

# THE HIGHLANDS CONDO ASSOCIATION

## Minutes from April 13, 2017 Meeting

**Directors Present:** Janet Mantz (#20), Brian Northey (#9), Linda Queen (#46)

**Directors Absent:** Scott Lewis (#15), Stephanie Perez (#14)

**WEB Staff Present:** Eric Lundin

**Other Owners Present:** Sandy Gaffney (#34)

With a quorum present, the board meeting of the Highlands Condominium Association was called to order at 9:05 am and introductions were made between all present.

**Minutes:** The minutes of the meeting of January 12, 2017 were circulated previously and approved by email.

**Financials:** The current financial statements were reviewed as of March 31, 2017.

- a. Income year-to-date was \$30,373.90 with budgeted income of \$28,443.00 for a variance of \$1,930.90.
- b. Expenses year-to-date were \$27,142.83 with budgeted expenses of \$26,545 for a variance of \$597.83.
- c. Account balances as of March 31, 2017 are:
  - i. \$201.41 in the Operating Account
  - ii. \$55,961.23 in the Reserve Account
  - iii. \$4,761.22 in the Savings Account
  - iv. \$60,923.86 for the total of all accounts.

### Old Business:

- a. Safety railings in stairwells. Vendors we met with last winter are not returning our calls. Mr. Northey knows of a welder who may be able to work something up for us. Because of liability, it would need to be a formal business. He will check into it and let Mr. Lundin know.
- b. Unit 37 is complaining about a smoke incursion into their unit and a heavy odor of marijuana. They believe it is coming from the unit below them but have no proof. The neighbor across from them believes it is coming from above 37. With no corroborating evidence, we cannot enforce the covenants. Ms. Queen suggested plugging areas in the kitchen and bath where pipes go into the wall (usually under the sinks) with spray expanding foam. That has worked to stop odors from other units.

### New Business

- a. **2017 Dues Increase:** The board agreed that dues need to be increased and WEB has prepared two options which will be sent to owners. By August, we will not have enough money to pay all our bills. We will be able to borrow from the Reserve on a temporary basis as long as we have a plan to repay it. Mr. Northey suggested we send out a list of benefits with the letter to owners. We all hear people saying our

dues are high compared to other condos, but people many times are not aware of what their dues cover vs. what is covered at another condo association. The benefits we receive for our dues are spelled out in the Reserve Study. The board has looked for areas where we could cut expenses. Utilities are a major part of our budget. Mr. Northey suggested we put the pool filtration system on a timer. Mr. Lundin will discuss it with the health department. Ms. Queen suggested that the pool room be insulated which would help winter heating costs. Mr. Lundin will put a package together in the next couple of weeks to send to owners and schedule an owners meeting in case people want to discuss the dues increase.

- b. **2017 Landscape Allocation:** Mr. Lundin secured bids from four different companies for landscaping services; Haase, Senske, Clearwater and C&C. Clearwater was the company we used last year. He asked for separate bids for each type of service. C&C's bid came in much lower and will save us almost \$5,000 against what was budgeted. Ms. Queen moved and Mr. Northey seconded the motion to approve the C&C bid for landscaping services and the motion carried unanimously. The board is looking for a proposal from the landscaping committee on how they plan to spend the dollars budgeted.

#### **OPEN FORUM**

- **Garbage Outside Door:** An owner said garbage is being left outside the doorway to Unit 35 and a stain remains. That unit is also not picking up their mail and packages have been in the mailroom for over a week. WEB will send them an infraction letter and will have our maintenance person work on the stain.
- **Sidewalk Repairs:** Four areas have been identified that need significant sidewalk repair / replacement. WEB will have their concrete expert advise us on the best repair method.
- **Parking Over Drywell:** Cars are continuously parked in the no parking area over the drywell which limits access to an owner's parking space. As soon as the weather improves (rain stops) it will be striped for no parking and barriers put in place. An owner said there was an automobile in our lot with expired tabs and serious damage. An owner said there was another vehicle parked in our lot with a flat tire. Ms. Queen will put violation notices on those vehicles.
- **Can or do CC&Rs Restrict Number of Rentals:** An owner asked if we could restrict the number of rental units. Banks use this information to determine if they will lend. Once the number gets over a certain percentage, they will not lend to new buyers or people wishing to refinance. WEB will ask our attorney to make a determination.
- **Washer #1:** One of the washers is making a huge racket. WEB will have Northwest Laundry look at it to see if it can be repaired.
- **Cipher Lock On Pool Door:** WEB suggested the Pool Door have a cipher lock for owners who no longer carry an actual key. This would not be a reserve expense. An owner suggested it has been over a year and is time to change the code on the other lock as well. WEB will find the instructions for changing the code and figure out the best way to get that information to the owners.
- **Pool Opening:** We plan to have the pool ready for use by May 22<sup>nd</sup> with the official opening Memorial Day weekend.

#### **ADJOURN**

- With no further business, the meeting was adjourned at 9:56 am.