

Highlands Condos Board Meeting

Agenda – Monday June 19, 2023 – Zoom Call

Call to Order and Roll Call

10:00AM

Board of Directors (Establish Board Quorum – requires two)

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

WEB Properties

Bill Butler, President

Financial Update through May 30, 2023

Bill from WEB properties reviewed the operating revenue and expenses for the month of May and the budget comparison with the 2022 budget. The board asked for explanation on some expenses which was explained by Bill.

Capital Reserve Fund Projects

Painting -The Board is putting together color combinations to present to the HOA members to vote on before the Annual Meeting. The goal is to provide the options to owners for voting by September and the annual meeting is tentatively planned for November. The board discussed the importance of replacing the shingles on the carport and townhomes before painting.

Replacing Shakes on Carports and Townhomes– The board discussed options for replacing the shake shingles on the carports and townhomes. Wes will arrange for a contractor to bid for Hardie Plank Siding, a brand of fiber-cement board. Bill will get someone to bid for a metal siding option. Wes and Bill will get bids for painting and siding replacement and then determine the next steps. The board is concerned that the reserve fund may not be adequate to pay for both painting and shingle replacement. The current plan is to paint in 2024 but costs are continuing to rise for all goods and services, which is a concern.

Note: Bill stated that it has been very difficult to find contractors willing to take on small projects and that if the board would agree to move forward on several small projects that combined, they may be of interest to contractors. It was suggested that the trash concrete pad, siding, and carport beam projects could be combined and presented to potential contractors.

Light Project – ARC Electric – Bill will ensure that ARC electric will order a new light top and install it on a pole that currently has power. The board will decide if the new tops will replace the other tops on the tall light pole. ARC is still trying to determine where the wiring needs repair so that the lights that are not working can be reconnected. Bill will continue to drive this project forward.

***Panel Replacement – ARC Electric** – Avista is ready to move forward with replacing panels and is estimated to cost \$12,000 for the project. The plan is to replace one panel daily in one building at a time. If they can complete more than one panel a day, it will reduce overall costs. This project will have a significant impact on residents as power will be shut down to the units when the panel is repaired in their building. Residents will receive notice in advance of work with instructions on preparing for the impact of turning the electricity off and then back on again.

Pool – American Leak Detection – A leak was detected in a pipe embedded in the surrounding concrete of the pool. WEB properties maintenance removed the concrete and found the pipe that is leaking. Pool World has been called to come repair it. Once repaired, the concrete will be replaced, and the pool can be opened for the season.

Woodpecker Remediation Project -The woodpecker repellent was applied, and all holes covered with mesh to prevent birds from entering and nesting. Other repairs will be done when the buildings are painted.

Operations

***Certified Pool Operator** – Jim Speir has volunteered to be the Certified Pool Operator (CPO) for Highlands Community. The Board voted to pay him a stipend of \$100 per month for the time the pool is open for the season. We have two residents who have volunteered to assist with testing while the pool is in operation. The board would like to invite others interested in being a tester to contact one of the board members. The pool must be tested twice a day and the results logged and certified by the CPO. The pool will be closed for use when testers are not available to meet the testing requirements set by Spokane.

Letters to delinquent Residents – One resident has begun a payment plan to bring them up to date on HOA fees. Another resident will receive notice from our attorney that we intend to place a lien on the property if they do not respond to our correspondence, once received, to begin a payment plan.

Offer TDS Fiber Optic Installation – Bill has contacted TDS about a plan to use existing wires to bring services to Highlands Community, but TDS has not responded.

***Transient Camps** – Bill reported that a transient person attempted to set up a camp in the area behind the snow gate and behind the church. WEB properties notified Crime Check, and the person told to leave. Residents who notice transient camps should contact Crime Check. If residents notice a crime in progress, they should contact 911 immediately and notify someone on the Board or WEB properties later.

Pool and Patio Chair Pads and Umbrellas – WEB maintenance will put out the chair cushions for residents to enjoy. Bill reported that none of the table umbrellas are functional due to wind damage. The Board voted not to replace umbrellas as the expense is significant and will likely only last a season since users forget to put them down after use and the wind damages them.

***Lawn Treatment Notice** – The Board asked Bill to work with our lawn contractor to notify residents when they will be applying lawn treatments that may be harmful for pets. Bill agreed to work with the contractor to provide email notification. Also mentioned is that yellow flags are typically placed in the grass when a treatment is applied. WEB maintenance can remove the flags when the treatment is safe for pets.

***BBQ Grills are Prohibited** – The Board asked WEB properties to notify residents that BBQ grills are prohibited from use on Highland's property due to insurance requirements.

Dead Tree Removal – Wes asked about how to initiate removal of dead trees on the adjacent property. Bill will contact code enforcement about the trees noted by Wes. Residents should report dead trees on Highland property to WEB properties so they can be removed.

Next Board meeting was scheduled for July 17, 2023, at 10:00am

*** Topics marked with * will be included in the next newsletter.**