

THE HIGHLANDS CONDO ASSOCIATION

Minutes from June 19, 2013 Meeting

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

OTHERS PRESENT: Bill Butler, Andy Butler and Nikki Bardwell from WEB Properties, Janet Mantz (#20)

I. & II. MEETING CALLED TO ORDER, ESTABLISH QUORUM AND INTRODUCE GUESTS:

With a quorum of directors present, the meeting was called to order by President Scott Lewis at 8:03 am in Unit 46. Everyone introduced themselves.

III. FORMALLY APPROVE MINUTES: Linda Queen moved that the minutes of the meeting of March 4 be formally approved (the minutes were previously distributed and approved via email). Terrie Lukes seconded the motion which carried unanimously.

IV. TREASURER'S REPORT: Bill Butler gave the Treasurer's Report. He presented the current and year-to-date Cash Flow statement, a report on the balance of the reserves, a General Ledger statement and a delinquency summary. \$8,577 in condo dues was collected this month. Income year-to-date is \$56,714.95 which is \$293.95 above budget estimates. Balances in accounts were \$9,177.17 in the Operating Account, \$41,421.13 in the Reserve Account and \$27,046.97 in the Savings Account. Outstanding dues amount to \$7,403.08 with two units owing most of this amount (Unit 16 owes \$4,878.05 and Unit 1 owes \$1,239.28). Total operating expenses for the month were \$7,683.42 and year-to-date expenses are \$44,048.90 which is \$7,958.10 below budget estimates. Notable expenses for the month were \$410.41 to Pool World for a new motor, gaskets and valve for the pool. \$49.41 was paid for wire mesh and a fake owl to address the woodpecker on the side of a unit. Ewing Anderson was paid \$120 to review and advise on Unit 36 smoke seepage issue.

OLD BUSINESS

- 1. NO SMOKING SURVEY:** Thirty surveys were returned. Of those, 20 strongly agreed that the units should be "no smoking", 8 agreed and 2 disagreed. With such strong support, the board agreed to have an attorney put a resolution together and have a special meeting (proxies will be accepted) to see if the owners would like to implement the resolution.
- 2. SCHARFF SMOKING COMPLAINT:** The board and property management believe that the Scharff issue is between the Scharff's and the other unit owner.
- 3. PARKING LOT MAINTENANCE:** Four bids were received by WEB for repaving the drive lanes of the parking lot. One bid didn't account for the same amount of square footage as the others and attempts to reach the contractor went unanswered. One of the bids was way higher than the others and came in at \$53,000 without tax. Linda Queen moved and Terrie Lukes seconded a motion to accept the bid from Inland Asphalt for \$38,260. In addition, the board requested \$30,000 come from the reserve account and the remainder from the savings account. The motion carried unanimously. Bill Butler will talk to Inland to get on their schedule. It will be a two-day process – one day for prep and paving the next day. Residents will need to park all vehicles offsite and any cars remaining will need to be towed. It is expected the paving will be done mid to late August.
- 4. UNIT 12 DOGS:** The owner of Unit 12 has been notified and is being fined for his tenant's non compliance with leash rules. The tenant has been observed many times with her dogs off leash. WEB asked us to notify the office when we observe infractions so the owner can be cited.
- 5. RECYCLING UPDATE:** The recycling bins are being put out weekly and the two bins on the west side are normally full. The bin on the east side is normally less than half full. There have been issues in getting the recycling picked up regularly and Linda Queen keeping tabs and is calling them to do a special pick up if they miss us.

6. **MAINTENANCE SCHEDULE:** Joe Stively has completed quite a few items on a punch list created by two owners. WEB distributed a copy of the list showing items completed. Joe has been authorized to work 8 to 10 hours per week. Concern was expressed about the maintenance by the Property Managers and the board. It will take a year for Joe to complete the punch list with only 8 to 10 hours per week. WEB offered a couple of options including increasing Joe's hours if he has them available to 15 hours per week or bringing in WEB maintenance people who are paid a little more. Linda Queen had re-created a maintenance schedule and sent it to Don Wilhelm to check items off the list. She will resend the list to WEB. The residents like Joe but there are some who believe that he is not putting in enough hours or completing the items he should be completing. Terrie Lukes moved and Linda Queen seconded the motion to increase the number of maintenance hours to 15 per week and WEB will work with Joe and/or their maintenance people.

NEW BUSINESS

1. **QUIET HOURS:** Linda Queen requested quiet hours be established at the complex, especially the mail and laundry areas. A resident has been doing laundry at 2 in the morning and slamming doors. The board agreed to establish quiet hours from 10 pm to 7 am.
2. **POOL USE BATHROOM:** The lock on the pool bathroom was changed to allow it to be opened by residents who are using the pool.
3. **NUMBER OF RENTERS:** An owner has contacted Linda Queen and expressed concerned about the number of renters at the property and stated that the Ridge Condominiums are limiting the number of units that can be rented. The board discussed this but felt they couldn't tell an owner that they could not rent out their property. No action was taken.
4. **BREEZEWAY POWER:** Don Wilhelm had 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 28th and will take another reading on the March 28th to establish a base line. Checks were sent to these owners to reimburse the power costs. They will be reimbursed annually in April.

ADJOURN: With no further business, President Scott Lewis adjourned the meeting at 8:50 am.

Respectfully,

Linda Queen
Board of Directors, Secretary