

# Highlands Condominium HOA Board of Directors Meeting

Wednesday August 7, 2019  
6:00 PM at the Round Table Pizza

## Minutes

- I. Call to Order, Establish Board Quorum
- II. Introductions
  - a. Board of Directors
    - i. Scott Smith, Leslie Graham, Nadine Gallagher
  - b. WEB Properties
    - i. Bill Butler, Ron White
  - c. Homeowners
    - i. Seven other homeowners were present
- III. Financial Update as of 07/31/19
  - a. Advised that balances in the three accounts are as follows:
    - i. Operating Account: \$ 1,440.40
    - ii. Reserve Account: \$79,616.69
    - iii. Savings Account: \$ 1,022.26
    - iv. Total: **\$82,079.35**

WEB also presented and reviewed the month-to-date and year-to-date financials. There were some questions and discussions, but no requests for changes.
- IV. Old Business
  - a. Safety Railings in the Stairwells:  
Discussed necessity to get bid for repair/replacement.
  - b. Water Shutoff Valve & weather monitor:  
Water shutoff valve has been repaired; weather monitor may need replaced.  
WEB will get bid.
  - c. Landscaping Project:  
Complete as approved, Total cost \$13,639.74 (1/2 remaining to be paid \$6,819.87). Board passed motion to pay costs from reserves.
  - d. Camera's for Community:  
Still on hold for Board consideration at a later date.
  - e. Mansard Project:  
Two Bids received. Board to review both bids and advise which bid to accept and whether to proceed 2019 or 2020.
  - f. No Smoking signs up in common areas  
Complete
  - g. Light for monument sign  
Requires an electrician bid. Board discussed options, such as solar powered fixture. WEB will get bids.

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## V. New Business

- a. Replacement of Board members  
Board discussed whether to increase Board membership to 5 people, but haven't received any responses from others willing to join. Ballots to be delivered before Oct meeting.
- b. Reserve amounts review  
Discussed that reserve study is posted on website for anyone to review. Next increase in monthly amounts paid into the reserve is scheduled for 2020.
- c. More landscape improvement review/hillside junipers.  
Board authorized Paul to proceed with removing remainder of hillside junipers. This was noted as an expense that was not budgeted.
- d. For sale sign review  
Discussed and determined signs okay to remain.

## VI. Open Forum

- a. Request for list of future meeting dates be posted in mailroom, which will be done once dates are determined at October annual meeting.
- b. Request made for motion sensor to be installed at bottom of common stairwell in each building due to darkness. WEB will get a bid for this.
- c. Discussed those breaking rules that anyone under the age of 18 needs an adult to accompany (many are exceeding reasonable capacity, using pool area in unsafe manner, and leaving it a mess). Leslie Graham will write a letter for WEB to email to residents and post in postal area.
- d. Discussed that waste basket installed by Leslie is for dog waste only, not general garbage.
- e. Discussed need for additional ADA Handicap spot on East side of lot. Leslie to provide location.
- f. Discussed how lights in mailroom and other rooms in same building are left on and need for notification to residents to turn off when leaving.
- g. Discussed need for residents to abide by rules of pet ownership regarding controlling and leashing when outside.
- h. Discussed need for review of safety concerns throughout common areas (rotting handrails, trip hazards, etc.). WEB to get bids for board review.
- i. Laurie Woodland requested copy of insurance policy be posted on website. Board determined not necessary, but WEB will send copy of the policy via e-mail.

## VII. Adjournment