

# THE HIGHLANDS CONDO ASSOCIATION

## Minutes from May 20, 2014 Meeting

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

**DIRECTORS ABSENT:** Annette Knoll

**OTHERS PRESENT:** Nikki Bardwell from WEB Properties;

### **I. 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 6:30 pm in Unit 46.

**II. FORMALLY APPROVE MINUTES:** Linda Queen moved and Nick Lawhead seconded a motion to approve the minutes of April 3, 2014. The motion carried unanimously.

**II. CC&R ADDENDUM:** A survey showed overwhelming support for banning smoking at the complex and support was also shown for a standardized lease for owners who rent out their units and an official fine structure. The official ballot will have the three measures divided so that they may pass or fail separately.

**III. FINANCIAL REPORT:** Bill Butler gave the Financial Report as of April 30, 2014. Income for the month of April was \$9585.50. Expenses were \$6919.51 which leaves a balance of \$11,048.64 in the Operating Account. The savings account has a balance of \$18,362.98 and the Reserve Account balance is \$22,929.08 after a transfer of \$1,150 from the Operating Account.

### **OLD BUSINESS**

- 1. PARKING LOT LIGHT REPAIRS:** The Merit proposal to fix the lights included trenching was \$4,500. To save money, WEB will have their personnel do the trenching and bringing the Merit proposal to fix the lights to \$1475.
- 2. SIDEWALK TRIP HAZARD REPAIRS:** The board previously authorized a total of \$7,000 using a combination of lifting and grinding. Nikki Bardwell will manage the mix of the two contracts for Kodiak and Precision Concrete Companies.
- 3. SPRINKLER / LANDSCAPING REPAIRS:** The sprinkler system has been repaired. The main entrance needs some shrubbery planted. Linda Queen suggested barberry bushes to keep with the red / green theme.

### **NEW BUSINESS**

- 1. UNIT 28 REQUEST:** The new owner of Unit 28 had requested a waiver of the pet requirement to allow three cats in her unit. The owner did not bring all three so the board took no action on the request.
- 2. SHELVING FOR PAINT N PLACE:** Used shelving was purchased to better organize the storage area.
- 3. FLAG REPLACEMENT:** A 6x4 foot flag was ordered for the flagpole at a cost of \$43. It should be up by Memorial Day.

4. **LANDSCAPING:** Shrubs by Unit 5 need removal and replacing. Pruning of a tree that is hitting one of the buildings is scheduled for the 1<sup>st</sup> or 2<sup>nd</sup> week of June at a cost of \$100.
5. **POOL:** The pool will open this weekend. The emergency phone has been turned on. The solar cover needs to be replaced and the board authorized this replacement. WEB will look into costs for replacing 10 patio seat cushions that are very worn. The pool signage needs to be updated to it conforms to code.
6. **WOODPECKER DAMAGE:** A woodpecker hole will filled near Unit 5.
7. **FENCE REPAIRS:** Repairs made last year to the lattice fence did not last. WEB will get a bid on replacing the lattice with a green chain link fence. The money for this could come from the Reserve Fund.
8. **MAINTENANCE SALARY:** Our maintenance man is paid lower than the starting salary for other people who work for WEB. The board unanimously voted to increase our maintenance salary to \$12, effective the next pay cycle and to review it annually.

**ADJOURN:** With no further business, President Scott Lewis adjourned the meeting at 7:52 pm.

Respectfully,

Linda Queen  
Board of Directors, Secretary