

HIGHLAND GREENS TOWNHOME ASSOCIATION  
ANNUAL MEETING MINUTES  
August 4th, 2018 9am

**CALL TO ORDER**

Meeting was called to order at 9:10am

**ROLL CALL/ QUORUM CERTIFICATION**

[Roll call](#)

45% quorum was reached with a 40% requirement

**Board members in attendance:** Bob Miller, Lauren Greene, Jeff Underwood, Jim Hasty, Stu Read, Dan Schneider, Rick Gorham

**Owners in attendance:** Richard Wallace, Susan Grina, George Rozmarin, Steve Fisher, Anne Mead, Teri and Dennis Irwin, Katherine Bruner, Yves Roumier, Al Stecklein, Carre Warner, Stacy Smith, Valerie Hensle, Rick and Kimberly Tramontana, Jim Boop, Deb Norton, Gary Myers, Tom Kranick, Sharon Larsen, Blaine Newby, Allie Molinda, Jennifer Farrell, Sandy and Steve Watson, Anita Imbler, Susan Miller, Richard and Teresa Pannomarew

**WPM in attendance:** Ben Sloman

**APPROVAL OF [2017 MINUTES](#)**

**A motion was made to approve the minutes as presented, seconded and unanimously approved.**

**REPORT OF PRESIDENT**

Stu Read spoke about the spraying of weeds, noxious weed spraying and tree spraying, all landscaped areas have been treated by Biobalance.

Notification of spraying requested to ownership - Biobalance mark the areas that are being worked on, their products are human and animal safe and do not require long times to be absorbed or need to be marked off for closure more than an hour or so.

Removal of trees, who to contact and when will the trees be removed, please mark the trees, and contact Ben or Lauren for communication.

Bob Miller and Jim Hasty have been working with the Fire Department / RWB, for fire mitigation to check property - the report and feedback that was given to us was that the property was defensible, good shape and satisfied with general condition of the fire prevention scenario at Highland Greens Townhomes. Trees are clumped together in some areas, these should be spread, there is signage that would assist the fire department and emergency crews able to respond quickly to the correct unit and area.

Some work recommended is to cut the trees lower branches to about 1/3 of the trees height, so branches are not touching roof areas.

Recommendations will be made when fire mitigation review is complete

Hot tubs, the policy that was existing was old and a lot had changed, especially the cabinet color and material. We have had a lot of requests for installation and replacements. A new hot tub policy is in the process of being completed including more flexible colors options.

New policy will be distributed when approved by the Board.

Dog laws should be communicated to all ownership, guests and tenants.

Parking - Airport road has overnight parking, communicate with your fellow owners to ask if you can use their driveways.

Dues increases - we have made changes including a lease revision from a 3 to 5 year lease on the transport vehicle, insurance reduction for freeze alarms and reducing risks have all assisted and Have kept dues steady for several years.

Transit board - 2013 was created as a separate entity - the corporation has no assets as the shuttle is leased. Due to potential issues with insurance and other items, we have contacted attorneys and insurance agents to see what we can do to minimize costs while continuing to minimize liabilities. Some of the questions include, do we need a separate corporation from a liability standpoint, and how do we insure that service.

Legal issues include having a PUC license, however, there are substantial requirements if this occurs. There may be another way to bring this back into the HOA and have an extension of the transit service.

Reserve Study - WPM suggested a Reserve Study last year, it is an important study and the Board wanted to fully understand the study prior to presenting to ownership. Wood siding was a large added expense (\$1.5M) that was not in the original study and was not found to be reasonable. It was removed from the funding plan. A new repair line item was added to maintain all wood siding. We did include a repair line item rather than funding the replacement of the wood siding.

Roofs and road resurfacing are the largest future expenses. A roofing contractor is doing an assessment for preventive repairs and the roads are being repaired to prolong useful life. The Reserve Study is a live document that will be reviewed every year. It is a tool for funding estimates for the future. The goal is to maintain sufficient reserves so that special assessments are not required.

The Reserve study is a live document that will be reviewed every year, it is a tool to use for funding estimates for the future.

An Owner distributed written questions regarding Reserve Study and Declarations. All questions were addressed.

These questions included are we looking forward and ensuring we are properly funded to reduce risks of special assessments, the question was addressed with reference to the Reserve Study and using this as a tool moving forward, ensuring the Board is looking at this each year in conjunction with the budget process.

A question was posed to the ownership present to raise their hands if the owners thought that doors and windows were to be taken care of by the HOA. WPM referenced CCIOA and the Governing Documents with guidance that doors and windows are Limited Common Elements, in this association the probability of replacing everyones doors and windows at the same time is low. LCE's can be billed back to the unit owners in which the LCE is appurtuant to, and in this case it is more reasonable for the unit owners to replace and repair their windows and doors themselves. WPM can assist in finding installers and approving the size, type, style and color of the windows and doors for unit owners.

Decks are stained by the HOA when units are painted. Owners are provided stain for use in between painting cycles if requested. This is defined in the Declaration of the Highland Greens Townhome HOA.

Without a dues increase a maximum deficit of about \$500k over the next 20 years, could have been reached. Homeowner dues will be increased \$30 per month starting September 1, with \$27 of the \$30 going directly to Reseve contributions.

The budget / reserve study and funding plans will be updated every year and suggested increases will be adjusted as deemed necessary.

Rock crushing machine at the end of Tiger Rd - a letter was sent out to affected owners. A response was submitted on behalf of our association. This. was voted down

## **MANAGEMENT REPORT**

Ben gave summarized report of working with Highland Greens Townhomes, Martir and Carlos have been working mainly on landscaping this summer, we purchased a new standing lawnmower which will increase efficiency for the rest of the summer. we have upgraded some equipment and are getting ready for the winter.

Ben will remain as Community Manager, Noah is moving into the Property Manager position and will be around more often to assist Martir and Carlos.

We have had some violations this year but it has been reducing year by year, WPM would like to thank everyone for compliance.

Wilderness staff to wear uniforms

### **FINANCIAL CONSIDERATIONS**

Balances on operating account is \$134k, Reserves are at \$670k, members equity has increased by \$125k Ben spoke about the YTD numbers, the financial year starts September, so far the operating budget is \$22,968 under budget.

Reserve expenses were low this year, only the standing mower at just under \$10k

### **RATIFICATION OF BUDGET**

Budget has an increase of \$36,000, which is \$30 per unit per month, about \$27 of that \$30 goes directly to Reserves

**A motion was made to approve the budget presented, seconded and unanimously approved.**

### **ELECTION OF DIRECTORS**

Nominations

Jeff Underwood and Lauren Greene are finishing their terms this year, they are both willing to rerun for additional terms.

A nomination was made to elect Jeff Underwood

A motion was made to elect Jeff Underwood for another Board member term of 3 years

A nomination was made to elect Lauren Greene

A motion was made to elect Lauren Greene for another Board member term of 3 years

A nomination was made to add Stacy Smith onto the Board

Secret ballot - [results](#)

Jeff Underwood - 37

Lauren Greene - 48

Stacy Smith - 14

Lauren Greene and Jeff Underwood were elected for additional terms.

### **OWNER CONCERNS**

Rules seem to be applying to certain people only. An example given was an RV bus was parked on Linden lane for 7 days. This was disputed. There was also a comment regarding an email being sent to an owner regarding a bike parked on a front deck.

### **2019 MEETING DATE**

Next date: July 27 2019 9am

### **ADJOURNMENT**

Meeting was adjourned at 12:30pm

**Board meeting**

**Call to order:** 12:30pm

**Board members in attendance:** Jeff Underwood, Jim Hasty, Bob Miller, Lauren Greene, Dan Schneider, Rick Gorham, Stu Read.

**WPM in attendance:** Ben Sloman

Discussion about attendance and conduct of Board members, Rick Gorham resigned from the position of Treasurer.

Lauren Greene - Treasurer - 2021

Bob Miller - Secretary - 2019

Jeff Underwood - President - 2021

Stu Read - Director at Large - 2020

Dan Schneider - Director at Large - 2020

Jim Hasty - Vice President - 2019

Rick Gorham - Director at Large - 2019

Adjournment:

Meeting was adjourned at 12:38pm