

Highlands Board of Directors Monthly Meeting Minutes
August 13, at 6:30 PM Zoom Conference Call
Approved Minutes

1. Housekeeping – (Frank): 6:30 pm

- a. Board Members Present (quorum): George, Melanie, Josiah, Frank
- b. Units present: 155, Ricky, Diane, 419, 120, Ariel, Cheryl, Kevin, Moriah, Ricardo, 125, Eleanor, 425
- c. Proof of Notice of Meeting or Waiver of Notice

2. Approval of July 9 minutes

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

3. Officer, Property Manager, and Committee Reports:

a. Finance/Treasurer & Financial Committee

i. Financial report (**Josiah**)

- 1. June reports continue to show higher than budgeted employment costs
- 2. Repairs and maintenance is also higher because we replaced the metal grating

ii. Finance Committee

- 1. We're over budget on employment costs because of the new pool requirements
- 2. Josiah motioned that, after September 8th, the hot tub hours are 8am-4pm Monday to Friday. To stay open after that, people need to volunteer to test chemicals, George seconded. Motion approved.**
- 3. Please reach out to Della if you'd like to volunteer!
- 4. The committee met last month but there are no recommendations yet

iii. Bank discussion

- 1. Our current credit card requires a person be on record to guarantee payment
- 2. Della will get pre-paid cards for now, but Josiah plans to look into a non-profit card

b. Property Manager/Maintenance (**Della / Howell**)

i. Repavement update - parking spaces on Stonewood are complete

ii. Work truck update - purchased for \$9,500 (\$5,500 under budget!)

iii. Heat pump approval process

- 1. Della requested the ability to approve these herself, rather than waiting until the next board meeting, so they can be approved within 48 hours
- 2. Frank okayed this, but requested the board still be notified about the change

iv. Electric grill research results

- 1. Research shows they do come with fire risk, especially in certain situations
- 2. Given we live in the forest, residents who use them should do so with caution and responsibility. Keeping them clean and having a fire extinguisher within easy reach while using them helps reduce the risk!

v. Rental cap

- 1. Our high rental percentage negatively affects owners in multiple ways
- 2. Della will send out a letter with details and also start a wait list
- 3. Josiah motioned to put a freeze on newly purchased units being rentals until it drops below 20%, George seconded. Motion passed.**
- 4. Della will contact the realtors on open sales to let them know

vi. Meeting recordings

- 1. Recordings will not be shared out - they're used only for verifying minutes

vii. Window washing

- 1. There's significant cost savings per unit to do all buildings as a single job (around \$5,600 total), but not planned until next summer
- 2. Josiah will add this to the finance committee budget

viii. Pool/Hot tub updates

- 1. The inspector is treating us as a "limited access setting", which allows us to move to 4 hour testing (instead of every 2 hours)

2. Violation: the door going out to the pool and hot tub doesn't lock
 - a. Fixed, but this extended the staff's working hours to 8pm because now they have to manually close the area
3. There was one day where the pool area was unlocked late - thank you for your patience and understanding as the staff adjusts to the new "unlocking" process
- ix. Pet waste fines: \$25 warning, then \$50 per violation per day
- x. Fireplace inspections: the report will be published soon
 1. Failure to submit passing inspection results is \$50 for the first month, then \$75 for each month after that
 2. If you don't use your fireplace or it has been capped, please let Della know
- xi. Speed limit reminder & violation fees
 1. 20 mph - \$25 for the first violation, and \$50 for each violation after that
- xii. Code of Civility
 1. This was emailed to owners, and it's on the website
 2. There are questions about how face to face interactions fit in with this
 3. There's the possibility of setting up a committee to mediate issues, but this has privacy issues for owners
- xiii. Fire evacuation plan: a powerpoint presentation will be shared out
 1. It's a video that will be shared out, via email and on the website
 2. Our evacuation center is the fairgrounds, but take the route toward Spencer's Creek rather than crossing traffic at Willamette St
- xiv. Important upcoming dates
 1. August 15th: fire alarm testing
 2. August 16th: movie night
 3. September 5th: the pool closes for the season
 4. September 5-7: the hot tub will be closed during this weekend
 5. October 1st: Fireplace inspection report released
 6. November 1st: Fireplace inspection results are due
- c. Capital Improvement Committee (**Della**)
 - i. They are putting numbers together for other committee's budgets
- d. Beautification Committee (**Wayne/Claudia**)
 - i. Fire prevention around building(s), clearing blackberries, other dry brush, and debris
 - ii. Thanks to Della and her family for helping to haul debris away - very appreciated!
 - iii. Additional volunteer help from other residents would be great, to cover more ground

4. New Business

- a. Sales inspection issues came in about front decks, and there are some possible replacements coming up
- b. There was an attic fan that needed disconnected, and it will be rewired and replaced
- c. Shaun resigned from the board as of 8/11/2025 (thank your service Shaun!), so we have a vacancy
- d. Frank pointed out that Della volunteers her time and personal resources for certain community events, and suggested we contribute to these with our credit card rewards points
 - i. **Melanie motioned to use the \$130 in rewards points for contributing to community events (this isn't money that comes from owner dues) Josiah seconded. Motion passed.**

5. Community open forum (items not on agenda)

- a. An owner had a question about where to park during painting: since Howell is off for the next week, people can park normally again for awhile
- b. Della will communicate dates to owners when the time comes to move cars again

6. Next board meetings:

- a. Monthly meeting: Wednesday, September 10, 2025 at 6:30pm (Zoom & Rec Center)

7. Meeting adjourned: 8:28pm