

THE HIGHLANDS CONDO ASSOCIATION
Minutes from March 22, 2018 Meeting

Directors Present: Nadine Gallagher (#11), Stephanie Perez (#14), Linda Queen (#46)

Directors Absent: Scott Lewis (#15), Brian Northey (#9)

WEB Staff Present: Eric Lundin

Owners Present: Cheryl Long, Sandy Gaffney

I. Call to Order, Introductions, and Establish Quorum: With a quorum of the board present, the Highlands Condominium Association Board Meeting was called to order at 9:02 am and introductions were made between all present.

II. Election of Officers: ***ACTION: Ms. Perez moved, Ms. Queen seconded a motion to create a slate of officers for 2018 which was unanimously approved as follows: Scott Lewis, President; Brian Northey Vice President; Linda Queen, Secretary; Nadine Gallagher, Treasurer.*** Since Mr. Lewis and Mr. Northey were absent, their nominations depend upon their willingness to serve in those capacities.

III. Minutes: The minutes of the January 25, 2018 meeting were circulated to the board and approved by email. The minutes of the annual meeting of February 22, 2018 were circulated to the board by email. ***ACTION: Ms. Perez moved to approve the February 22, 2018 annual meeting minutes and Ms. Gallagher seconded the motion which carried unanimously.***

IV. Financial Update: Mr. Lundin reported on the financials year-to-date as of the end of February 2018. Income was \$23,258 which is a little more than the \$22,240 budgeted and is mostly due to the collection of delinquencies and fines. Expenses were \$19,445 compared to \$18,200 budgeted. Most of the additional expense was due to sidewalk snow removal by Paul Brown. Additionally, we had a maintenance expense of approximately \$1,000 to repair carport lighting. Account balances at the end of February were as follows: \$6,633.08 in the Operating Account, \$61,005.27 in the Reserve Account and \$1020.43 in the Savings Account. We have budgeted \$3,500 for carport shingles and painting and will do the shingles on the townhouses if we have enough money left over. We have budgeted \$3,500 for landscaping. Mr. Lundin said his opinion is that the most urgent budget priority is fixing the stairs. It would cost \$1200 approximately to spot fix the ones that are most urgent and about \$10,000 to fix all the complex stairs. Mr. Lundin said new white paint would be applied. ***ACTION: Ms. Queen moved and Ms. Gallagher seconded a motion to spend \$10,000 for***

concrete stair replacement and the motion carried unanimously. Mr. Lundin will get updated bids and repaint the white areas with safety traction paint.

V. Old Business

- a. **Safety Railings in the Stairwells Update:** The second most urgent priority is the stair railings. WEB Properties has found two vendors willing to review the project and give us estimates for handrails. One estimate for rails that are not removable came in at \$9,000 including installation. The other came in at \$9,500 but does not include installation. The second estimate states, "The grab rail simply has bolted connections so it would be easy to remove from the wall when needed." Mr. Lundin said they could dispatch Mr. Brown to remove the railings when necessary for move-ins and move-outs. Mr. Lundin will check with the vendors for the price to implement the project in two separate years.
- b. **Landscape Approval:** The Board voted to approve the landscape work as presented by C&C with the exception of delaying the herbicide treatment in the bed in front of Units 28-33 until fall. The board may approve funds for the spring of 2019 to replant this bed. The board also recommended some shrubbery in front of the clubhouse instead of just rocks. Ms. Queen suggested a barberry bush if it is drought tolerant. Mr. Lundin will have Mr. Brown or C&C check the sprinklers in this bed to ensure they are working properly. ***ACTION: Ms. Queen moved to approve the landscape plan with the changes outlined above and Ms. Perez seconded the motion which carried unanimously.***
- c. **Insurance Review:** Mr. Lundin presented a chart with apples-to-apples comparisons of the three insurance company quotes. ***ACTION: After discussion, Ms. Queen moved to go with Dalebout Insurance's quote. Ms. Perez seconded the motion which carried unanimously.***

VI. New Business

- a. **Storage Rental:** At the annual meeting a homeowner inquired about renting storage in the clubhouse. Mr. Northey had an idea that Ms. Queen related. We could borrow funds from our reserve to demolish the area and turn it into storage lockers that could be rented. He estimated that it would take two years to pay it back and could provide a continuing revenue stream, helping the association to build the reserve account. We would need to determine if there is enough interest with our owners to make the plan viable. Mr. Lundin would like to postpone this for the next meeting. Ms. Long suggested that space could be made available for a meeting room.

VII. Open Forum

- A. There is property in front of buildings 1, 2 and 3 that is for sale. Mr. Lundin will check into this if the association is interested in buying the property. Concern was voiced that the property could have apartments or condos built upon it and block owner views. Mr. Lundin will check with the realtor.
- B. An owner reported that dogs are constantly barking in Unit 19 for hours on the 12th and the 18th and that they have two dogs. The owner said they may have been barking at other times but she may not have been home. Mr. Lundin responded that we are in discussions with the owner and the owner has indicated he may contact his attorney.

VIII. Adjournment: With no further business, the meeting was adjourned at 10:07 am. The next meeting is scheduled for May 24th at 6 pm in Unit 46.