

# THE HIGHLANDS CONDO ASSOCIATION

## Minutes from October 29, 2013 Annual Meeting

**DIRECTORS PRESENT:** Scott Lewis (#15), Terrie Lukes (#11), Linda Queen (#46)

**OWNERS PRESENT:** Kim Kramarz (#4, #22), Janet Mantz (#20), Cheryl Long (#26), Annette Knoll (#30), Marci Combs (#44)

**PROXY'S PRESENT:** Selome Teshome (#3), Andrew Lochhead (#6), Brian Northey (#9), Barb Palacios / Michele Naccarato (#16), Margaret Berry (#18), Jess Perry (#21), Ron & Kay Silvrants (#25), Richard & Bonnie Ackerman (#27), Joyce Becker (#31), Jeremy & Jill Weaver (#33, 45), Nick Lawhead (#40), Lindsay Harris (#41), Dick & Loretta Atwood (#42, 43)

**OTHERS PRESENT:** Bill Butler, Andy Butler and Nikki Bardwell from WEB Properties.

**I. & II. MEETING CALLED TO ORDER AND ESTABLISH QUORUM:** With a quorum of owners present and by proxy (24), the meeting was called to order by President Scott Lewis at 6:35 pm at the Rock of Ages Church.

**II. INTRODUCTION OF CURRENT BOARD:** The directors introduced themselves. Scott Lewis, President; Terrie Lukes, Vice President; Linda Queen, Secretary. Nick Lawhead, Treasurer, was absent.

**III. INTRODUCTION OF MANAGEMENT – WEB PROPERTIES:** Bill Butler, Andy Butler and Nikki Bardwell were introduced from WEB Properties.

### **BUSINESS.**

**1. ELECTION OF DIRECTORS:** The terms of Linda Queen and Terrie Lukes expire in January 2014. They were both willing to continue to serve. Annette Knoll volunteered to serve the unexpired term of Brian Northey. The majority voted for these three people to fill the open director positions. The terms of Linda Queen and Terrie Lukes will expire January 2016 and the term of Annette Knoll will expire January 2015.

**2. ANNUAL AUDIT:** RCW 64.34.372 requires an audit unless waived with a 60% approval vote of the condo owners. The owners were asked to consider waiving this audit which would save approximately \$3,000 for the association. The vote to waive the audit was unanimous.

**3. 2014 BUDGET:** Nikki Bardwell reviewed the proposed budget for 2014. She pointed out three areas where the budget was increased. The maintenance line item was increased to repair some walkway trip hazards and lighting. The landscaping line item was increased to repair the sprinkler system and landscaping that has died as a result. Utilities were increased to allow for reimbursement of common area electric fees paid by homeowners. The dues for the homeowners have not increased with this budget. President Scott Lewis moved to ratify the budget. Linda Queen seconded the motion which carried unanimously.

**4. PROPERTY IMPROVEMENTS:** Three property improvements were discussed. One was the parking lot repaving. We will put money in the budget for a seal coating to properly maintain the new asphalt. The pool bathroom has been painted, cleaned and new dispensers for towels and toilet paper installed. The company which provides the paper products to WEB provided the dispensers at no charge to us. A new light fixture will be installed to replace a bare bulb next week and the floors will be polished. The cost for the floors will be \$146. The laundry and mailroom will be closed for a couple of hours to allow the work to be done.

**5. GUEST COMMENTS:** Owners were invited to ask questions or comment.

- A. Mabel Morrison, proxy for the Atwoods, asked about snow removal from sidewalks. Mabel said there were times last year when the sidewalks were not shoveled. With Joe doing shift work, WEB will ensure that either he or Nolan will be available to shovel the sidewalks when there is snowfall. Owners are asked to call WEB for maintenance concerns as they occur.

- B. Janet Mantz asked about a newsletter. McVicars did a newsletter when she first moved in. The board will include this as an agenda item for the January meeting. Janet also asked about the frequency of board meetings. She asked if they should occur more frequently. Our last meeting was in June and the board is supposed to meet quarterly. We will work on a schedule.
- C. Annette Knoll asked about the garbage cans in the pool area. They always seem to be full. There were also a lot of glass bottles in there. Owners are asked to notify WEB if they notice maintenance issues. Owners also complained of glass in the pool area – glass bottles and loud music. Neither is allowed. The owners are asked to notify WEB. They will send infraction letters.
- D. Cheryl Long asked a question for her proxy, Richard Ackerman. With all the delinquencies, should dues be raised so there will be enough money in the budget? Bill Butler explained that if need be, we have savings to fall back on. The delinquencies amount to \$10,507.80 from 12 different home owners. Only three are past due more than one month. Unit 1's owner is deceased and we are keeping an eye on the county parcel website. WEB will pull the title report. Unit 16 is behind by the most. They are restructuring and we are now receiving a monthly amount that will be increased when priority debtors in front of us have been paid back. Unit 35 paid off their back dues when they refinanced however they have not paid since. They have promised to pay in full by 11/01/13. If they do not, we will file a lien.
- E. Kim Kramarz asked if the board would consider buying a foreclosed unit if it makes sense. She suggested it could be used for onsite property management. The board will keep an eye on Unit 1 and would evaluate options.
- F. Cheryl Long asked what happened with the non-smoking survey. Linda Queen said the board will address this at their next meeting.
- G. Marci Combs asked about the percentage of renters occupying units. She said that when an owner buys or refinances, the mortgage company asks this question and she believes we have a high rental occupancy level. Bill could find nothing about this in the CC&Rs or bylaws. Linda Queen will do a search as well. We will check into it and have it as an agenda item at the next board meeting.

**ADJOURN:** With no further business, President Scott Lewis adjourned the meeting at 7:31 pm.

Respectfully,

Linda Queen  
Board of Directors, Secretary