

Highlands Condos
Board Meeting
March 29, 2023 at 9:00 AM Zoom

Agenda

1. **Call to Order and Roll Call - 9:00am**
 - a. **Board of Directors (Establish Board Quorum – requires two)**
 - Josh Morello (42)
 - Sandi Gaffney (34)
 - Scott Lewis (15)
 - Wes Connelly (45)
 - Gayle Lawrence (43)
 - b. **WEB Properties Present**
 - Holly Waggoner - Property Manager
 - Bill Butler - President
 - Lauri Liptac – COO
 - c. **Condo Owners – None Present**
2. **Financial Update through March 29, 2023**
 - a. **Monthly Budget Review**

Bill Butler from WEB Properties gave an overview of the budget and noted that they made an update to the General Ledger report to better show which owners are delinquent on HOA fees including separate line items for regular fees and the \$25.00 assessment going to the Reserve Fund.
3. **Capital Reserve Fund**
 - a. At the request of the Board, WEB Properties purchased a one-year CD for \$25,000.00 on March 2, 2023. Interest rate is 3.25% if allowed to reach maturity.
4. **Updated Widget/Paint options/Painting Laundry room. – Did not discuss**
5. **Letters to delinquent Residents.**
 - a. **Delinquent Notices**- WEB Properties sent delinquent notices to owners who recently fell behind in fee payments and reported that several of the owners have already paid the late fees.
 - b. Two owners are significantly delinquent, and the Attorney has been provided a statement of the accounts to review. The Attorney will send letters to these owners in the next week or so. WEB will provide the Board with an update on this action at the next meeting.
6. **Step Replacement update.**
 - a. The Board had decided to replace the remainder of the steps in 2023. The contractor has indicated that they recommend and believe that if the steps are replaced that city codes would require that in addition to stair replacement, we may need to correct the rise of the steps so that they meet code requirements to be the same rise throughout the community. The Board asked WEB Properties to seek a second contractor bid and opinion on the rise issue. If we are required to correct the stair rise throughout the community, it will cost significantly more than was originally

expected or called out in the reserve study. The Board would prefer not to correct the rise but will evaluate again when a second bid is received.

- b. WEB Properties will assist the Board in a walk through of the property to take a closer look at the remaining stairs to determine the scope of the problem. Bill noted that the outdoor temperature needs to be 50 degrees or better to start the project.

7. **Electric Panel Replacement update.**

- a. Web Properties has been on property with ARC Electric to plan for the inspection of the common element meters. Work will be scheduled for mid-May or when the weather is warmer. There will be an interruption of electrical service to the units when the work is conducted.
- b. ARC Electric is also helping trouble shoot and will give a ballpark cost of repairing pole lights in the front of the property and near the pool and the town homes.

8. **Update on carport beam & engineers recommended inspection schedule.**

- a. WEB Properties will be finding a contractor to perform the work in late May and update the Board in April.

9. **Pool CPO**

- a. Typically, the pool opens towards the end of May. Before the pool can open, the City will need to inspect it. Inspection will include reviewing the inspection records from last year. The City requires that the pool is tested twice a day and record the results. Highlands did not meet this requirement last year and it is unclear how the City will view the failure to test and if there will be a penalty. If Highlands wants to ensure the pool remains open for the season, we will need to find a couple of owners willing to be certified to do the testing.
- b. Getting certified to perform the test is a fairly easy process. The time commitment is very minimal and if the pool gets out of compliance, we can call Pool World in to correct the problem. Testers do not need to be expert pool operators. The Board will consider a stipend for anyone who is willing to take this on for the community.

10. **Open Forum**

a. Landscaping

- i Bill asked the Board to identify what trees/bushes we want removed and then replaced if applicable. Sandy sent in a request in advance of the meeting. Gayle suggested cutting back bushes around the transformer box. The Board will survey the property and suggest other areas that may need attention.
- ii **The Board selected a new contractor to deliver landscaping services for the coming year.** WEB presented two landscaping bids for the coming season. One contractor was hired last year and one is a new company. The Board chose the new contractor. Both bids were relatively close in price and service.

b. Maintenance Projects for WEB Properties

- i The down spout on the farthest carport is missing the end and sprays water all over the sidewalk. This caused ice to build up this winter on the walkway.
- ii **Dealing with the woodpecker and other maintenance requiring a lift.** Eden pest control – will be out this week to look at the scope of work for what is needed to deter the woodpecker damage. Work will not be done until late May or early June when the ground

has stabilized and the temperatures are warmer. WEB will report on the pest control bid at the next Board meeting. When a lift is brought out to do pest control, it will be used to do other maintenance including cutting back trees as needed.

c. Water Shut Off Challenges

- i Continued discussion about water valve shut off including the stack valves in each building. The Board will need to decide the best solution. Owners will be encouraged to test their unit shut offs in case of a water leak. The Board may also make a rule to have a water pan placed under hot water tanks when they are replaced. No decision was made at this time. When a unit needs to shut off water and their unit valve does not work, it will likely impact the whole community when the water must be shut off to the building. **No final decisions were made.**

d. Insurance Renewal on 04/17/2023 -The Board reviewed three proposals for liability insurance and selected the second option -annual premium will be \$14,411 annually and expensed from the Operating Budget.

e. Alternate homeowner notification system options, i.e., SMS messages. The Board discussed using SMS instance messaging as a alternative to email notification. WEB Properties' system has ability to set up. The Board asked them to determine the cost and report it back to the Board. No decisions was made on this topic at this time.

f. Adding 'No Smoking' signs near all buildings & 'Pick up your dog's poo' signs in the grassy areas. The Board will need to make a proposal with specifics for signage to WEB at the next board meeting. WEB Properties will make and install signage approved by the board.

g. Approval procedure for when homeowners want to make landscaping changes (near their units) – deferred to a future meeting.

h. Newsletter topics

- i Information about water shut off valves.
- ii Certified Pool Operator
- iii Update on maintenance.
- iv Reminder about smoking and picking up dog waste.
- v Reminder to keep WEB Properties informed of how to contact owners.

i. Maintenance personnel communication and direction Bill reminded the Board that all requests for work on property be sent to Holly and not directly to the on-site maintenance person.

j. Update Homeowner Roster – WEB reported complaints from some homeowners not receiving any communication regarding assessments, repairs, notices, newsletters, etc. Owners need to keep WEB Properties apprised of email for residents. Owners are reminded to check email and check junk mailbox to ensure they are getting email notices. Bill gave a recent example of a resident who claimed not to have received emails from WEB Properties.

- i **Owners not notifying WEB with rental turnover-** Owners who rent out their condominiums are required to notify WEB Properties when they have renter turnover. Suggest we make a rule about this with possible fines for not doing so. No decision was made at this time. Defer to future meeting.

- k. **Dumpster repairs** – The fencing around the dumpsters needs to be repaired. Also, the concrete pad is deteriorating at the east dumpster enclosure. The Board discussed expanding the concrete slab to repair the hole, making more room for the dumpster and recycle bins, and pouring a new base for the fence posts. The Board will look at the repairs needed, and we will further discuss solutions at the next meeting. The City damaged the fencing and once repaired, we will be able to submit a claim for reimbursement.
- l. **Updating rules on website** – Did not discuss- defer to next meeting.

11. **Adjourned** at 10:30am.