

# Highlands Condos Board Meeting Minutes

## Agenda – August 21, 2023, 10:00 AM

Call to Order and Roll Call -

### Board of Directors

Gayle Lawrence (43), Sandi Gaffney (34), Scott Lewis (15), Josh, Wes Connely (45), Josh Morello (42)

### WEB Properties

Bill Butler – President

Lauri Liptac, COO

### Financial Update through July 31, 2023

Bill reviewed the July financials and answered some questions from the Board. Bill confirmed he transferred to the operating budget from the reserve fund for pool repairs and woodpecker abatement and repairs that the Board approved. Bill reported that they were caught up paying all invoices after the transfer from the reserve fund.

In addition, Bill reported that one delinquent owner has refused requests to discuss a payment plan. One unit was recently sold, and the HOA will recoup outstanding dues at closing. One owner is following through on the payment plan.

### Capital Reserve Fund Projects

**Painting**- Scott provided an example of a paint scheme that was liked by the Board. Bill will work with the paint company to create a reasonable model that can be presented to the owners for a vote, along with two other choices. Painting is scheduled for 2024.

**Electrical Panel Repair**- Bill reported that the electrical panel work will occur in September or early October.

**Light Project**- Arc Electric installed new light fixtures on all 23 outside light poles. The Board said that the new lamps are a significant improvement. Bill said Vince would fix the tilted poles and cut back the foliage blocking some lamps.

**Pool** – Bill reported that the pool opened on August 5 and that two new residents have volunteered to do the testing and open and close the pool. Jim Spier is the Certified Pool Operator. Residents Carla and Brenda, WEB properties maintenance, will open, close, and test the pool with oversight from Jim. Bill also reported that WEB repaired the ladder and installed a new rope divider.

**Step Replacement**- This year's work on the stair replacement is complete. Bill noted that they ran out of stairs because the contractor needed to start by replacing the steps assigned. Bill indicated that the contractor would correct the problem at no additional cost. The contractor reinforced other stairs. The rest of the stairs will be completed next year.

### Operations

**New Maintenance Person** – Bill announced that WEB hired a new maintenance person to serve Highlands. His name is Steve, and he will train with Vince once he returns from vacation.

**Delinquent Owners** – Besides the financial report on late HOA fees, Bill reported that our attorney notified an owner's mortgage company about outstanding fees.

**Shingles on Carports and Siding** – The Board agreed that based on the bid we received, we will not have funds to replace the shingles, so we will plan to clean and paint them when the rest of the buildings in 2024.

**Dumpster Pad and Surround Repair** - Given the budget shortfall this year, the Board voted not to move forward with enlarging and repairing the concrete dumpster area. WEB Properties will repair the west dumpster surround with a broken support post.

**Carport Beam Reinforcement** – The Board voted to move forward with the bid to reinforce the carport beams noted on the engineering report as this is a potential safety concern.

**TBS Fiber Optic Installation** – After receiving an acceptable agreement from TBS, the Board voted to allow TBS access to make services available to Highlands.

**Use of BBQs on Property** – The Board voted to prohibit the use of BBQ grills of any kind on Highlands Property, with no exceptions. Bill will notify the one owner's request for an exception.

**Neighboring Dead Trees** – Bill reported that the city had closed the claim despite the dead trees are still standing. Bill will following up with the city.

**Grounds Maintenance** – Vince and Steve will be doing vegetation pruning in the coming weeks. Vince has completed the weed whacking on the south-facing side of the buildings. The Board requested that WEB Properties put hoses on water spigots located on the lower levels of each building as safety in case of fire. The Board suggested that the brush WEB Properties should consider cutting the brush earlier if, like this year, we have early hot weather as a fire precaution. Bill also mentioned that sprinklers on the south of the buildings are not used. The Board asked if they could be activated in case of fire. Bill will research and get back to the Board. Bill also recommended cutting back the volunteer trees on the south side as they are also fuel for fire. The Board agreed to have them cut down. Bill also reported that some lower unit owners have requested that the concrete outside of their units be power washed.

**Sidewalk Crack Fill** – Bill reported that the cracks in the sidewalks had been filled. The Board noted that the work did not look good.

**Rules and Regulations Review** – The Board reviewed the rules and regulations, a combination of CC&Rs and Board decision rules. The Board noted that the pet policy in the CC&Rs is not enforced. References to the Architectural Committee are no longer relevant. The Board voted to add a rule prohibiting the use of outdoor BBQs of any type on the property. Also added is the no smoking policy. WEB Properties will publish regulations on the WEB Properties WEBSITE.

**Emails From Owners** – Bill shared two emails from owners expressing concern that we were requesting volunteers to do pool testing. The Board discussed the importance of providing owners with clear information on the cost of operating and maintaining the pool in the hopes that owners understand the cost of having a pool and that current HOA dues have to catch up with operating expenses.

**Open Forum**

**Next Meeting: September 18, 2012, 10am**