

THE HIGHLANDS CONDO ASSOCIATION

Minutes from October 13, 2016 Meeting

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

Directors Absent: Stephanie Perez (#14)

WEB Staff Present: Eric Lundin

Other Owners Present: Sandi Gaffney (#34)

With a quorum of directors present, the Highlands Condominium Association Board Meeting was called to order at 9:34 am in Unit 46. Introductions between WEB, directors and owners were made.

Minutes:

Linda Queen moved and Nick Lawhead seconded approval of the minutes of July 14, 2016. The motion carried unanimously.

Financial Update:

Eric Lundin reported on the Financials as of September 30, 2016. Income was budgeted at \$80,325.00 year-to-date and actual income was \$90,370.66 for a positive variance of \$10,045.66 due to the collection of past due balances. Expenses were budgeted at \$73,990.83 and the actual expenses were \$79,828.10, which was a variance of \$5,837.27 due to capital sidewalk repairs. Account balances were \$4,846.38 (Operating), \$49,032.74 (Reserve) and \$4,757.64 (Savings) for a total of \$58,636.76.

Old Business:

- A. Signage & Doggie Pots: Signage and doggie pots were installed in August and September. Pool signs still need to be replaced. We will use the existing signage, padlock the gates and replace the pool signage next year.
- B. Sidewalk Repairs: Sidewalk repairs are scheduled to be completed by Wednesday, October 19th.
- C. Status of Delinquencies: Unit 16 has been making double payments since February 2016. Unit 19 has a current balance of \$947.64. WEB will reach out to them. Unit 35 paid \$4,439.51 in delinquencies in early October. We show a balance of \$755.26. They believe they are paid through September. Our attorney will contact them to resolve the discrepancy. The board will not any take action until we hear back from the attorney.
- D. New Reserve Study: The new reserve study was received by WEB and is almost complete and should be finalized by early November. WEB is reviewing it and

comparing it to the CC&Rs as there are some possible discrepancies. The study will be posted on the website when completed. We are awaiting the finalized results to be able to put together our budget for next year.

New Business:

- A. Annual Meeting: The annual meeting is scheduled for November 2 at 6 pm at Round Table Pizza in the Five Mile Shopping Center. WEB hopes to have budgets out to the board to review prior to the meeting. Ballots and proxies have been mailed to condo owners. Janet Mantz pointed out that her position was not up for re-election. We researched last year's minutes and the position up for re-election should be Nick Lawhead's. New ballots will be mailed.
- B. Safety Railings in Stairwells: A board member has requested to have the safety railings replaced in the stairwells. Eric Lundin presented us pictures of the railings and the board agreed they should be replaced. Eric Lundin will start the process immediately.
- C. Snow Plow Bid: We have received a bid for snow plowing from C&C. Overall we think they did okay last year. Largely the bid is the same as last year's with a \$5 increase for plowing depths above two inches. Eric Lundin said we can have Troy from WEB do deicing and snow blowing of the sidewalks. He lives in this area.
- D. Parking Over Drywell: WEB heard a complaint about people parking over the drywell. It is a no parking area and people park there to unload and sometimes leave their cars for extended periods. When they park there, the person who is assigned the end parking space is blocked in or out. The board was concerned about the weight of vehicles parking in this area and with the blocking of an owners parking spot. WEB will install a no parking sign and paint crosshatch stripes in the area. WEB will research concrete curbing to prevent the parking above the drywell.

Open Forum:

- An owner noted that paint was chipping by the stairwell close to Unit 34.
- An owner reported garbage being left out by Unit 35.
- Stains are on the concrete by the storage door for Unit 34.
- Eric Lundin recommended that minutes be approved by the board by email and that we do website updates of the minutes quarterly. WEB contracts that out and there is a \$60 fee per update.

Adjourn:

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