

**Highlands Condos Board Meeting**  
**Minutes – February 12, 2024, 9:00 AM**  
Zoom Call

1. Call to Order and Roll Call: Scott Lewis called the meeting to order at 9:00 AM.
  - A. Board of Directors (Establish Board Quorum – requires two): Scott Lewis, Sandi Gaffney, Joshua Morello, and Gayle Lawrence. Quorum was established at 9:07 AM.
  - B. WEB Properties: Nathan Perri, Bill Butler, and Lauri Atchison.
  
2. Financial Update:
  - A. Review of January 2024 financial highlights: WEB provided the financial update.
    - i. February dues posted, statements sent out late
      - a. February dues were posted on time, though the statements were sent late.
    - ii. Insurance on credit card
      - a. Discussed insurance payments made via credit card due to timing issues with postal service. Clarified that though January's payment might not reflect on statements immediately, but it was made on time.
    - iii. Suspense account cleared from December.
      - a. WEB explained that the suspense account allowed the prepayments for January '24 to move into and be counted as 2024 income.
    - iv. Account Balances – Outstanding invoice and reserve pay back
      - a. Addressed outstanding invoices for Arc Electric and Reserve payback and discussed options for payment.
      - b. Motion made by Gayle Lawrence to pay outstanding invoices in full and perform recommended transfers between reserve and operating accounts, to pay back funds previously borrowed from the Reserve Account.
      - c. Motion seconded by Sandi Gaffney.
      - d. Motion carried unanimously.
  
3. Capital Reserve Fund
  - A. Projects
    - i. Painting – widget color choices
      - a. WEB presented the Boards submitted options for painting and widget colors and took down votes of present members.
      - b. Motion made by Scott Lewis to select three color schemes for inclusion on the ballot.
      - c. Motion seconded by Sandi Gaffney.
      - d. Motion carried unanimously.
    - ii. Inspection for exterior paint scope of work
      - a. WEB discussed the delay in exterior inspections due to weather conditions and potential hazards on the hillside.

- b. It was decided to contact the inspector for an updated assessment.
- 4. Stack Valve Replacement – Course of action
  - A. Gayle Lawrence expressed concerns regarding the practicality and cost-effectiveness of replacing stack valves. Discussion ensued regarding the challenges associated with shutting off water to individual units for repairs. Various scenarios were considered regarding the inconvenience to residents and the potential risks involved.
  - B. It was suggested that setting a deadline for residents to update their shut off valves could be a proactive solution.
  - C. Motion made by Gayle Lawrence to table the discussion on stack valve replacement.
  - D. Motion seconded by Sandi Gaffney.
  - E. Motion carried unanimously.
- 5. Delinquent Owners
  - A. Unit 19 – Attorney Lenz creating lien
    - i. WEB informed the Board about the lien process initiated for Unit 19.
    - ii. No further payments have been received from Unit 19.
- 6. Annual Meeting
  - A. Audit votes needed. 2nd call for votes
    - i. WEB discussed the outcome of the annual meeting, noting the insufficient number of audit votes received.
    - ii. Proposed plan to send an email blast to all owners to gather additional votes on the audit.
    - iii. Josh suggested that we also provide explanation as to what the audit is, Nathan agreed. Board approved the proposed plan and WEB will move forward with sending an email blast to all owners.
- 7. BBQ's – Board review of position statement
  - A. WEB presented the board's position statement regarding barbecues.
  - B. Discussion centered around insurance and safety concerns related to allowing barbecues.
  - C. WEB explained the potential impact on insurance premiums and the need for transparency with residents.
  - D. Motion made by Sandi Gaffney to send the current position statement to Unit 8 for review.
  - E. Motion seconded by Scott Lewis.
  - F. Motion carried unanimously.
- 8. Open Forum

- A. Sandi Gaffney raised a concern regarding pruning included in the landscaping contract and suggested excluding it.
    - i. Agreement reached to ensure pruning is not included in the contract to avoid unnecessary costs.
9. Set next Meeting Date and Time
- A. March 18th at 9:00 AM Via Zoom was agreed upon for the next meeting.
10. Action Items
- A. WEB to send the current barbecue policy position statement to Unit 8 for review.
  - B. WEB to investigate insurance quotes from McGowan regarding barbecues.
  - C. WEB to ensure pruning is excluded from the landscaping contract.