

**Highlands Board of Directors Monthly Meeting Minutes**  
**January 11th, at 6:30 PM Zoom Conference Call**  
**Approved Minutes**

1. **Call to order – (Claudia): 6:30 pm**
  - a. Board Members Present (quorum): Claudia, Paula, Sue, Wayne. Absent: Lisa
  - b. Units present: 208, 155, 105, 109, 115, 140, 206, 411, 153, 216, 427, 414, 308, 120
  - c. Proof of Notice of Meeting or Waiver of Notice
2. **Approval of Minutes (Dec 14<sup>th</sup>):**

**Motioned by Sue, seconded by Wayne**  
**Approved without changes (unanimous).**
3. **Officer, Property Manager, and Committee Reports:**
  - a. Finance/Treasurer/Financial Committee update (Paula)
    - i. November financial
      - Report was pretty standard – no questions
      - No Finance committee meeting held
    - ii. Insurance update:
      - Nationwide quote will come 45 days before renewal – need to have the insurance voted on at annual meeting to bind (February 23<sup>rd</sup>)
      - HUB (broker) is researching other options (including earthquake insurance quote)
    - iii. Special Assessment:
      - Chair contacting attorney to review letter
    - iv. Yearly bonus for Property manager and Maintenance positions:
      - **Motioned by Wayne, seconded by Sue:**  
**Motion to award \$1000.00 bonus to each employee**  
**Motion passed unanimously**
  - b. Security Gate Committee: next steps (Susan Fix):
    - Camera will be 10 to 12 feet off the ground (vandalism concerns)
    - Data is downloaded from laptop (unique software needed to access data)
    - Committee working on a plan for implementationLighting option for whole complex was discussed:
    - One option was 8 foot long strips in carports – cost was \$2000 each (needs electric connections from building).
    - Need to update already wired lights on breezeway building
    - Waiting for written reports
  - c. Beautification Committee update (Claudia)
    - Removal of woody debris continues near lawn area
    - \$50 punch card will be purchased to pay for dump loads
  - d. Property Manager (Mark & Kirk)
    - i. Engineering update:
      - No report yet – update next meeting
    - ii. Walkway bid for 425-432:
      - **Motioned by Wayne, seconded by Paula:**

**Motion to accept \$17,487 bid from Glen Hughey Homes for cedar deck at 425-432 Stonewood**

**Motion passed unanimously**

iii. Walkway non-slip material

**Motion by Wayne, seconded by Paula**

**Motion to purchase 100 sheets of mesh (12.50 a sheet bulk rate) and necessary screws and washers**

**Motion passed unanimously**

iv. 143 sewer back-up

- Back-up caused by problems with pipe fittings
- Repairs and clean-up in process – to be updated

v. Rat traps (Kirk):

- Wrong order received (got hunters jackets and I-phone covers)
- Company will ship rat traps

vi. Foundation work

- Packed gravel work on 3 buildings done
- Mark getting quotes from foundation companies for work

**4. 2023 Board Elections (Claudia):**

a. Review of election materials

- Ballots will be updated and mailed next week to all owners

b. Candidate forum: Q& A

- Susan Fix and Wayne Vincent declared their candidacy. Declarations were left open until Thursday (January 12)

**5. Unfinished business**

a. *Newsletter (Sue & Wayne)*

- Holiday break

b. Commercial credit card and spending authority (**Wayne**)

- Finance committee exploring options for a debit card rather than a credit card

c. Air Conditioning in Rec Center (**Elizabeth**)

- Mark will investigate costs – get quote from Marshalls for equipment and installation

d. Loose cats

- Owner making flyer to identify cats – another message will go to residents

e. Damage from planters on catwalks

- Noted that water damage may cause walkways to be replaced 5 years early
- House rule to elevate all planters will be added to fine structure

**6. New business**

- None

**7. Community open forum (items not on agenda)**

- Additional complaints about cars/trucks parking on curb on lower Trailside

**8. Next board meetings:**

**Annual meeting: Thursday, February 23<sup>rd</sup> 6:30 pm**

**Monthly meeting: Wednesday, March 8<sup>th</sup> 6:30pm**

**9. Meeting adjourned: 8:16 pm**

**10. Executive session: Personnel matters**