

Highlands Condominium HOA Board of Directors Meeting

October 14, 2021

10AM Via ZOOM

Minutes

- I. Call to Order, Establish Board Quorum 10:00
- II. Introductions
 - a. Board of Directors
 - i. All here
 - b. WEB Properties
 - i. Ron White
- III. Financial Update as of 09/30/21:
 - a. MTD
 - i. Income – \$10,667.42
 - ii. Expense – \$10,944.50
 - b. YTD
 - i. Income – \$108,481.11
 - ii. Expense – \$100,174.00
- IV. Old Business
 - a. Pool
 - i. Closed 9/28
 - ii. Next year expenses:
 1. Tom and Carol looked for cushions, which should cost around \$400
 2. The Health District said we need a new pool ring - ~\$30
 3. Tom said the solar cover is not in good condition - ~\$125
 4. The under-water pool light won't stay in position. Tom suggests draining and having it professionally repaired before opening.
 5. Tom said he found a lot of dog hair in the filter throughout the (short) season. We sent email blasts, but he suggests adding that as a rule on the sign.
 6. The concrete in the pool area isn't part of the work to be done in November but needs to be addressed next year.
 - b. Reserve Study Project:
 - i. 2021:
 1. Landscaping Major Repair Allowance (\$2,000)
 - a. Suggest pay pruning (\$1,046.40) from reserves since budget tight. APPROVED.
 2. Exterior Steps Replacement Allowance (\$1,500)

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- a. Tom and Scott replaced the angle iron that failed leading down to units 40 & 41. The cost going forward will be about \$140 each (two man-hours, iron, wood shims. There are 112 total that need replacing (~\$15,680)
 - b. Get bid from Derek at 509Construction
 3. Deck/Balcony Structural Repair Allowance (\$1,000)
 - a. Wood \$7,622.87
 - b. Aluminum \$10,028.10 – **APPROVED**
 - i. Ron to inquire about schedule
 4. Carports Paint (\$8,281) see below.
 - a. Mansard Project
 - i. Painting bids ranged from \$11,600-\$31,700.
 - ii. Ron to get bids from Derek at 509Construction
 - c. Audit Vote
 - i. Suggest holding the vote with an upcoming Annual meeting
 - d. EV Charging Station
 - i. No activity. Remove from project list.
 - e. Sidewalk concrete work is scheduled for Friday, Nov 19. Waiting for reply whether coordination with owners will be necessary.
 - f. Haven't received invoice for electrical panel replacement for units 10-15. Ron will inquire and ask for summary of the repairs that were required and suggestions for the other panels.
- V. New Business
- a. 2022 Budget Draft
 - i. Ron to begin drafting a 2022 budget for Board review by end of October.
 1. Include fee increase
 - a. Ron explained reasoning for differences base on condo size:
 - i. Exhibit A to CC&Rs
 - ii. RCW 64.90.235
 2. Recommend updated reserve study
 - b. Need to contract for snow removal – Recommend using C&C again. Bid increased \$5 per push. APPROVED.
 - c. Note from Brenda Scott in #23 about adding rock outside her windows to prevent dirt splashing from rain/sprinklers and pruning down bush on south side that is encroaching on her balcony.
 - i. Ron to get bid from C&C.
 - d. The question was raised whether having the pool open is worth the expense. The Board will continue discussing and may put it to a vote of the condo owners. The idea was suggested to fill it in to make a common area for social gathering, such as barbecues.
 - e. Question was asked whether Tom has ensured the snow blower has been maintained and will work during the snow season. Ron will confirm.

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VI. Open Forum

VII. Adjournment 11:14