

Highlands Condos Board Meeting

October 16, 2023, 10:00 AM

Call to Order and Roll Call

Board of Directors

Gayle Lawrence (43), Sandi Gaffney (34), Scott Lewis (15), Josh Morello (42)

WEB Properties

Bill Butler – President

Lauri Liptac, COO

Financial Update

Bill from WEB properties reported that WEB transferred in September, \$29,409.84 from the Reserve Account to the Operating Account to cover operating expenses and the stair tread replacement project. \$6,579.58 of the transfer was to cover operating expenses. WEB also held \$1,275.00 paid by owners intended for the reserve fund in the operating budget to cover expenses for the month of September. The Board voted to stop all reserve fund transfers for the time being to cover operating cost over runs. WEB properties will keep track of the funds and they will pay back to the reserve fund when cash flow allows.

The Board requested that WEB add a line item on the financials that represents the running amount of funds used from the reserves for operating costs.

The Board will factor into next year's budget a plan for paying back the funds intended to for the reserve at required by law.

Capital Reserve Fund Projects

Painting -Bill has contacted contractors to place bids for painting next year. The Board had requested that we get bids as soon as possible in consideration of budget planning. Bill said that contractors are busy finishing projects while the weather is warm, but he hoped we would be able to get information before the Board has to ratify a new budget. Bill reported that Miller Paint company is working on a creating an image of proposed paint colors for the COA to consider.

Light Replacement and Repair – ARC electric will be working to repair lights that are not working in the area near the townhomes and pool. Bill anticipated movement on this in the next couple of weeks. WEB Properties will expose the electrical conduit in the ground to assist ARC with the project. Bill expects the cost of the electrical repair and new light fixtures to be in the range of \$13,000. Bill also reported that WEB has ordered an aluminum pole that they will be used to try and repair light poles that have broken away from the concrete and have become unstable. He will report back to the board if this turns out to be a viable solution.

Panel Inspection & Repair – Bill reported there has been no progress on getting this project off the ground. He will continue to work with ARC electric to get the work scheduled.

Step Replacement - Bill reported that the step replacement work is complete for this year including reinforcement of steps that will be replaced next year. The board noted that the contractor did not put protective caulking on the gaps at the end of the stairs as they did on the previous replacements. Bill will have the contractors do that next year.

Operations

Carport Beam Strapping – Bill reported that contractor strapped the beams identified in the engineering report to ensure their integrity and safety. He also said the contractor strapped additional beams from those identified.

Pool –Bill reported that Pool World will winterize the pool is on November 2nd, and that pump will need to continue to run until that time.

Delinquent Owners – Bill reported lender for the owner owing \$10,745.40 has responded to our attorney requesting a complete statement of delinquent fees and what COA had done to collect fees. The mortgage company may pay the back fees, late fees, and attorney fees. Bill will notify the Board when there is more information.

Bill reported that as of end of September, there were four owners who were delinquent for less than \$500.

Landscaping – Bill reported that WEB will complete the the removal of the tree debris on the east slope in the spring because they were not able to secure day labor for the job. He said that the day labor staffing companies felt the slope was too steep and unsafe for their employees to do the work.

The Board asked WEB to cut back a juniper bush before winter located at the top of the stairs. Sandi will send in a picture to WEB to ensure they cut down the correct bush.

Annual Owner Meeting- The Board rescheduled the annual owners meeting for Wednesday, November 22nd from 5:30 – 7:00 at the Shadle Park Library or via Zoom. WEB properties will send out notifications to owners of the date change.

A draft budget, agenda, and notice to owners was not available for discussion. Bill will send out these items in the next few days. The board will meet on November 6 at 10am to review and adopt a budget for the coming year.

The Board asked that refreshments be available for the meeting.

TBS Fiber Optic Installation – After several attempts, TBS agreed to our proposal for limited access to install fiber to the Highlands Community. This will give residents another option for a cable solution.

BBQ's Prohibition - An owner has issued the COA a letter via an attorney stating that the Board has overstepped their authority when implementing a rule prohibiting BBQ grills and asking for justification for the decision. WEB properties will respond to the letter explaining that the justification has already been provided to the owner and refer them back to that information. COA by-laws do allow the Board to make reasonable rules and regulations in the best interest or safety of the condominium community. Bill will also review the RCW on this issue and report back to the Board.

Open Forum

The Board asked additional questions about the monthly financial statements. A board member noted that the Board insurance was much higher than in past months. Lauri from WEB explained that they did change the way the insurance recorded on the statements to better reflect how the insurance expense is allocated. Also noted that the water and wastewater amounts appeared inverse from previous statements. Lauri noted that WEB had not correctly recorded these on previous statements and agreed to do a journal entry to correct past records.

Next Meeting- November 6 at 10am. – Will review the new budget and adopt.

Meeting adjourned at 11am.