

# THE HIGHLANDS CONDO ASSOCIATION

## Minutes from March 4, 2013 Meeting

**DIRECTORS PRESENT:** Scott Lewis (#15), Nick Lawhead (#40), Terrie Lukes (#11), Linda Queen (#46)

**OTHERS PRESENT:** Marion Lee from Spokane Regional Health District, Don Wilhelm and Bill Butler from WEB Properties, Cheryl Long (#26) Janet Mantz (#20) Brian Northey (#9), Gerald and Rita Scharff (#36) and Carl Siler (#8)

**I. & II. MEETING CALLED TO ORDER AND INTRODUCTION OF GUESTS:** With a quorum of directors present, the meeting was called to order by President Scott Lewis at 7:03 pm in Unit 46. Everyone introduced themselves.

**III. ELECTION OF OFFICERS:** Linda Queen moved that the officers hold the same positions they previously held with Terrie Lukes replacing Brian Northey as Vice President. Terrie Lukes seconded the motion which carried unanimously.

**III. MINUTES:** The minutes from the October annual meeting were previously read and agreed to by the directors, and distributed to owners through email. Linda Queen moved and Nick Lawhead seconded the motion to approve the minutes. The motion carried unanimously.

**IV. TREASURER'S REPORT:** Don Wilhelm gave the Treasurer's report and reviewed budget compared to actuals for the year through January. Total income for January was \$8,778.50 which was mostly association fees. Additional income was \$25 in late fees and interest and \$181.50 in laundry income. At the end of January, the balance of the reserve account was \$35,663.55 and the Savings account balance was \$27,030.19.

### OLD BUSINESS

- 1. SMOKING ISSUES:** Marion Lee from the Spokane Regional Health District was asked to attend tonight's meeting. She would like to help us adopt an indoor no-smoking policy and says smoking is about the air and the smoke, not about the people. Her office fields complaints. The no-smoking laws prohibit smoking within 25 feet of doors, windows that open, air vents and balconies. To amend the associations CC&R's we would need a public meeting at which 67 percent of the owners would be required to vote for the amendment. No other business would be allowed at this meeting. Bill Butler stated that we would need an attorney to draw up the language for the CC&R change. We decided before we did that we should do some education and a survey on what the owners want.
- 2. PARKING LOT MAINTENANCE:** Don received bids last year to fix the parking lot and will need to get this rebid. The bids will include repaving the drive lanes but not the parking areas. The bids will also include restriping the entire parking and driving areas.
- 3. RESERVE STUDY:** The board did not update the reserve study last year. We did budget for the study but because the board can use reasonable discretion, Linda Queen moved and Terrie Lukes seconded the motion to dispense with the study citing the cost to the owners. If 25 percent of the owners would like a reserve study done, they may demand it be done.
- 4. FLOWERS AND BARRELS:** This item was tabled to the next meeting. We need to figure out who will maintain and where they will be located.

### OLD BUSINESS

- 1. LOCK FOR LAUNDRY ROOM DOOR:** The lock for the laundry room may need to be replaced. Don looked into a programmable keyless entry system that cost about \$900. Concern was expressed about the failure rate of keyless systems and maintaining codes. Bill Butler suggested a Medco key that cannot be reproduced. No action was taken.
- 2. CARPORT LIGHT FIXTURES:** The fixtures on the carports need to be replaced (one burned

up and melted a few months ago). Don Wilhelm found that LED fixtures were a total of a few hundred more, were safer, more energy efficient and had a longer life expectancy, saving on maintenance costs. Nick Lawhead moved and Linda Queen seconded the motion to go with the \$1,150 bid. The motion carried unanimously. Subsequent to this meeting, Don Wilhelm found that the lower bid was for a smaller fixture and the board agreed to go with the higher bid because it more closely matches the size fixture we currently have.

3. **LIGHT POLE NEAR ENTRANCE:** Terrie Lukes noted the main entrance area is dark and that it would be nice to have a light fixture there. The underground wire is destroyed and we would have to dig up the pavement. Brian Northey said it is possible to put in conduit when we do the parking lot repair.
4. **BREEZEWAY POWER:** Don Wilhelm researched and found information that Units 13, 18, 25, 30, 37 and 42 are supplying electrical power / lighting for the breezeways. The units were last reimbursed for this power in 2009. Don took a reading of the meters on February 28<sup>th</sup> and will take another reading on the March 28<sup>th</sup> to establish a base line. We will reimburse these residents quarterly.
5. **RESULTS OF POLL TO WAIVE AUDIT:** Thirty-two votes were returned and of those 29 voted to waive the audit and 3 voted not to waive the audit. We needed 60% of the votes to waive the audit for it to carry. The annual audit is waived.
6. **2012 FINANCIALS:** Two units are not paying their dues. Don Wilhelm has filed liens. One unit is refinancing and the other unit said they would make double payments until they are caught up. They are behind about \$3000.
7. **LAUNDRY ROOM USE:** Linda Queen said that someone or several someones are leaving laundry in the washers and dryers on a consistent basis. She will create a note requesting people remove their clothes in a timely manner.
8. **UNIT 12 DOGS:** Unit 12 has two dogs. Don Wilhelm stated they are in compliance with the fair housing act.
9. **UNIT 12 DOOR:** The door on Unit 12 was replaced by the owner and is not compliant with our CC&Rs. We formed an architectural committee of Scott Lewis, Brian Northey and Linda Queen. The committee will write a letter to the owner.
10. **CAULKING REQUESTS FOR UNIT 11 AND 46:** Although requests were made several weeks ago, the caulking hasn't been done since it needs to be done in warmer weather. It will be on Joe's to-do list.
11. **ESTABLISH DATES FOR 2013 BOARD MEETINGS:** The directors will establish a schedule through email.

#### **GUEST COMMENTS:**

- Janet Mantz asked how the recycling was going. Linda said that the bin on the West side was always full and the one of the east side was hardly ever full. Terrie Lukes moved and Linda Queen seconded a motion to add another bin on the West side. It will cost us \$13 a month for the extra bin.
- Brian Northey asked about a maintenance schedule for Joe. Several people have commented that some of the maintenance tasks seem to be overlooked.

**ADJOURN:** With no further business, President Scott Lewis adjourned the meeting at 8:20 pm.

Respectfully,

Linda Queen  
Board of Directors, Secretary