

HIGHVIEW CONDO ASSOCIATION BOARD MEETING  
Tuesday, July 11, 2017

President Frank Segerstrom called the meeting to order at 2:01 p.m. with Dennis Holtz, Brian Jones, Alice Heinbuch, Peggy Powell and Myles Walsvig present.

M/S - Walsvig/Heinbuch - the minutes of the June 6, 2017 board meeting be approved as presented. Carried.

Treasurer's report: - M/S - Powell/Holtz - the treasurer's report showing a June 30 checking account balance of \$30,674.08 be accepted as presented. Carried. All June fees were paid on time.

**Old Business:**

- Secretary Jones circulated copies of the final edition of the board/owner responsibilities guideline. These guidelines are designed to assist our present board and future boards in determining whose responsibility a job request may be.
- Block captains also received an updated version of the welcome letter a new resident receives.
- Residents are reminded that if a front tree is hanging over their roof or driveway and they want trimming done to please contact their block captain or submit a work order.
- Quality Seal Coating is behind schedule and has rescheduled Balsam seal coating to late August.
- Board consensus was that residents were pleased with the June 19 shrub trimming.
- Block captains will endeavor to accumulate all liability waivers for the August meeting. All residents with a satellite dish on a roof should have signed a liability waiver.
- A board subcommittee will soon inspect and compile a list of all stumps on HV property that need to be ground. President Segerstrom will secure two estimates for the stump grinding job.
- The board discussed the need to make sure a real estate agent has a copy of our bylaws to give to a prospective buyer. Perhaps a new owner should sign a form that indicates he/she has received and read a copy of the bylaws. For example, a new owner should be cognizant of the one pet - 15 pound bylaw.

**New Business:**

- After the June 11 hailstorm our insurance company was contacted on June 12. Several phone calls thereafter and a personal visit finally led to our receiving the name of a field adjuster who is willing to meet us this week.
- Our handyman has been painting lately and will soon perform rear lattice painting and some driveway apron re-caulking (after board inspection and approval).
- Weed spraying is on hold.
- The work order process prepared by Walsvig and Jones was examined and discussed. M/S - Heinbuch/Powell - the suggested process be approved and a copy be included with the July 11 board meeting minutes. Carried.
- Work orders were examined, discussed and approved.
- Next meeting will be Tuesday, August 15 at 1:00 P.M. - 1120 Spruce
- Adjournment at 3:30 P.M.

**Revised Work Order Request Procedure**

- Any work order request must be submitted using an official work order form, or it will be returned for resubmission. Only one job per work order form.
- Unless a request is deemed an emergency by the High View Condo Association president, any new request will not be discussed until the next board meeting.

- If a decision about a work order cannot be made at a board meeting the president and at least one other board member will conduct an inspection and be authorized to accept or deny the request.

-Any request forwarded to the board will be designated ACCEPTED or DENIED stamped and dated. Accepted work orders will be forwarded by the president to our handyman. Accepted requests will be copied and filed by our secretary.

Once the handyman has completed a job he should submit the work order(s) to the treasurer with his time sheets. The treasurer should stamp the work order COMPLETED and give it to the secretary for storage.

- If a request is denied the reason will be noted on the form and filed with the secretary. The person who made the request will be notified by the block captain as to the reason for the denial.

Note - the board/owner responsibilities guideline can assist decisions.

- All original requests (accepted or denied) will be filed and stored. Separate file boxes will be used for ACCEPTED, DENIED and COMPLETED forms.

- It is very important that all requests be handled as soon as possible to prevent backlogs.