

Highlands Condos Board Meeting

Agenda – September 18, 2023, 10:00am

Call to Order and Roll Call -

Board of Directors

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

WEB Properties

Bill Butler – President, Lauri Liptac, COO

Financial Update through August 31, 2023

Bill from WEB properties confirmed that he transferred \$3,500.00 from the Reserve Fund to the Operating Budget to cover costs of woodpecker abatement and replacement of pool filter on the property.

Capital Budget Final Cost -Bill reported that the First Onsite invoice was \$22,830.26 for the stair replacement and reinforcement. ARC electric invoice will be approximately \$13,863.00 for the light replacement. Some light poles must be repaired, and final invoice amount will depend on the cost of restoring the electricity to those poles. Once Bill has both invoices, he will have Scott approve the transfer of funds from the reserve fund to pay the invoices.

Operation Budget Short Fall - Bill reported that the operating budget as of the date of the meeting will be as short as \$6,500.00 short as of the end of September. Projecting to the end of the year and even if all delinquent owners pay their COA fees, the budget will be short at least by \$800. It is unlikely that owners will pay all delinquent fees before the end of the year. The board discussed options and voted to direct WEB to borrow funds from the reserve funds so the Association can pay invoices and expenses. The COA must repay funds borrowed from the reserve fund within two years. The board agreed that this decision will have on future dues. Scott will approve all transfers of funds each month.

Bill will put together a budget proposal using the first three quarters of this year and the last quarter of last year as a starting point for developing next year's budget.

Delinquent Owners – Bill updated the board on the efforts to collect COA fees from delinquent owners. The COA has paid significant legal fees to collect dues. Legal fees will be collected from the owner. Fees were collected when a unit recently sold, but there are still significant balances that have not been re-paid.

Capital Reserve Fund Projects

Painting – Bill is hoping to get three bids for painting by next month. These bids will help the board determine if we have adequate funding to paint the buildings next year. The cost of most contract work has increased significantly so the board is concerned about having enough in reserve. Bill noted that the roof on the townhomes will need replacing per the reserve study.

Light Project – Bill noted that ARC electric missed replacing one light fixture. ARC electric will also need to rewire the poles on the west side of the townhomes. Once ARC marks where the lines will be laid, WEB will dig the ditches for them to lay the wires. There are poles that are leaning and Bill reported that the poles are sheared off at the concrete level. WEB is hoping to dig new concrete bases and move the poles. Digging up the concrete where they are now is not feasible. The board approved WEB to remove a bush that was blocking one of the lights.

Panel Project – This project has not moved forward because ARC electric has not been able to coordinate with Avista Power to complete the work. Bill will continue to try and move this forward. Power will be out for a period in the building during the inspections and/or repairs. Bill expressed concern about getting the work done before the weather gets too cold.

Operations

Pool – The pool closed on 9/18/23. Pool world will winterize in early November. WEB will clean the pool on last time before winterizing.

Landscaping- Bill provided a report on the following:

- Sprinklers will be blown out for winter in early October.
- The ivy by the townhomes has been removed. The hillside bushes and downed trees have been removed and hauled off property.
- Overgrown bushes and trees were trimmed back in the green spaces.
- Plans to replace gutters on the carport's downspouts.
- Ordered the support beam reinforcement work.

TBS Fiber – Bill reported that TBS did not approve the addendum that would have limited their access to units. The board discussed and decided not to engage any further with them at this time.

Rules and Regulations – The board approved the updated Rules and Regulation which included a no BBQ rule. One has asked if they could keep the grill until they can sell it, which the board agreed would be ok if they did not use the grill. Bill said he would get an email blast out to owners with the new Rules and Regulations.

Sprinklers and Hoses on the South Slope – Bill reported back on the feasibility of setting up the sprinklers on the south slope and raised concern about the safety of having people turning on water instead of evacuating in a fire. The board agreed but did instruct Bill to put hoses on the spigots in the lower level of each building during the non-freezing months.

Open Forum

Annual Owner Meeting Planning – The board discussed ways in which to present information to the owners on the reasons for the current operating budget shortfall and projected reserve funds. The board asked if WEB could put together a concise annual report that could go out to owners in advance of the owner meeting. The board will finalize plans for the meeting at the October meeting and decide what to include in the budgets for operations and capital projects.

Owner Meeting -scheduled for **November 16, 2023**, and will be a hybrid zoom and in person meeting at the Shadle Library starting at 6:00pm.

Open Board Positions – Wes Connelly resigned his position on the board after he sold his unit. Three positions will be open for the new year. The board would like to see interest from the community to participate in making decisions about fiscal spending in the coming years.

Next Board Meeting: October 16, 2023, at 10:00am