

Highlands Condos Board Meeting

Minutes – March 18, 2024 9:00 AM Via Zoom

1. Call to Order and Roll Call: 9:04AM
 - A. Board of Directors: (Establish Board Quorum – Yes)
 - i. Scott Lewis
 - ii. Sandi Gaffney
 - iii. Joshua Morello
 - iv. Gayle Lawrence
 - v. James Speir
 - B. WEB Properties:
 - i. Nathan Perri
 - ii. Bill Butler
 - iii. Lauri Atchison

2. Financial Update:
 - A. Review of February 2024 financial highlights
 - B. WEB provided an update on the account balances as of the end of February:
 - i. Highlands operating account: \$5,783.69
 - ii. Reserve account: \$55,454.31
 - iii. Savings account: \$1,500.30
 - iv. CD: \$25,000.00
 - C. Account Balances – Outstanding invoice and reserve pay back
 - i. WEB informed the group that the remaining balance of the loan from reserves to operating in September 2023 was paid off, resulting in a current balance of \$0.00 owed or the Reserve account.
 - ii. Nathan Perri confirmed that the outstanding invoice for Arc Electric, amounting to \$3,154.30, was paid by funds from the Reserve account.

3. Capital Reserve Projects:
 - A. Projects
 - i. Painting
 1. Inspection for exterior paint scope of work
 - a. Gayle Lawrence reported on recent contractor visits and discussions regarding the painting project.
 2. Concerns were raised from the contractors about yellow not being suitable for exterior paint.
 3. WEB clarified the voting status for paint options, indicating that Option C had received the highest number of votes.
 4. Discussion concluded with plans to revisit paint color options and explore funding options if reserves are insufficient.
 - ii. Lights Out Along Northridge Ct

1. WEB presented a report on the status of lighting along North Ridge Ct, including discussions with Arc Electric about potential issues and solutions.
 2. Concerns were raised about the safety and cost implications of digging up wiring, with further investigation needed.
 - B. WEB Involvement
 - i. Capital Projects are outside of WEB's contract and can be worked on at an hourly rate.
4. Delinquent Owners:
 - A. Unit 19 – Attorney Lenz creating lien
 - i. Attorney Lenz is currently creating a lien and will be sending us an update shortly.
5. Annual Meeting:
 - A. 2nd call for Audit vote Results:
 - i. Waive 2023 Audit: 23 (88%)
 - ii. Approve 2023 Audit: 3 (12%)
 - iii. Result: The 2023 Audit is Waived
6. BBQ's – Board review of position statement from Unit 8:
 - A. Set BBQ meeting date
 - i. To be set once insurance quotes have been received.
 - B. Review Carl and Brenda Siler BBQ grill position letter
 - i. WEB to update Carl and Brenda on where we are at in the process of getting a meeting set.
 - C. Insurance bid
 - i. The Board agreed to have WEB complete application for McGowan – Condo Pro for insurance quote.
 - D. New Washington state fire code Regarding BBQs
 - i. WEB did receive the new fire code last Sunday but has not thoroughly reviewed it yet. The new Fire code prohibits the use of BBQs within 10ft of any combustible construction.
 - ii. WEB highlighted the need to clarify the code's stance on electric barbecues.
 - iii. Scott Lewis emphasized the importance of aligning any decisions with the fire code.
 - iv. Joshua Morello emphasized the necessity of establishing clear rules in the R&Rs regarding barbecues.
 - v. Gayle Lawrence expressed concerns about enforcement and the need for clear guidelines.
7. New Business:
 - A. Drain spouts moved – puddles and ice issues
 - i. WEB suggested the use of a splash block to temporarily fix the issue.

- ii. WEB to get quotes for the repair to the pavement this Summer.
 - B. Landscaping – reduce Inland scope of work, WEB Maintenance, cost reduction
 - i. Board reviewed the Inland quote and voted to accept the quote with the removal of the Spring and Fall clean up, pruning, and turning on of the sprinkler system.
 - C. Take over of Scott’s Role on COA Board
 - i. Scott Lewis explained the process of handling fund transfer emails and the need for a designated member.
 - ii. Sandi Gaffney volunteered to manage fund transfer emails, expressing her willingness to handle the responsibility.
 - iii. Gayle Lawrence inquired about Sandi's role would be as a non-voting member and was she willing to be a non-voting member.
 - iv. Sandi affirmed her capability to voice opinions and willingness to be a non-voting member.
 - v. Gayle expressed her availability to handle the responsibility if needed.
 - vi. The Board will be voting via email for the next Board President, which will be confirmed at the next meeting.
 - D. Process for noise and disputes between neighbors
 - i. Scott Lewis suggested addressing noise complaints as a police matter for severe disturbances.
 - ii. Sandi Gaffney reported a decrease in noise levels after contacting the homeowner.
 - iii. Gayle Lawrence highlighted the subjective nature of noise tolerance and the challenges of Board involvement in minor disputes.
 - E. ARC Electric Pool Room Panel
 - i. WEB has contacted ARC Electric to see if they will quote the replacement of the panel and has not heard back from them yet, but will be reaching out again.
 - F. Pool Management
 - i. WEB raised concerns about the management of the pool for the upcoming season.
 - ii. Gayle volunteered to initiate discussions with Jim regarding pool management responsibilities.
 - iii. Gayle proposed exploring the option of hiring local contractors for pool maintenance.
 - iv. WEB emphasized the need for a Certified Pool Operator (CPO) and discussed the timeline for training a replacement if necessary.
- 8. Open Forum
 - A. No items discussed.
- 9. Set next Meeting Date and Time
 - A. Next meeting will be April 15, 2024 at 9:00am
- 10. Adjournment: 10:12AM.