

THE HIGHLANDS CONDO ASSOCIATION
Minutes from January 12, 2017 Meeting

Directors Present: Scott Lewis (#15), Janet Mantz (#20), Brian Northey (#9), Stephanie Perez (#14), Linda Queen (#46)

Directors Absent: None

WEB Staff Present: Eric Lundin and John Schumaker

Other Owners Present: Jerry Scharff (#36)

With a quorum present, the board meeting of the Highlands Condominium Association was called to order at 9 am and introductions were made between all present.

Minutes: The minutes of the annual meeting of November 2, 2016 were circulated previously by email and hard copies were given to directors at the meeting. Mr. Lewis moved to accept the minutes and Ms. Mantz seconded the motion which carried unanimously.

Financials: The current financial statements were reviewed.

- a. Income was budgeted at \$107,100 with actual income of \$120,736 for a variance of \$13,636.00. The overage was due to collection of past dues.
- b. Expenses were budgeted at \$94,974 with actual expenses of \$110,333 for a variance of \$15,360.00.
- c. Account balances as of December 31, 2016 are:
 - i. \$1,256.19 in the Operating Account
 - ii. \$52,490.80 in the Reserve Account
 - iii. \$4,759.43 in the Savings Account
 - iv. \$58,506.42 for the total of all accounts.
- d. The board was concerned that Unit 19 is behind in their dues and they are not responding to WEB's calls and letters. Therefore, the board directed WEB to notify the owner in writing that we would be filing a lien against their property if they do not make plans to get current within 30 days. Unit 35 continues to not pay off their judgment in full and they have renters in the unit who are smoking, causing an odor into the unit above them. We are levying fines against them but need to get the behavior to stop. We will have our attorney contact them.

Old Business: Safety railings in stairwells. We are working to find vendors that will work for us in the winter. Three vendors have been met onsite and we are waiting for their bids.

New Business

- a. **2017 Budget:** The 2017 budget is based off of 2016 actual expenses. The Board will decide if they should move eligible 2016 reserve expenses from the reserve account to the operating account. The Board did not move to transfer money from reserves as we need to grow the reserves for other expenses. The proposed budget has a deficit for 2017. The board spent a majority of the meeting analyzing data and expenses. The only expense we could cut is water but we would have to spend money for improvements to cut it. After much deliberation, the board felt our only option was to increase dues. We've spent many years without a dues increase. The board asked WEB to come back to us with two options for increases and we would ask the owners to vote on whichever option they prefer. All dues are based on the unit's square footage. The board will adopt a budget after hearing from the owners.
- b. **2017 Landscape Allocation:** The landscape committee has requested a budget for landscape planning. There was discussion on what plans the committee had and the committee said they were unable to plan without a budget. The board allocated \$2,000 to the committee. The committee will come up with a plan to present to the board. The board thought landscaping has been neglected and would like to see an appropriate amount in the budget each year.
- c. **Individual Exceptions for Information Distribution:** WEB is getting requests from individuals and owners requesting they get information via different channels. After discussion, the board asked WEB to post informational flyers in the mailroom unless it is something that needs to be mailed to individual owners. If the item is to be mailed (i.e. ballots and proxies), it will be mailed to the owners address on file.

OPEN FORUM

- **Snow on roofs.** An owner asked if we needed to remove the snow on the roofs of the carports. Mr. Northey responded the carports were reinforced in 2008-2009 and believes they will hold a lot more snow than we have currently.
- **Parking over drywell:** Cars are parking over the drywell and blocking in an owner. The board is concerned this could be a safety issue as we don't know how much of a load that area can bear. WEB will be placing parking barriers.

ADJOURN

- With no further business, the meeting was adjourned at 10:35 am.