

Highlands Board of Directors Monthly Meeting Minutes
April 9, at 6:30 PM Zoom Conference Call
Approved Minutes

1. Housekeeping – (Frank): 6:30 pm

- a. Board Members Present (quorum): George, Shaun, Josiah, Frank, Melanie
- b. Units present: Eleanor, Wayne, 155, 125, 427, 308, 411, Susan, 302, 412, Diane
- c. Proof of Notice of Meeting or Waiver of Notice

2. Approval of February 27th and March 12th minutes

- a. Motion to approve by George, seconded by Shaun- **Approved**

3. Officer, Property Manager, and Committee Reports:

- a. Finance/Treasurer & Financial Committee

- i. Financial report (**Josiah**)

- 1. The financials were not included in the last mailing because they didn't get sent to Bottom Line - this was a lack of awareness that things were being taken over to their office, they will be included in the next mailing

- ii. Frank can go down to the bank any time to get signer access, and he will coordinate with Josiah

- iii. Josiah will send over information to Melanie and George about the credit cards

- b. Property Manager (**Della / Wayne**)

- i. Welcome Della, our new property manager!

- ii. Real Estate transactions

- 1. It took a lot of hours to handle all the requests that come in from these

- 2. Della suggested a fact sheet that describes where information can be found online

- 3. Should there be a fee in escrow for providing information to help with costs? More research is needed before making a decision.

- iii. Laundry machines - we have a replacement bid that includes installation and hauling away of the old machine

- 1. **Melanie motioned to accept the quote for \$2,673.59, Josiah seconded. Motion passed.**

- iv. Spring walkaround - an email will be sent to owners and signs posted in the breezeways ahead of time, to give people a chance to correct issues before it happens

- 1. Previously, the board has been hesitant to fine owners in violation, but it will be up to the new board how to handle this going forward

- 2. Wayne and Howell will do it this year and let the board know what they find

- 3. Fire safety is the top priority, and improper storage on decks and balconies that is in violation of the city's codes

- 4. Oil slick in the parking lot and into the road - safety issue

- a. Maintenance will be getting it cleaned up

- v. Office supplies & equipment

- 1. The computer is very old and has an operating system that's no longer supported

- 2. The printer is also very old

- a. The cost should be under the limit for purchases, and the board is fine with the Property Manager going ahead with this

- vi. Mudslide

- 1. We have 2 quotes for very different amounts, because the solutions are different - one involves reseeding and the other is adding rocks

- a. The grass seed bid is preferred by the staff

- b. An owner recommended we consider prevention work around the property, because as we lose trees more mudslides are likely to happen

- c. **Melanie motioned to accept the reseeding bid for \$3,290, George seconded. Motion passed.**

- d. A special thanks to Jerry for his extra work on this!

vii. Moisture issue in a unit

1. The owner's contractors are recommending opening up the wall to check for mold
2. The source of the water is still unclear, which makes it very difficult to know who is responsible for the repairs
3. In similar situations, the owner has taken the lead on getting the work started, then HOA staff will inspect and bring in a contractor if it's a common element repair

c. Capital Improvement Committee (**Shaun**)

- i. Susan and Mariah are on the committee now and there's a first meeting soon
- ii. Shaun continues to work on the 20-year plan - we need to start building reserves for larger projects in coming years and the hope is to avoid more special assessments
- iii. Our aluminum wiring will also be discussed in the committee

d. Beautification Committee (**Claudia**)

- i. The emergency hoses are back out and will start getting reconnected soon, and removing dead wood that's within 10 feet of buildings

4. Unfinished Business

a. Hybrid meetings (**Josiah**)

- i. There is free wi-fi at the Rec Center, and Josiah has a monitor that he could donate
- ii. Audio is an issue though and he's requesting a microphone donation to help with that

b. Replacing metal grating with roofing paper (**Josiah**)

- i. There is one unit in that complex that prefers metal grating, but most would rather have the paper
- ii. There are questions about the cost of replacing all the grating with paper

iii. Josiah motioned to replace the grating with paper if one owner requests it, and having a minimum of a 1 week notice in the breezeway, Shaun seconded. Motion did not pass.

1. Discussion: the 1 week period is a chance for all owners in that complex to give input
2. Action item: Della volunteered to put together a bid for replacing all the grating

5. New Business

a. Maintenance requests vs true emergencies (**Melanie**)

- i. The answering service is only for emergencies but it's being used for non-emergencies
 1. We need to define "emergency" for residents: update the website and signage around the property and make it clear who the right place to contact is
 2. The Highland's number always goes through to the answering service and then Highlands receives an email - the call will never go directly to staff
 3. Della will put together a list / proposal for how to report non-emergencies, and create a new email for maintenance only

b. Rental cap (**Frank**)

- i. Should the HOA put a limit on the number of units that can be rented?
 1. We may already have something in place that limits to 50%

c. HOA management software/mobile app (**Frank**)

- i. Skipped, since Della already has some ideas for this

d. Owner request for unit project over \$500 (**Melanie**)

- i. Use licensed contractors and let the Property Manager know
- ii. Replacements of an existing item, like a stove, doesn't fall under this requirement

6. Community open forum (items not on agenda)

- a. Should we have a list of residents who would need assistance during an evacuation?
- b. We have one road that's in and out
- c. A comment about the aluminum wiring: there has been a lot of discussion around this in past minutes, which are posted on the website

7. Next board meetings:

- a. Monthly meeting: Wednesday, May 14th, 2025 at 6:30pm (Zoom)

8. Meeting adjourned: 8:59pm

9. Executive session: 6:00pm on April 9th (just prior to this meeting) - safety concern about the oil slick