

# **THE HIGHLANDS CONDO ASSOCIATION**

## **Minutes from July 14, 2016 Meeting**

**Directors Present:** Nick Lawhead (#40), Scott Lewis (#15), Janet Mantz (#20), Stephanie Perez (#14), Linda Queen (#46)

**WEB Staff Present:** Bill Butler, Eric Lundin

**Other Owners Present:** No other owners were present.

With a quorum of directors present, the Highlands Condominium Association Board Meeting was called to order at 9:30 am in Unit 46.

### **Minutes:**

Janet Mantz moved and Linda Queen seconded approval of the minutes of April 14, 2016. The motion carried unanimously.

### **Financial Update:**

Eric Lundin reported on the Financials as of June 30, 2016. Income was budgeted at \$53,550.00 and actual income was \$61,382.94 for a positive variance of \$7,832.94. Expenses were budgeted at \$46,713.33 and the actual expenses were \$47,389.82, which was a positive variance of \$676.49. Account balances were \$11,746.94 (Operating), \$45,571.27 (Reserve) and \$4,755.87 (Savings) for a total of \$62,074.08.

### **Old Business:**

- A. Signage & Doggie Pots: WEB has mocked up signs for final review and approval. With this style template, we can have any sign in the community remade with Cassel (the vendor) going forward. The signage will be ordered and installed. Instead of pet signage, we discussed installing two doggie pots at a total cost of \$434.80 for both including tax. Our maintenance engineer will clean them twice a week and Stephanie Perez volunteered to help. After discussion, the board decided to try one doggie pot and Stephanie Perez so moved, Janet Mantz seconded the motion which carried unanimously.
- B. Sidewalk Repairs: Some of the sidewalks have been repaired and there are three panels that need to be replaced (for a cost of \$1000) and four panels that need to be lifted (for a cost of \$500). The board unanimously authorized \$2000 from reserves for repairs with Linda Queen making the motion and Stephanie Perez seconding.
- C. Status of Delinquencies: There are three delinquencies above \$217.00. Of these, Unit 16 is the highest at \$10,957.79. While they missed a payment in May, they have made consistent payments since February and hope to pay May's dues in August. Unit 35 is next at \$4,111.33. They paid \$3,821.51 in June and paid July's Condo Dues with the promise they will pay the remaining \$4,111.33

by September. Unit 28 has a balance of \$1,589.16, down from a high of \$2,350.68. They have made two \$603.00 payments in June and July. The board was concerned with Unit 35 changing the terms of their promise to pay. They did make a significant dent in their arrears. Since the next board meeting isn't until October, Linda Queen moved that if they do not keep to their September payment promise, that WEB should proceed with legal action. Janet Mantz seconded the motion. The motion carried with three votes to proceed and Nick Lawhead voting to wait to address the issue in October.

- D. Dryer Vents: Dryer Ducks came out and cleaned the ducts for \$400. They had a normal amount of lint in them. Eric Lundin discussed having our maintenance engineer do this task in the future. Bill Butler would like to continue to have them professionally cleaned because it is a health / safety concern and puts the liability on the contractor. The board agreed to continue to have Dryer Ducks clean them once a year.
- E. Fence: Janet Mantz asked about the status of a new fence. Eric Lundin said that it would probably be next year.

### **New Business:**

- A. New Reserve Study: The last reserve study for the association was completed in 2011. Washington State Law recommends that for condominiums, a reserve study should be completed every three years. An updated reserve study would cost the association anywhere from \$1,000 to \$1,500. Our engineering firm that is licensed to perform the studies is currently busy but could work on our in September or October. Nick Lawhead moved and Linda Queen seconded a motion to have a new reserve study done. The motion carried unanimously.
- B. Dues Increase: The reserve study in 2011 called for a reserve account funding increase from \$9,200 per year to \$48,000 per year beginning in 2012. These contributions would go toward the annual expenditures in the handout we were given. According to our four-year budget, the HOA is budgeted to operate at a deficit in 2016 and this will be the second deficit year in the last four. The board did not take any action on a dues increase and would like to wait to see the results of the new reserve study which we should have in time for our October meeting.

### **Open Forum:**

- Stephanie Perez said a large snake was spotted by Unit 11.
- The door to Unit 1's storage is being repaired and painted.
- Stephanie Perez said there have been a number of break-ins lately. Unit 3 had their car broken into and Unit 4 had a bike stolen off their deck.
- Linda Queen asked about the carport repair which was completed and if we were proceeding with removing the corner that sticks out in the drive lane. Eric Lundin said the contractor said he would not do that at this time and Eric will ask him for a reason.

- Linda Queen said the shade in the laundry room needs to be replaced as someone is raising it and it is difficult to get down again. WEB will install a new shade.
- Linda Queen said someone left the window in the laundry room open last weekend with the shade up. WEB will have a dowel screwed down so the window will not open.
- An owner reported that someone was throwing trash off the balconies onto the hillside. Our maintenance engineer has been cleaning it up and hasn't been able to find any identifying information.

**Adjourn:**

With no further business, President Lewis adjourned the meeting at 10:25 am.