

**Highland Condos**  
**Regular Meeting**  
**January 27, 2023, 9 am via Zoom**

- I. Call to Order and Roll Call
  - a. Board of Directors (Establish Board Quorum—requires two)
    - I. Scott Lewis
    - II. Sandi Gaffney
    - III. Wes Connelly
    - IV. Gayle Lawrence
    - V. Josh Morello
  - b. WEB Properties
    - I. Emily Amsbaugh
    - II. Bill Butler
    - III. Lauri Liptac
  - c. Condo Owners-none present.
  
- II. Bill gave a financial update through December 31, 2022
  - i. The corrected year-end statement was sent prior to the meeting. He explained that the amount of money that goes to our reserve each month is automatically done. The \$25. assessed to each condo will be a separate line item and they will only transfer the exact amount that is paid each month.
  
- III. Wes had done a spread sheet calculation of our capital improvements reserves to the funds the new reserves should bring in. He felt we should be okay ten years out, as we all agree no one can predict the future. Bill mention that we would have another reserve study in five years to help with additional items. We were also reminded of the unpredictable construction costs. We were reminded to be better about keeping condo owners informed this year, the Newsletter should help with this. The owners don't all know to go to WEB Properties website to read the minutes and we may not have been 100% clear on all items.
  
- IV. Emily is working with Carol from Miller Paint to update the color widget. The Board is going to pick their favorite color options to present to the owners for their approval. We will go with the one that has the most votes, using them for future projects such as replacing the Mansard shingles on the carports and townhomes.
  
- V. Bill gave us an update on the past due owners and various options regarding judgments. We voted to have our attorney send them letters.

VI. Bill told us the Radon fans on top of each building runs off the electrical meter of a condo owners' unit. We should have been reimbursing these owners each year, the calculations had been done but checks had not been sent. This will be done to the tune of about \$3,500 and will show as electrical other.

VII. We voted to replace the remainder of the steps this year as they are a safety factor. We mentioned that we want them to be the same so should use the same contractor. We will replace the ones in the first two buildings last as the stair wells are enclosed and not as badly damaged. The contractor will paint the stair runners as soon as the weather improves using the green that matches for now. We will have the remaining five electrical panels inspected with the possibility of replacing them.

VIII. Open forum

- I. Sandi resigned as secretary and Gayle will step in to fill this position.
- II. Some landscaping items were asked to be put on the list when it is springtime. Can the wild apple tree be removed? The juniper bushes between the entrance to the deck and building number five be cut back or taken out. If they are taken out completely something would have to replace them because of erosion. The downspout on the end of the carport needs a proper replacement.
- III. Parking lot lighting and the sign? Bill told us there is 2" conduit pipe under the entrance asphalt for electrical wires to be pull through which should help with the cost of getting wires to the available outlets.
- IV. Josh and Gayle will work on updating the rules for the website. We talked about barbequing on individual decks, which is a safety issue. Could owners use the open decks to cook using their own individual equipment?
- V. We briefly discussed the pool and its cost. The chemicals need to be tested twice a day and we need to have a person certified to do this. Gayle and Josh are going to be doing a newsletter to help with owner to board communications. We will ask for an onsite volunteer to take on this job. Until we have the pool inspected for summer use, we will not know of additional items that need to be done. We did have the pump replaced in the fall as the water has to circulate through the winter months. The blue surrounding color is faded and the numbers showing the depth need to be replaced. We are also going to have to purchase several new umbrellas to replace the broken ones.
- VI. Bill reminded us that renting of a lift in the fall was put off because of the early snowfall. Because Tom had gotten certified to be in a lift, we

will now have to get another person with this certificate to do this project. The project is putting an insecticide in the woodpecker holes and filling them, trimming the tops of the birch trees, and cleaning the gutters on the big building. The large cracks in the bridges will also be filled and the product has already been purchased. Weather will determine when these projects get done.

VII. Gayle mentioned that there is a block of missing minutes on the website and Scott said there no meetings during Covid just year-end. Bill will check to see if they missed posting them.

IX. Meeting was adjourned at 10:25 am.