

Highlands Condos  
Board Meeting Minutes  
February 27, 2023 at 9:00 AM  
Zoom Call

- **Call to Order and Roll Call**

- a. **Board of Directors Present**

- Scott Lewis
    - Wes Connelly
    - Sandy Gaffney
    - Gayle Lawrence
    - Josh Morello

- b. **WEB Properties Present**

- Holly Waggoner - Property Manager
    - Bill Butler - President
    - Lauri Liptac - COO

- c. **Condo Owners** – None Present

**WEB News**

Bill Butler introduced Holly Waggoner as the new Property Manager for Highlands Condominiums. She will be the new contact for owners to report issues and concerns. Holly is replacing Emily Amsbaugh.

- **Financial Update through January 31, 2023**

The Board was provided a summary of the budget through January 31, 2023 prior to the meeting. The Board had no questions regarding the revenue and expenses presented.

- **Capital Reserve Fund Interest Bearing Account**

The board discussed investing a portion of the Capital Reserve fund in short-term investments to leverage higher interest rates than that of the normal interest-bearing account. An important consideration is maintaining adequate funds available for upcoming capital projects. The board decided to start by buying a shorter-term CD investment of \$25,000 and possibly purchasing another CD in 3 to 5 months from now if appropriate.

- **Updated Widget/Paint options/Painting Laundry Room**

- a. The updated paint widget is not yet available – waiting for weather to improve to get a better photo of buildings.
- b. The Laundry room trim has been painted.

- **Judgment Options for Delinquent Residents**

The board directed WEB Properties to proceed with having an attorney send letters to the owners that are delinquent on HOA dues. The attorney may also send a letter to their mortgage holder notifying them of the Boards intent to take action to collect past due HOA fees. Notification will be the first action step before the Board takes further action.

- **Radon Fan reimbursement Update**

In accordance with a previous Board decision, reimbursement checks were sent to the owners in the units whose meters are charged for power costs used by radon fans in the buildings and that benefit the community. Reimbursements will be paid on a regular schedule in the future.

- **Step Replacement and Electric Panel Replacement**

- a. **Step Replacement** – First Onsite Restoration (same contractor that did step replacement in 2022) provided a bid to finish 28 more steps in the stair project. Bill reported that they did not bid the project as was requested and he felt the actual cost could be more than double the quote. He will continue to work with them to get an accurate bid and report back to the Board. The Board’s preference is to use the same contractor to ensure the steps match those already replaced in 2022.

- b. **Electrical Panel Inspection and Replacement** – WEB Properties is working to schedule the electrical panel inspections in the remaining buildings. Inspections should be complete within the next month. The results of the inspection will determine which panels will need to be replaced and the cost of replacement. This work is expected to be completed in 2023 as it is a significant safety concern.

- **Open Forum** – Board Members should inform of topics in advance of the meeting. WEB will add to the agenda topics received before the meeting.

- a. **Carport structural Survey**

The Board received a report from DCI Engineers that included observations

and recommendations for the carport support beams. The report recommended adding straps to the T-brackets that were used to do previous repairs. In general, they reported that the integrity of the beams was intact, but recommended monitoring regularly for specific changes that could impact the integrity of the support beams. The Board discussed having DCI come out on a schedule to inspect the beams to ensure we adequately monitor the beams for changes. Bill from WEB Properties will ask DCI to recommend how frequently to have the beams and carport structures inspected. Bill will report back his findings in a future Board meeting.

**b. Pool Phone Expense**

The Board requested WEB see if we could reduce costs by having the pool phone turned off during the off season. WEB reported that Washington State does not allow the phone to be put on vacation and to turn it off would be more costly because of the startup costs.

**c. Lessons Learned from Recent Water Leak**

A third floor unit recently had a leaking water tank that impacted the unit below because the unit shut off valve failed in addition to the water tank draining. Each building has a common shut off in the lower unit of each stack of 3 units. These stack valves have not been inspected in many years and attempting to turn off the water to the stack may have resulted in valve failure and the need to replace the valve. In order to avoid the risk in this instance, WEB and the Board made the decision to shut off the outside main valves to the buildings while repairs were done to the unit. This resulted in a minor service disruption to the whole community, but residents were notified in advance so they could be prepared.

Bill from WEB Properties found documents from 2008 identifying the location of each stack shut off valve. The Board will engage in discussions to determine a plan of action to inspect or replace the valves in the future. The stack valves are located in individual units but are considered common elements making the HOA responsible for maintaining them. Owners are responsible for maintaining their individual unit shut off valves.

The Board will also consider implementing a mandate that water tanks have a drain pan installed when replaced.

**d. Updating Rules on Website**

- WEB Properties will make sure the 2023 budget & January minutes are available on the website asap.
- Gayle is working on consolidating and updating the Rules and Regulations and will have a new document for the Board to review before the next meeting.

**e. Communication With Owners**

Josh and Gayle will work on a quarterly newsletter to include important news about Board decisions and other useful information for owners and residents.

**f. Working on Landscaping Bid**

WEB Properties is working on a landscaping bid for the coming season and hope to have some options for the Board to consider by the next meeting.

**g. Dumping From Non-residents.**

The Board noted that our property dumpsters are being used by the surrounding apartments particularly when someone moves out. The Board was not able to determine a solution for the issue other than confronting people directly when and if observed.

**h. Loose Cats**

One Board member mentioned that there are a couple of loose cats roaming the property again. Reminder that cats, like dogs, are required to be on a leash outside according to the CC&Rs.

- Adjourned @ 10am.