caution" signs. Keith G to shop for what is available and send results to Board before purchasing. Motion made by Keith, seconded by Jan. Resolved to approve motion by unanimous vote.

2. Carpenter Ants detected: Approval to motion to hire Good Earth pet control made by Keith G., seconded by Jim. Resolved to approve motion by unanimous vote.

#### June

1. Regarding pest control service: If the price from Good Earth is \$7275.00 which includes initial application and 3 other quarterly applications to all residential, garage units and recreation center, then the Board gives the authority to Jim to hire Good Earth for this work. Resolved to approve motion by unanimous vote.

#### July

1. Jim moves to allow Board treasurer to get an estimate for a legal opinion on what to do with the delinquent accounts. Seconded by Keith Mc. Resolved to approve motion by unanimous vote.

2. Protection of Recreation Center – Keith Mc entertains a motion to allow caretaker to stay some nights at the recreation center until Labor Day, for the purpose of protecting the premises. (There has been a steady stream of unauthorized people there, as well as vandalism.) This motion is passed by three members, Jim abstains from the vote because the motion is not clear to him. This motion is passed, but pending the insurance liability.

3. Motion to pass the **Highlands Information Resolution** – Board passed this motion via email during the past month, agreeing to collect certain types of data. The forms are to be available on the website and filled out by all unit owners (mandatory, with fines attached for noncompliance). Forms are to be mailed to unit owners with statements. Changes to unit owners' data (e.g. new car, new residents) is also required by the owners, via a change/update form. Keith G can have the forms ready. Motion made by Keith G, seconded by Nancy. Resolved to approve motion by unanimous vote.

4. Maintenance standards – Jim would like to make a motion to adopt preliminary maintenance standards. 1. Proper tools to be used for repairs and newly installed items. (e.g. framing hammers should not be used on visible areas) 2. Match paint correctly to historical colors. (Jim noticed mismatched paint examples around the complex). 3. Use original materials, or otherwise, use materials to spec. and/or approved by the Board if different. (e.g. no treated wood on handrails... seal it instead). Keith G seconds the motion. As post items: Frank: regarding siding – the existing siding does not meet code. Frank would like to use deck screws instead of nails for catwalks for more stability. Resolved to approve motion by unanimous vote.

#### August

1. Motion to appoint Keith McConnell as Chair of the Board, made by Nancy and seconded by Jim. Resolved to approve motion by unanimous vote.

### 2008

#### January

1. Foundation progress: Remaining buildings are estimated at \$20k (not to exceed \$23,500) per building. Jim moves to form a committee to show the work in progress via digital photos, decreasing liability for Sam. He would act as a high level gopher. Discussion would like the motion to be modified so that Jim can take photos during the progress, and match them up with drawings from K&A (already posted to website), and others that are submitted from Sam. Resolved to approve motion by unanimous vote.

2. Preparing for Annual Meeting: Jennifer is going to prepare the labels, and Motion to make the Annual Meeting on Wednesday, February 27, 2008 at 6:30 p.m. made by Jan, seconded by Jennifer. Resolved to approve motion by unanimous vote. Frank to do the Agenda for the

Annual Meeting, and mail out the items.

#### February

1. Unit 425, Garage #4 would like to get ventilation installed. He thinks that vents installed on back and front of the garage would give a proper airflow. He would like Board approval to install the vents on front and back. Motion made to have Sam M. install front and rear vents and then apply proper paint color to #4. Approved by a vote with Jim opposed.
2. Foundation & Drainage Repair: Cost Analysis around \$300,000 for remaining 13 buildings to be done. Jim would like to authorize 117-124 because of standing water that is shown there by Jim's photos. Jim makes motion to start the next foundation (117-124 & 301-308), seconded by Keith. Tuesday, February 26th is the scheduled start date for this foundation repair. 309-316 is finished with the items that Water Brothers did not finish. 301-308 is the foundation slated to be done in tandem while 117-124 is being completed. Resolved to approve motion by unanimous vote.
3. Moving Bookkeeping to Bottom Line: Jim makes a motion to give Jennifer authority to make the transition to the new bookkeeping company (withdrawn after discussion). Items we would like clarification on: can bills be sent to Mark; methodology of signing of checks, and how much time is needed from authorized person; ask call other condo references.

#### Annual Meeting (\$5000 Special Assessment)

1. HOA monthly dues remain as they are (\$183.75 townhouse, \$176.40 flat, \$42 garage): Motion made by Jan, seconded by Jennifer. Resolved to approve motion by anonymous vote.
2. Operating budget submitted by Frank is approved at the current HOA dues level, per month. This operating budget also includes the special assessment of \$5000. Motion made by Keith, seconded by Jennifer. Resolved to approve motion by anonymous vote.
3. A separate operating account to be established through which all income funds from whatever source is to be received, the balance of which is not to exceed \$50,000, with a separate account to be setup for capital account deposits for capital improvements. Any amounts greater than \$50,000 is to be put into the capital account. Motion made by Keith, seconded by Jan. Resolved to approve motion by majority vote, Jim abstaining.
4. \$5119.00 per month to be deposited to the capital improvement account, along with an amount equal to all special assessments received and initially deposited to the operating account. Motion made by Jennifer, seconded by Jim. Resolved to approve motion by anonymous vote.
5. All units are specially assessed an additional sum of \$5000 per unit, for the following purposes and in the following amounts: a.) Foundation drainage repair and replacement = \$310,500. b.) 32 washing machines = \$43,200. c.) 32 dryers = \$21,800. d.) Paving from Willamette entrance to the first speed bump junction of Woodcutter = \$193,000. e.) Roofing replacement funding of all resident buildings = \$71,500 (does not include all replacements, but is money deposited for future roof replacements). Motion made by Jan, seconded by Keith. Resolved to approve motion by anonymous vote.
6. Special assessment in the sum of \$5000.00 per unit to be due and payable, at the election of the unit owner, under one of the payment options: a.) In full on or before June 1, 2008. b.) In 48 monthly payments of \$122.06 per month with 8% interest on the outstanding balance beginning June 1, 2008 and on a like date of each month thereafter. Motion made by Jennifer, seconded by Jim. Resolved to approve motion by anonymous vote.
7. Entire balance owing on the special assessment shall become immediately due and payable in the event of sale or transfer from the current owner of the unit. Motion made by Jim, seconded by Jennifer. Resolved to approve motion by anonymous vote.

#### March

1. Bookkeeping company – We have officially moved from Sterling to Bottom Line Bookkeeping. Refer to the Announcements section (above) for details. Motion duly made by Jennifer, seconded by Keith to approve the transfer of bookkeeping to Bottom Line Bookkeeping. It was unanimously resolved that the association shall establish a banking relationship including checking and other accounts with Umpqua Bank. The bank accounts shall require the signatures of at least two approved Board members (currently Jennifer Durand, Jan Moore, and Keith Gonzalez).

#### April

1. Start next foundation after 301-308 by McKenzie West: Jan motions to start next buildings, Keith seconds. Resolved to approve motion by unanimous vote.

#### May

1. Foundation & Drainage Repair: 141-148 and 201-208 are complete. Rock remains at 141-148 until we decide on the next building to be done. Jim mentions that the method that Sam is using is different than RamJack's. Mike from K&A Engineering has approved the work from Sam up to date, but Jim would like to get educated in the difference. Sam has made many great photos of his work for our documentation. The expense for the work per building has been \$20,000 each. Next buildings inline for foundation repair are 401-408 and 425-432. Motion made by Keith to schedule these buildings, pending information from Sam of McKenzie West to state that these are still at the \$22,500 "not to exceed" bid per building. Motion was seconded by Jennifer. Resolved to approve motion by unanimous vote.
2. Recreation Center pathway repair: This project is still on hold because of the unavailability of K&A's to come up to advise. Jim motions to table until Frank can impress on K&A the importance of this item.

## August

1. Foundation & Drainage repair. The 425-432 foundation is underway. Frank estimates \$5000 in materials for an estimated total of \$12,500 including labor. The Board discussed and spoke with Mike Remboldt regarding the work of the current foundation repair. Some on the Board felt very positive regarding the work that Frank and his crew have done. Jan moves to have Frank continue on the foundation projects. Seconded by Keith. Resolved to approve motion by majority vote with Jennifer abstaining.
2. Asphalt repair progress: It is on schedule, and paving has been complete. Before the curbs go in, we can perf-pipe the water that comes in from the underground springs that seep water on the road, and can cause damage. This extra drainage is estimated to cost \$7,000. Jan moves to have the additional drainage installed from the kiosk to Willamette with perf-pipe for proper drainage of the springs onto Willamette. Seconded by Keith. Resolved to approve motion by unanimous vote.
3. New Recreation Center & Pool amended regulations: Closes at 10 p.m., including weekends. No one party or group of persons can reserve the Recreation Center for more than 5 hours continuously. Fines and loss of Recreation Center & Pool privileges for violations of these amended rules. Approval to Motion made by Keith, seconded by Jan. Resolved to approve motion by unanimous vote.

## September

1. Reimbursement of clothing costs due to machine error: After discussion, since the complaint was verified by Frank and CoinOp as a machine error under warranty, the majority of the Board feels that that an itemized bill can be presented by the unit owner and then be reimbursed. Jim makes the motion that reimbursement is going to be made upon receipt of the itemized bill of clothes that were lost. Seconded by Jan. Resolved to approve motion by unanimous vote.
2. Wachovia / Wells Fargo account (Previous AG Edwards account): ~\$136,000. We are currently looking to close this account. The money for this account should be moved to another local bank that has a high rating. Motion made by Jan to close Wachovia account and Liberty bank account. Motion continues to state that the money from these banks are to be deposited (in no amount more than \$85,000) to new accounts in order of these choices: 1.) Oregon Community Credit Union Credit Union, 2.) Selco Credit Union, or 3.) Siuslaw Bank. Jim seconds. Resolved to approve motion by unanimous vote. Jim is to coordinate the closing and opening of accounts.
3. Reimbursements: New bills: 1.) Egge Sand and Gravel bill for \$7,000 for new drainage along Stonewood roadside. 2.) Reimbursement for Jan bring food for Board meeting - \$20.85. Motion made by Keith to pay these bills, seconded by Jan. Resolved to approve motion by unanimous vote.

## October

1. New Board members Rebecca Corral and Keith McConnell: Motion made for joining of new members made by Jim, seconded by Jan. Resolved to approve motion by unanimous vote. We are now a full Board of Directors. Welcome new Board members!

## November

2. Window replacement 135 at owner's own cost: This would not affect the outside appearance of the building, but Frank would like to know about the flanges and how to keep the water out of the walls. Jan motions to approve the installation contingent on the flange and water leakage question being submitted to Frank and the Board. Keith will ask Mark & Co for the plans and report back via email.
3. Noisy floor 417 & 418: Motion made by Jan to authorize the work to be done, and for the owners to negotiate payments amongst themselves. If either of the owners feels they would like to return to the Board to argue reimbursement, they are free to do so at a later date. Keith McConnell seconds the motion. Motion passes with Keith Gonzalez abstaining.
4. Hot water heaters are going to need to be replaced in a couple of laundry rooms. All the heaters are ten years or older. A 65-gallon hot water heater is \$560, not including installation. Motion made by Jan to replace the two troubled water heaters.