Highlands Highlights



King City Highlands Homeowners Association (503) 684-8294

JANUARY 2021



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Office E-mail: office@kchighlandshoa.com

Reach Your Board: board@kchighlandshoa.com

Community E-mail: hinet@kchighlandshoa.com

> Website: www.highlands55.org

Regular Office Hours:

Monday 9 am – Noon Wednesday 9 am –Noon Thursday 1 - 4 pm To protect Mabel, the Office Door will remain closed for the time being. Visitors are welcome to talk with her through the glass door.

HOA Board Message

May you, and we all, enjoy a far safer and healthier New Year!

Our Community appears to have fared well through the challenges of 2020. Your HOA Board has continued to meet regularly and manage the affairs of the HOA and critical committees (ALC, Finance, Maintenance, Insurance, Interiors) and have completed many projects to the benefit of the Community. We've enjoyed some unique "very Special Events," The Library has been kept current, and our contractors have barely missed a bit maintaining our common areas.

Although 2020 home and condo sales were down, the HOA's finances remain in very good shape as evidenced by keeping the Annual Homeowner Fee the same as last year. The 2021 Budget was approved with much conservation in mind, with a commitment to review it in June and assess what the second six months might look like.

And all of this is done by our Community volunteers! Those folks committing time are the reason our Community is attractive to future Residents and keeps that Annual Fee to a minimum.

Submitted by Mike Dahlstrom, President -

But we need additional volunteers to step up. Is 2021 the year you decide to join a committee or consider a Board position (two Board positions will open in next November)? Please consider reaching out to a Committee Chair or Board Member and we'll help you find a role that fits your skills, desire, and time.

As we move deeper into winter and interactions remain a health risk, the Board will be meeting virtually for the next few meetings. You are encouraged to join in on Zoom and each Board Agenda (posted in the Clubhouse and sent via Hi-Net) will have the Zoom connection info. We all make better decisions together.

And a Reminder: Annual Homeowner Fees are due by the end of January to avoid penalties. Please <u>do not</u> drop these off at the Clubhouse Office. Mabel will not be responsible to deliver payments.

From your HOA Board—

We wish you and your families

NEW YEAR START! FOR

health, happiness, and good fortune for this upcoming year!

C

Christmas Takeout Dinner Success! behalf of the Submitted by Gary Melott

On behalf of the Submitted by Gary Melott Special Events Committee, I want to thank all the Highlanders who signed up family and friends for our special takeout Christmas Dinner on December 9th. Everything went very well, and Kam and Kam served 68 dinners in an hour!

Thank you to all who, when picking up dinners, came when they were supposed to, wore masks, and kept social/physical distancing. We appreciated your patience and understanding.

Our special thanks go to Lucy and Ron Laande and Quila Bowlés for all their help.

Stay tuned for information about another catered dinner in the future. Questions or suggestions—call or e-mail Gary at (503) 598-4636 or <u>g.gbmelott@frontier.com</u>. Happy New Year to All!

SEE PAGE 7— for In These Times

Condo Updates

Condo Board Message

_____ Submitted by Sherry Kilpatrick, Chairperson

Happy New Year! I hope everyone has had a wonderful Holiday Season! Maybe, a bit different, and with smaller celebrations than we normally have; but hopefully, healthy and happy. Boy, 2020 went fast and thank God for that! It was challenging on all levels for everyone around the world!

We did get a few projects addressed in December.

Pro Maintenance power washed some of our sidewalks. Many areas developed a lot of moss and mold over the last few months and were slippery when wet. The Board wanted to make sure we removed that before any freezing weather hits.

The Board approved and had the damaged gutter replaced on the garage building for units #33-38.

Come to the next Board Meeting on January 28th. One of our Board Members, Ron Laande, will be bringing in a couple of lever type entry door handles for us to check out. Help us make the decision of which style to get. Vicki Miller suggested we consider looking at the pushbutton version. Apparently, Summerfield had those installed and the folks there really like them. So, we switched our choice to the pushbutton version that also has a key entry for those who prefer that.

Please consider volunteering for the Board or one of our COA Committees--Finance, Reserve, Maintenance—or overseeing one of five current special projects. So much more can be accomplished with more folks helping out. When you volunteer, you not only help out, but also get to meet neighbors and have a great time. If you are interested, please contact either me or Pat Barcroft to learn more about the positions that are opening.

I am happy to report that the Landscape Committee has done wonders in a short time! I am sure Pat Barcroft, the new chair, is sharing some of their accomplishments in this newsletter. It is so satisfying to see a committee go from 0 to 50 MPH in such a short time. CONGRATULATIONS new members--you are all amazing!!



Condo Landscape Committee



Submitted by Pat Barcroft What last few months we have had!

This year, the Landscape Committee decided to have a December meeting which we don't usually schedule during this time of year. The purpose was to prioritize

the best use of the landscape resources we have to take advantage of keeping our Community attractive.

Each committee member reported on their area of responsibility and gave suggestions. Lucy Laande has done an exceptional job of identifying what trees and shrubs need to come down or be pruned. Safety is our first consideration when thinking of what to do first. Anna Willis will be working with Lucy and our new landscape vendor regarding appropriate replacements. January will be the month grasses will be cut down and the beds groomed which will take care of the last of the leaves.

Not much will happen from then on until Spring.

Condos Neighborhood Watch



Submitted by Sandy Bergeron

I had my first food delivery from Safeway in December, and it was great! I don't know if I will ever shop in person again--it saved me from all my impulse buying. Setting it up and

learning to navigate the website was the biggest challenge. Shopping online is here to stay for a while.

I have not heard from anyone about porch pirates in the Condos so far this month-so, great news. Building #19 did have a 3 a.m. doorbell ringer prank a while ago.

There have been no reports of any of us 'condoites' getting, or meeting our maker, from COVID-19. But we do have to keep up our vigilance. Postpone that Christmas gathering and have Christmas in July after you have received your COVID-19 vaccine shot.

Protect your friends and loved ones.

PLEASE—Wear that mask.

Stay safe—stay alive.

Sandy Bergeron, CNW Coordinator Talk/Msg: (503) 624-7896 Text: (971) 255-3790 sandber31638@gmail.com





HOA & Condo Updates



Condos' Holiday Wreaths



Submitted by Quila Bowlés THANKS to all who put up your Holiday wreaths on the garage lights!

Seeing them throughout our Community, all lit by being hung in that way, was so heart-warming! We even seemed to have a "wreath elf" this year!!

Reminder: Please take them down on January 2nd, or as soon after that as you can.

Thanks again for helping make this challenging Holiday Season a little brighter!



Submitted by Bobbi Siegel, Librarian



Our Highlands Library has been so appreciated during this challenging and difficult year. We are fortunate that Residents have been able to visit the Library and know that it is kept clean with hand and

surface sanifizers. This year we have processed 2,237 books, many puzzles, and magazines!

I would like to thank the Library Committee for their commitment to keeping the Library organized and attractive. We also are grateful to those Residents who have donated books and puzzles. A special recognition goes to Bonny Chown for her several years of dedicated service as a Library volunteer. Bonny is moving on to be Chair of the HOA Architectural/Landscape Committee. We will miss her and wish her the best. I also wish to thank Mary Anderson for agreeing to be Bonny's replacement on Wednesdays.

The Library Committee would like to wish everyone a very healthy and happy 2021.



Each choice has consequences. You can change the world one choice at a time. ~Jim Gaither



HOA Architecture/Landscape Committee



Six years ago, my husband, Tom

and I began to "hang-out" in the Highlands Community. We would park at the Clubhouse and walk the sidewalks and paths, absolutely knowing we would be Residents one day. Those walkways and the surrounding landscape called to us. They still do.

Maintaining this appeal as well as the safety of our neighborhood are responsibilities of the HOA Architectural and Landscape Committee (ALC). I feel honored to become the new Chair of this group as of January 1, 2021. Rob Mustard is stepping away from this position but will continue as a member. He has developed an excellent blueprint defining the functions and the methods to implement them for this Committee. I, and the ALC, thank him.

As we look forward to 2021, it is with sincere hope that with the funding clarification made by the HOA Board at the December meeting, we will see progress at the Dickson Triangle. February is our target date. Several smaller areas also need renovation. As funding permits, these too will be updated. If you have a concern about an area, please call or e-mail me.

In addition, new bark dust will be spread on the common property areas early in 2021. With the improved irrigation along Beef Bend, the arborvitae should be healthy as well as the newly planted sweet box.

When you are in the Clubhouse, notice the new ALC Corner on the HOA Bulletin Board. Thank you, Elaine Sobel, for keeping the Community informed of the ALC activities.

Our Committee is looking for a new member—please think about it. Shortly after Tom and I moved into our Highlands home, I joined the ALC. Being a member has allowed me to meet Residents, understand our governing entities, and appreciate the dedicated volunteers whose talents make this Community viable and vibrant. Do join us for our Zoom meetings, Wednesdays at 9:30 a.m.

2021 holds promise on many fronts. One constant remains: we live in a wonderful, beautiful Community. I thank each of you for your contribution!

Event & Activity Updates

January Movie Night

Submitted by Nancy Crandell

Movie Night for January will be the 3rd Friday at 7:00 p.m.



January 15th— We will 'travel' to cold and snowy Antarctica to experience—"EIGHT BELOW"based on a true story of amazing courage and loyalty. When their research team is forced to flee

due to weather, eight incredible team dogs are left behind. They must band together to survive the subzero elements of an Antarctica winter. Guide, Jerry, races against time to find and save these special animals. This adventure will have you on the edge of your seat.

Remember: Masks required; bring your flashlight if you walk.

Special Holiday Deliveries

Submitted by Nancy Crandell



Your generous donations have been delivered to our charities and were greatly appreciated. I explained that we were unable to have our Cookie Bar this

year in order to provide a cash donation, but that we still wanted to help them out however we could.

Bethlehem House of Bread items were delivered on Sunday, December 20th. Linda said they have had many more families requesting help this year and our donation will be a great help.

Good Neighbor Center's donations went out on Monday December 21st.



Bethlehem House of Bread donations ready to unload.

Our Caring Closet donation was delivered on Tues-I day, December 22nd, to Kim who expressed gratitude for the socks, underwear, hygiene products, etc. that vou thoughtfully dongted. Even with school shutdown they have helped over 500 families since September!

Again, a huge thank you to all for your expressions of love and generosity—the items will be appreciated I by families in our local communities. These photos represent our donations.



Bethlehem House of Bread help.



Receiving Donations at Caring Closet



"We all may not be in the same boat, but we all certainly have been in the same storm."

-Author Unknown

Bible Study Message

Submitted by Ron Willis



I'm not sure about you, but in some respects, I'm feeling pretty good about saying goodbye to 2020. Not that it was all bad mind you, but for obvious reasons, COVID-19 greatly impacted

each and every one of us. On a positive note, I have enjoyed spending extended times daily reading and studying the Word of God. Time in the Word is so important to our personal and spiritual growth. Personal growth includes our mental and emotional health as we learn to navigate through the trials of life. (See James 1:2-5.) From that passage, and others, I received positive instruction that helped me effectively deal with these difficult times. God was not surprised by our personal struggles with the virus, and a number of other problematic issues we encountered in 2020. In that process, we grow spiritually in our relationship with God as He is building our faith. (See Philippians 1:6; Hebrews 11:1 & 6.)

There is no need to spend time detailing with the negatives of 2020--we are all aware. So, let's look forward to the coming year 2021, in hopes of better things to come. We will all benefit by maintaining our relationship with God as we spend time in the Word.

By way of reminder, I made the decision to postpone our bi-monthly Bible Studies until further notice. This is obviously related to the increase in COVID-19 cases in our area. Until then,

I wish you Blessings and a Very Happy New Year!





Community Messages

HOA Finance Looking for New Members

Hello everyone.

I am the Chair of the HOA Finance Committee, joined by members Bruce Whitaker, Judy Austin, and Mary Anne Miles. We're looking for new members for the Committee and hope you'll consider coming on board.

So, what does the Finance Committee do? We provide an independent oversight of all KC Highlands HOA financials and financially related processes, looking at income and expenses, the general ledger, bank statements, and everything related to HOA financials. We ensure that transactions we expect to see posted are, in fact, posted and investigate why if they're not. We follow the money from real estate transfer fees through the accounts to ensure that they're cor-



rectly credited and deposited. We look at the HOA budget preparation process, payment of invoices, collections of assessments, taxes, audits, annual reports to the State, insurance, and more. In short, we watch over the finances and call out discrepancies or issues found so they can be corrected.

The Committee meets monthly, generally the Tuesday prior to the Wednesday HOA Town Hall and Board of Directors Meeting. Our meetings are attended by the Finance Committee members, HOA Treasurer, HOA Committee Chairs (e.g., Special Events, Clubhouse

Interiors, Clubhouse Maintenance, Architecture and Landscape) and are open to all Highlands Residents who want to know more details about what's happening with the HOA finances.

It's a great way to see how the HOA monies entrusted to the HOA Board and various committees are managed, spent, and funded. It's also a great opportunity to gain insights into how the HOA financial processes work and identify opportunities for improvements.

If you're interested in joining us or just want to learn more about the Committee, please e-mail me at <u>finance-chair@kchighlandshoa.com</u>.

Looking forward to hearing from you.



Please Drive Carefully on Our Highlands Streets!

A Resident Submitted by Mabel Weber reported that since living on Peachvale St.

for 15 months, lately they have experienced that the vehicle speeds have increased quite a bit. That includes delivery trucks UPS, FedEx, etc. Although there usually is no child activity, there are many walkers and joggers crossing our streets.

Please, Homeowners and Residents, keep your speeds at 25 mph or less. People also have been seen not stopping at stop signs. That too, is an important law to obey for everyone's safety. And why not also speak to, or report, delivery and other trucks/vehicles that are not following the 'rules of the road?"

Thank you everyone for being considerate and helping keep our Community safe!

Who Thinks of These Things?! Surgeon's reply to the patient who insisted on closing up his own incision: "Suture self."

~Author Unknown

Submitted by Mary Kelly



Recycling News

Agilyx accepts a lot more than Styrofoam! Did you know that you can also recycle your cleaned #6 plastics? These include: utensils, cups, CD cases, and those <u>#6 ONLY</u> food and salad containers! **Be sure to** check for the <u>#6 on the bottom</u> of the containers. Agilyx has



separate areas and boxes for each type of item.

If you haven't heard of this great company that is doing their part in reducing plastics in our environment, please take a look at their website: <u>https://www.agilyx.com</u>.

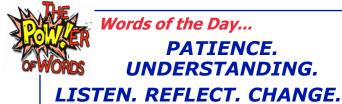


We all need to get out of the house now and then, right? So, make it a road trip and take these recyclable items to Agilyx that can be made into something positive, rather than just get thrown away into our environment for a very long time. They are located

at: 13240 SW Wall Street, Tigard, OR 97223 (off of Hunziker between Hall Blvd. & 72nd Ave.)

A brief company bio from their web page: Agilyx has spent the last 14 years creating a solutions platform that can take a wide variety of waste plastics and polymers, and chemically recycle those plastics into high value synthetic oils, chemicals, and in some cases back to basic monomers that can be used to re-manufacture products. The chemical recycling process can be performed at a significantly improved environmental profile than traditional manufacturing.

Community Messages



Paws in KC Highlands Vegas' Voice—

Submitted by Pat Combs

I'm filled with love, loyalty and happiness, which I give to my mom and dad and all my family. They return this with love, snuggles, walks, pets, and yummy food. I am 50% miniature poodle!



My "pack" adopted me in March of 2018 when I was six years old in Las Vegas, NV. That is why my name is Vegas. It suits me as I am full of light, fun, and mischief. My favorite toys are Lamb Chop, mini soccer

balls, and any stuffed toy I can tear apart! I have doggie cousins Maya, Teddy, and Milo, who are all rescue doggies; and two human children cousins, Addie and Alder, who love to take

me for walks.

This neighborhood is full of many friends including Bella, Sam, and Moe. My favorite 'walking activity' is chasing squirrels!



I am a happy and loved boy!!

Did You Know?



If you have (or know someone who has) a business you would like to see advertised here, it's as simple as giving us

a business card, which can be scanned, or a good picture of it in $2'' \times 3-1/2''$ size. The monthly cost is only \$10 per issue for this size ad!

Please call or come in and see Mabel Weber at the Clubhouse during regular Clubhouse Office hours.

IN MEMORIAM

Judy Brown, who lived at 16032 SW 130th Terrace from June 2013 until August 2019, passed away on November 1, 2020 at age 76. She had moved to Fremont, Nebraska and was living in a memory care center there. Our sincere condolences go out to the family.

A Feel-Good Story... In These Times

Submitted by Cheryl Viale

While reading the Highlands newsletter last month, I noticed Nancy Crandell asked if someone would like to deliver the toys this year. I had taught elementary school all my life, so upon talking to her, I knew this "calling" was for me. When I asked her where she would like them delivered, she wasn't sure. One year, they went to the fire station, and Les Schwab was also collecting. I have no problem with either of these places; however, I really like to know exactly where my donations are going. I told her I would make some calls.

Sometimes we look no further than our own backyard! I called Tigard/Tualatin School District's Traci of Community Rose, Director Relations, and she was remarkable. Within a half-hour, I was e-mailing with the principal of Deer Creek Elementary School across the street from our Highlands Commu-I nity on 131st. Traci also told me that the Superintendent of their district recently moved to KC Highlands, who also e-mailed me. That told me this was meant to be! Deer Creek School is one of the seven elementary schools in the District that is a "Title 1" school—where eligible children are those that are at high risk of not I meeting arade level benchmark reading scores or proficiency on the State's achievement standards. Along with academics, additional risk factors include:

- Economically-
- disadvantaged children
- Migrant Children
- Homeless Children
- Check other factors on the district's website.

Deer Creek School Principal, Jarvis Gomes, was so thrilled with our donations, as they were preparing boxed holiday meals for some of their families and the toys would be



added to those boxes. When I delivered the toys, Denise from the school office, who is pictured here, received them.

Highlander neighbors, it's nice to know where our donations went and that each of you made a difference in the life of a child and their family!

> I haven't cut my hair since the pandemic started. Yesterday, I stepped on the scale for the first time in a while. Who knew that hair weighs so much?

Community — In These Times...

Make A Plan to Keep Our Community Safe

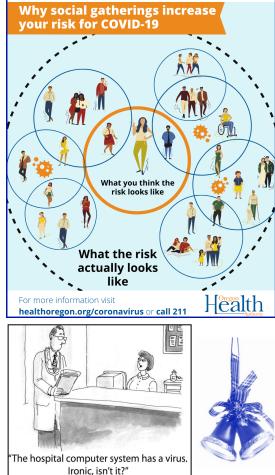
Keep your friends and loved ones safe with resources and information about the impacts of the pandemic. Here are some tips on how to stay safe and connected to friends and loved ones while I following COVID-19 public health guidelines:

- Wear a mask: With anyone you don't live with, indoors or out
- Stay six feet apart: We all miss hugs. But right now, it's the best way to show how much we care
- Go digital: Even 10 minutes together online or on the phone can make someone's day
- Meet outdoors: Put on your warmest clothes and meet outside this winter
- Keep groups small: There's strength in small numbers
- Make strong choices



Your Bubble is Bigger Than You Think!

While social bubbles can help lessen the risk of spreading COVID-19, they can also give people a false sense of safety. It's still safest to limit socializing to the people you live with. If you do choose to gather with another household, consider the risks involved.



"PDX Concierge"



Vaccination gives us hope the pandemic will e<u>nd</u>

But in the meantime, we need to continue safety measures to keep the virus from spreading:

- Wear a mask
- Physically distance from others
- Wash your hands
- Avoid gatherings
- Stay home when you're sick



Submitted by Mike Dahlstrom

This is a group of high school teenagers who have been highlighted on *Good Morning America*, the *Today Show*, *MSNBC*, and are doing an important service to communities like ours.

PDX Concierge was created during COVID-19 to serve the vulnerable in our local communi-

ties. They hope to help those who are at-risk of leaving their homes and still need groceries. Their initiative started with a Portland student, Neel Jain, helping his grandmother and it has now expanded to seven Oregon areas. More than just delivering the groceries, they hope to personalize their services and build connections with those to whom they make deliveries.

For more information, go to <u>https://www.pdxdeliver.com/home</u>. There is also a flyer on the Clubhouse Bulletin Board.

LIMIT GROUPS. SAVE LIVES.

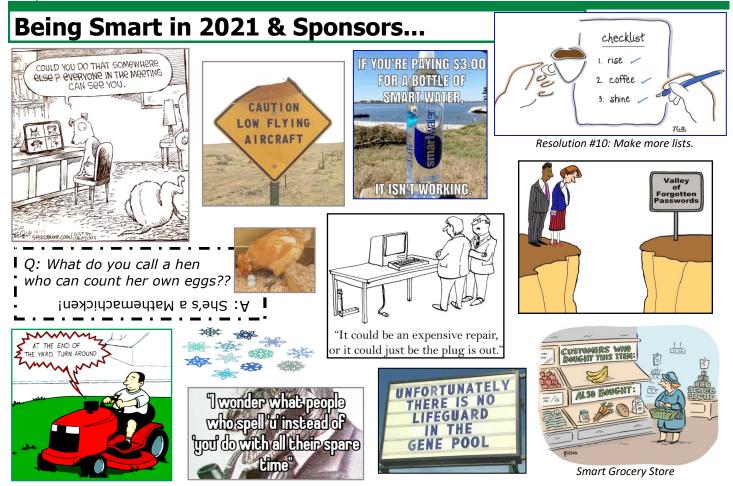
Things that happen are just "situations," not "problems." Ask: How does this negative emotion upset me? Is it the interpretation? Or, the story I tell? Resolutions are good, but they look to the future. Have gratitude for the present moment. Acknowledge and appreciate it. When the future comes, it's just the present. This brings power to your life. ~Eckhart Tolle

Spread of COVID-19

On December 18th, Oregon crossed another threshold since COVID-19 was first detected in our state in February, bringing the state total to 100,308.

To put that into perspective, that's the same as adding up the populations of these Oregon cities.





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Client Testimonials

Dear KAREN, Thank you again for selling my house so quickly. I really appreciate it. You have no idea how hope and God's blessing.

Margaret M.

Dear KAREN: It was a pleasure working with you on the sale of the house. Your calm reserved professionalism has been very much appreciated.

Christina and Duane L.

KAREN I want to thank you for all you've when I asked my neighbors and they said you'd be the perfect fit for me.

Don S.

Karen, you have a selfless heart. It is reflected in your approach as a sales professional. Kind regards.

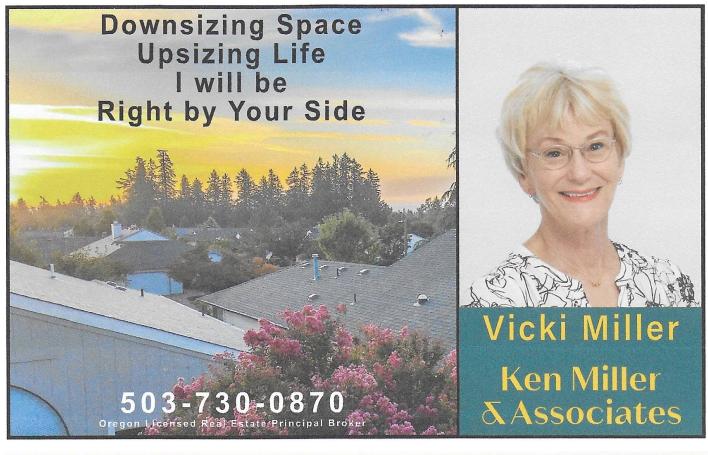
Pat B.

Good Things Ahead!

Ken Miller & Associates

503-608-0883 karen.harris@live.com

Sponsors...



Туре	Address	Bed	Bath	sq.ft.	Selling Price	\$/sq.ft.	Sales Date	DO
HOUSE	16308 SW 129TH TER	3	2	1652	\$438,000	\$265	Mar-20	
CONDO	16248 SW 130TH TER #23	2	2	1042	\$205,000	\$196	May-20	
HOUSE	16245 SW 129TH TER	2	2	1489	\$390,000	\$261	Jun-20	
HOUSE	12667 SW OVERGAARD ST	2	2	1475	\$395,000	\$267	Jun-20	
CONDO	16146 SW 130TH TER #5	2	2	1336	\$248,500	\$186	Jun-20	Ken Miller, Founder and CE
HOUSE	12681 SW PEACHVALE ST	2	2	1914	\$422,500	\$220	Jul-20	
HOUSE	12717 SW PEACHVALE ST	2	2	1871	\$469,900	\$251	Aug-20	Ken Miller
CONDO	16466 SW 130TH TER #117	2	2	1002	\$240,000	\$239	Aug-20	& Associates
HOUSE	12798 SW OVERGAARD ST	3	2	1798	\$450,000	\$250	Sep-20	
CONDO	16233 SW 130TH TER #45	2	2	1336	\$310,000	\$232	Sep-20	11725 SW Queen Elizabeth St. #A
HOUSE	12541 SW PEACHVALE ST	2	2	1700	\$466,000	\$274	Oct-20	•
HOUSE	16324 SW 126TH TER	3	2	2103	\$597,900	\$284	Nov-20	000 000 000
CONDO	16248 SW 130TH TER #19	1	1	816	\$185,000	\$226	Nov-20	KenMillerAssociates.co

Statistical information obtained from public sources not guaranteed and should be verified

We are a real estate brokerage of 9 Realtors specializing exclusively in the 55+ communities of Highlands, King City and Summerfield. Our brokers are active members of the communities we serve equipping us with insider knowledge and sensitivity to our neighbors and their families during important life transitions.

How much could your home sell for? Call us at 503-639-0630!

KC Highlands Calendar JANUARY 2021										
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday				
			~~~	3	1	2				
Mondays For changes Please o	S.		sdays 1 – 4. ouse front door	window	9:30 Walking Aerobics 10:30 Coloring Happy New Yeart					
3	4	5	6	7	8	9				
3	10 Walking Aerobics <mark>11 Condo Finance/ Maintenance</mark>	<ul><li>9 Walking Aerobics</li><li>7 Bible Study (postponed)</li></ul>	9:30 A/L Comm. Mtg (via Zoom) 1 Dominoes	9 Walking Aerobics 7 Hand and Foot	9:30 Walking Aerobics 10:30 Coloring	·				
10	11	12	13	÷ 14	15	16				
	10 Walking Aerobics	9 Walking Aerobics 10:30 Condo Landscape Mtg	1 Dominoes	9 Walking Aerobics 9:30-4 Sewing Group 7 Hand and Foot	9:30 Walking Aerobics 10:30 Coloring 7 Movie Night					
17	18	19	20	21	22	2				
~	10 Walking Aerobics Martin Luther King Jr.	<ul><li>9 Walking Aerobics</li><li>7 Bible Study (postponed)</li></ul>	1 Dominoes	<ul> <li>9 Walking Aerobics</li> <li>3 Clubhouse Interiors Comm. Mtg</li> <li>7 Hand and Foot</li> </ul>	9:30 Walking Aerobics 10:30 Coloring	Private Group 9am – 5pm				
24	25	26	27	28	29	30				
The second se	10 Walking Aerobics	9 Walking Aerobics 6:30 Finance Comm. Mtg	1 Dominoes 3 Town Hall HOA Board Mtg to Follow	9 Walking Aerobics 5:30 Condo Board Mtg	9:30 Walking Aerobics 10:30 Coloring					
$\backslash$		(via Zoom)	inty to ronow	7 Hand and Foot						

must schedule Clubhouse time and space with Mabel in the Office for the Clubhouse/Newsletter calendar.