

**Highlands Board of Directors Monthly Meeting Minutes
September 10, at 6:30 PM Hybrid Conference Call
Approved Minutes**

1. Housekeeping – (Frank): 6:30 pm

- a. Board Members Present (quorum): Josiah, Melanie, Frank
- b. Units present: 155, 427, Maria, Moriah, 311, 120, Eleanor, Cheryl, Wayne, Ricky
- c. Proof of Notice of Meeting or Waiver of Notice
- d. Special meeting on September 4th to elect Ariel to the board

2. Approval of August 13 minutes

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

3. Officer, Property Manager, and Committee Reports:

- a. Finance/Treasurer & Financial Committee (Josiah)
 - i. Financial report (July)
 - 1. Nothing unusual to call out - we do have some move in/out income now
 - ii. Banking options
 - 1. Josiah has researched some different options, but our current bank can handle quarter deposits the most efficiently
 - 2. Our current bank has an option for a non-profit credit card. **Melanie motioned to move forward on the card, Josiah seconded. Motion approved.**
 - 3. Josiah will also move some of our capital funds to Washington Federal to take advantage of the higher interest rates
 - iii. Special Assessment update
 - 1. There are a few outstanding balances remaining, Josiah sent a letter out to those owners with the deadline to avoid collections
 - iv. Finance Committee update
 - 1. The committee met and their initial best guess for maintaining operations in 2026 is to increase dues by 10-15%
 - 2. This percentage will be refined as more details are reviewed, and it doesn't yet include an updated recommendation from the Capital Improvement Committee
 - v. Employment / OT
 - 1. OT will be pre-approved now that the pool is closed for the year
- b. Property Manager (**Della**)
 - i. Window washing
 - 1. \$6,000 will be added to the 2026 budget for window washing
 - ii. Rec Center fines & other penalties for violations
 - 1. The fine structure is typically a warning, then \$50, and then \$100
 - 2. The board can revoke Rec Center access at any time, according to our by-laws, regardless of where a violation falls within the fine structure
 - iii. Background checks
 - 1. Della suggested implementing this for new buyers but we need consent for existing residents.
 - 2. For renters, it depends on whether or not it's managed through a property management company
 - 3. **Josiah motioned to start doing background checks for new buyers, Melanie seconded. Motion approved.**
 - iv. Update on resident forms
 - 1. We are about 75% complete on forms submitted

2. Please make sure your form is turned into Della! Not having current contact info makes it harder to communicate when needed.

v. Maintenance emergencies / liabilities

1. Reminder to use the emergency line for true after hours emergencies

vi. Petty cash / Pre-purchased credit cards

1. Della will get some cards but having the new credit card will take care of this

vii. Fire protection

1. Bailey's has a bid for \$12,695 to get tree canopy 10 feet away from buildings, the work will be broken out over a period of 4 months

2. The city is working on clearing blackberry bushes, and ODF will begin their work behind Woodcutter in October

3. Melanie motioned to accept the bid, Josiah seconded. Motion approved.

viii. Pest control

1. Rats are a problem again and residents are reporting that they're finding their way into walls and attics, and causing damage to appliances by chewing wires

2. Handling this in-house is costing \$1,500-2,000/monthly

3. One bid received was for \$2,500 up front and then \$900/monthly, and another bid was between 19K-31K for a one time "annihilation" job

4. Still waiting for a bid from our current pest control company, and one other company as well

5. We'll have a special meeting on the 22nd to review all the bids and decide how to proceed

6. Several owners mentioned seeing peanuts and other food put outside for squirrels and cats, which contributes to a growing population of unwanted pests, like mice and rats

7. This is becoming a very expensive problem for residents and the Association in general, please STOP feeding the wildlife!

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

i. n/a

d. Beautification Committee (**Wayne**)

i. Thank you for the watering people did during the heat, and for helping with clean up!

4. New Business

a. Frank is forming a committee to review our by-laws, please reach out to Della if interested in participating

5. Community open forum (items not on agenda)

a. An owner had a question about the fire alarms and whether it's the right time to reconnect their wired unit - Della confirmed that this can be done now

6. Next board meetings:

a. Special meeting (pest control options): Monday, September 22, 2025 at 6:00pm (Zoom)

b. Monthly meeting: Wednesday, October 8, 2025 at 6:30pm (Zoom & Rec Center)

7. Meeting adjourned: 8:33pm