

Highlands Condominium HOA Board of Directors Meeting

Wednesday October 9, 2019
6:00 PM at the Round Table Pizza

Minutes

- I. Call to Order at 6:00pm, Establish Board Quorum
 - a. Quorum of HOA Board established
- II. Introductions
 - a. Board of Directors
 - i. Scott Lewis (#15)
 - ii. Leslie Graham (#10)
 - iii. Nadine Gallagher (#11)
 - b. WEB Properties
 - i. Ron White
 - c. Homeowners
 - i. Jan Wall (#4)
 - ii. Steve & Megan Vaughn (#9)
 - iii. Brenda Scott (#23)
 - iv. Cheryl Long (#26)
 - v. Annette Knoll (#30)
 - vi. Lauri Woodland (#32)
 - vii. Sandi Gaffney (#34)
- III. Financial Update as of 09/30/19:
 - a. Operating Account: \$10,397.64
 - b. Reserve Account: \$68,606.33
 - c. Savings Account: \$ 1,022.38

TOTAL: \$80,026.35
- IV. Old Business
 - a. Safety Railings in the Stairwells.
 - i. Ron mentioned challenges having any contractor or subcontractor respond this year due to strong economy and shortage of skilled labor, which applies to other items below. However, he has been in touch with Kofmehl Construction and will get bids from him.
 - b. Landscaping Project.
 - i. Complete as approved.

Highlands Condominium HOA Board of Directors Meeting

- c. Mansard Project.
 - i. Two bids received. Board was to review both bids and advise which bid to accept and whether to proceed in 2019 or 2020.
 - ii. Leslie recalled that Steve Vaughn suggested at the last meeting that the difference in proposed costs may have to do with the quality of the paint materials. She asked Steve to review the specs. Ron will send proposals to Steve for review.
- d. Light for monument sign.
 - i. Ron received bid from TRM Services of \$900+tax.
- e. Replacement of Board members.
 - i. Leslie mentioned possibly interest from Brian McMillan, but not confirmed. Will leave current Board in place for now.
- f. Reserve amounts review.
 - i. Ron reported that current monthly contribution is \$1,656. The Reserve Study calls for an increase starting 2020 to \$2,024 per month (additional \$368 per month, or \$8 per unit). This will be factored into proposed budget (see New Business below).
- g. More landscape improvement review/hillside junipers.
 - i. Board authorized Paul to proceed with removing remainder of hillside junipers. This was noted as an expense that was not budgeted. Project is COMPLETE.
- h. For Sale sign review.
 - i. Discussed and determined signs okay to remain.
- i. Motion Sensors - Request made to be installed at bottom of common stairwell in each building due to darkness.
 - i. Ron received bid to install new lights similar to one installed by Gallagher's (#30) in their entry, but Board requested Paul set timers for existing lights to turn on at 3pm and off at 8am instead.
- j. Dog Waste Basket - Discussed that basket installed by Leslie is for waste only, not general garbage.
 - i. Leslie commented that the notification hasn't made much difference and will drop the subject for now.
- k. Additional ADA Handicap - Discussed need for spot on East side of lot.
 - i. Leslie proposed visitor space furthest East and Board approved
 - ii. Ron to ask Paul to research costs for stenciling on asphalt and installing signpost in front of space.
- l. Lights in Laundry Room - Discussed how lights are left on and possible need for motion sensor.
 - i. Ron received a bid to install an occupancy sensor in the laundry room (\$255 +tax). Board declined and suggested reminding others to turn the lights off when not in use.

Highlands Condominium HOA Board of Directors Meeting

- m. Rules of Pet Ownership - Discussed need for residents to abide by rules by controlling and leashing when outside.
 - i. Notices have been sent to all residents
- V. New Business
 - a. Security (e.g. giving code to mailroom/laundry building)
 - i. Leslie noted concern that new owner of #46 (not in attendance) provided the code to moving company and will do so by necessity to renters. Discussion included whether to ask/require owner of #46 to install cameras or new/different access code lock.
 - b. Whether to amend CC&Rs and/or Rules & Regulations regarding leasing units through Airbnb
 - i. Discussed potential concerns regarding frequency of unknown renters.
 - ii. Discussed whether there's a cap on rentals at certain percentage (see legal opinion dated 11.27.17)
 - c. Carport Damage Repair
 - i. Someone questioned who was responsible. Pictures were taken from one unit of an unmarked delivery van leaving the site. WEB called new owner of #46, who said deliveries had been scheduled day prior to accident.
 - ii. WEB talked to Kofmehl Construction about getting bid to repair.
 - d. 2019-2020 Snow Removal
 - i. WEB received quotes from C&C (last year's contractor) and Del Pizzo (current year's landscaping contractor).
 - ii. WEB will get a 3rd bid and will send to Board for review and approval.
- VI. Open Forum
 - a. Budget
 - i. One resident noted this was to be an annual meeting with a proposed budget. WEB will draft budget for Board review and will send for full condo owner approval at December meeting.
 - b. Satellite Dishes
 - i. It was noted that two units have installed satellite dishes in view. These were not approved by the Board. WEB to determine which units and send infraction notices.
 - c. Utility Reimbursements
 - i. During discussion about lights in stairwells, comment was made that some condo owners have received reimbursements in the past since the subpanel provides power for common elements, such as lights and radon fans.
 - ii. WEB to research this history.
 - d. Additional Blue Recycling Bin

Highlands Condominium HOA Board of Directors Meeting

- i. Discussion whether to add another blue recycling bin at East dumpster location. WEB to research how much additional cost.
 - e. Radon Fans
 - i. WEB has been researching ways to determine whether the fans are working. The Utility Layout Report dated 5/19/08 seems to note the incorrect units where fans are located.
 - ii. WEB to determine where fans are and listen for functioning. Board requested to have fans inspected by qualified person.
 - f. Mail/Laundry Room Main Entrance Ramp
 - i. Request was made to research costs for either purchasing and installing a ramp from the parking area to the sidewalk just outside of the mailroom entry or to have the curb cut. WEB will research costs.
 - g. Illegal Visitor Parking
 - i. It was noted that a resident of an adjacent apartment complex parks in the Highlands Condo visitor parking area. The question was asked whether there are pre-printed notes that alert the parker that this is private property and they can be towed.
 - ii. WEB to research notice requirements and will draft a notice to be placed on windshields of such cars.
- VII. Adjournment at 7:45pm