

THE HIGHLANDS CONDO ASSOCIATION

Minutes from May 24, 2018 Meeting

Directors Present: Nadine Gallagher (#11), Scott Lewis (#15), Brian Northey (#9), Stephanie Perez (#14), Linda Queen (#46)

Directors Absent: None

WEB Staff Present: Eric Lundin

Owners Present: Renee Bloom (#27), Rebecca Buchanan (#3), Sandy Gaffney (#34), Leslie Graham (#10), Janet Mantz (#20), Kay Silvrants (#25)

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 6:03 pm and introductions were made between all present.

II. Minutes: The minutes of the previous meeting (March 22, 2018) were approved by the board through email.

III. Confirm Officers: Since they were absent from the last meeting, Mr. Lundin asked Mr. Lewis to confirm that he was willing to serve as President and also asked Mr. Northey if he was willing to serve as Vice President. Both agreed to serve.

IV. Financial Update: Mr. Lundin reported on the financials year-to-date as of today's meeting date. Income was \$56,117.46 compared to \$55,600 budgeted and is mostly due to the collection of delinquencies, fines and laundry income. Expenses were \$47,914.72 compared to \$47,020 budgeted. There are no significant exceptions. Account balances as of today's meeting were as follows: \$7,459.41 in the Operating Account, \$64,322.69 in the Reserve Account and \$1020.43 in the Savings Account.

V. Old Business

- a. **Safety Railings in the Stairwells Update:** Most handrail vendors are requiring schematics to give us further pricing. We have been communicating with J&T, who installs removable handrails, but they are booked out seven weeks. We hope they will make time to talk to us in July.
- b. **Landscape Approval:** Landscape work continues. The board was asked to authorize additional work at a cost of \$425. This was unanimously approved in a subsequent email.
- c. **Insurance Review:** Our old insurance policy was cancelled as of April 17. The new insurance is in place and we have found them to be quick with responses.

- d. **Concrete Stair Replacement:** We have sent out bids to five different companies and have not received any responses, except to decline the work from two of the companies. WEB will continue to work with vendors to get projects completed this year.
- e. **Storage Rental Plan:** This project to convert unused storage in the laundry / mail building to storage rental units for tenants was put on hold pending other projects we are working on.

New Business

- a. **Water Shutoff Valve for Townhomes:** In the spring we were advised of a water leak between townhome units. This required several hours of detective work to find the water shutoff valve for Unit 6 (the main shutoff for it is in Unit 8). If the owner of a unit was not home, or if the unit was inaccessible, a significant amount of damage could have been done. The board will consider whether to put shutoff valves outside the units for these kinds of situations. Mr. Lundin will look into the costs to do this and perhaps have a plumber investigate.
- b. **New Landscaping Project:** The Board and Management walked the property and identified several projects for our maintenance man, Paul Brown and for the landscapers. A copy of the list has been provided to the board for review and approval.
- c. **Rules & Regulations re Common Area Decorations:** Notices were sent to several homeowners regarding décor outside their units that does not conform to the rules. Some owners felt the regulations should be relaxed. In a review of the CC&R's after the meeting, it was found that the board has the power to set the parameters for decorations. Ms. Perez said some of the issues were created by previous owners and she moved we make an appointment to look at wiring and satellite issues, absolve owners of the current issues, and pay for repairs out of our reserves. Ms. Gallagher seconded the motion which carried unanimously.

VII. Open Forum

- A. Ms. Perez informed everyone that she didn't realize she was out of compliance with the number of animals that the city allows per residence and had to rehome her cat. She believes our CC&Rs are out of date and would like to change them to allow owners to have up to the number of animals allowed by city code. Ms. Queen said because of the expense to change our CC&Rs that she would like a straw poll of owners before we undertake any attorney expenses. WEB will do a straw poll to find out what the owners want before we proceed.
- B. An owner complained about music from a black BMW (around 11 pm) and noise from Unit 12.
- C. An owner complained about smoking and asked for clarification about smoking on the common decks. It is a no-smoking complex and smoking is not allowed on the property. Owners who lived in their units and smoked before the change

are allowed to smoke in their units. Owners would like a no smoking sign posted on the common decks.

- D. An owner asked if Paul Brown could look at the sprinklers on behind the south side of the main buildings.
- E. It was reported that grass clippings are being left on the sidewalks.
- F. After the meeting Eric Lundin reviewed the CC&Rs and found that the board has the authority to change rules and regulations regarding décor.

VIII. Adjournment: With no further business, the meeting was adjourned at 7:19 pm. The next meeting is scheduled for August 23 at 6 pm in Unit 46.