

**Highlands Board of Directors Monthly Meeting Minutes**  
**April 12, 2023 at 6:30 PM Zoom Conference Call**  
**Approved Minutes**

1. **Call to order (Claudia): 6:30 PM**
  - a. Board members present (quorum): Claudia; Susan F. Wayne; Sue S joined during the meeting; Paula was absent
  - b. Units present: 105; 115; 150; 205; 208; 308; 315; 414; 430
  - c. Proof of notice of meeting went out with the minutes
  - d. Claudia called attention to potential Board vacancies. A call will be put out to invite owners to apply for those vacancies. Per the Bylaws, whoever fills those positions will complete the term of the resigning members.
  - e. Paula has resigned her position as treasurer. Wayne is assistant treasurer and agreed to serve as treasurer until new Board positions are filled.
  - f. Claudia also called for new committee assignments:
    - (1) 2023 Finance committee. Mandate for the 2023 committee is to make recommendations for the budget and fee structure for the coming year or years and work on insurance issues.
    - (2) 2023 Capital Improvements Funding Committee.
  - g. An email will be sent out regarding the Board and committee openings in addition to including the call for Board and committee openings in the minutes.
2. **Approval of minutes for February and March:**

**Susan Fix moved to approve the February and March minutes. Wayne seconded. Wayne and Susan voted yes and the minutes were approved**
3. **Committee Reports:**
  - a. Finance/Treasurer Report:

Claudia reported for Paula. No questions.  
One demand letter was sent for an owner in arrears.
  - b. Insurance Report:
    - (1) Claudia gave an update on the Nationwide policy. The cost is higher than quoted before - the policy is now \$120,518 per year, with an additional \$567 per year for crime and \$4,669 for general liability. The Board will also have to renew director and SAIF coverage later this year. Estimate is that total insurance costs for the year will be about \$14,000 more than budgeted.
    - (2) Susan Fix is still working with State Farm re obtaining quote for a lower rate.
  - c. Special Assessment:

No fixed amount so unable to move forward with a special assessment yet
  - d. Commercial Credit Card:
    - (1) Wayne has taken over as custodian of credit card
    - (2) There is \$1000 cash back on one card

- e. Security Committee Update:  
Susan F. to contact Peter at Apex for further information
  - f. Beautification Committee:  
**(1) Wayne moved and Sue S. seconded to use the \$1000 from the credit card cash back to purchase 50' hoses - 2 per building for water access during fire season. Sue S.; Susan F. and Wayne voted in favor; motion passed**  
(2) A day will be specified for a Highlands Day to pull weeds and clean-up.  
Request for residents to volunteer to participate in the clean-up.
4. **Property Manager Report**
- a. Engineering Update: Have one bid for Woodcutter 309-316 for \$112,500 from Glen Hughey; working on getting the engineering plans for 301-308 Woodcutter and then bids for that.
  - b. **Susan F. moved to accept Glen Hughey bid for 401-408 catwalks; Sue S. seconded. Yes - Susan F.; Sue S.; and Wayne. Motion passed**
  - c. Tree bid from Bailey Tree Group for \$1025 to remove dead tree on Woodcutter and remove the top of a second tree. **Wayne moved to accept the proposal; Sue S. seconded; Susan F., Sue S. and Wayne voted yes; motion passed**
  - d. Hot tub inspection. Passed inspection but suggestion to reset timer to 15 iminutes and have the back door of the rec center open during rec center hours. **Wayne moved to implement these recommendations; Susan F. seconded. Sue S.; Susan F. and Wayne voted yes; motion passed.**
  - e. **Sue S. moved that we hire Rexius to mow the front lawn; Susan F. seconded. Wayne; Susan F. and Sue S. voted yes and the motion passed.**
  - f. Claudia will draft a letter to two owners who have not fixed their plumbing leaks
10. **Unfinished Business:**
- a. Accessing unoccupied unit - per attorney's advice Board agreed to not enter the unoccupied unit.
11. **New business:**
- a. Spring walk-around tabled
12. **Community Open Forum**
- a. Sue S. mentioned dead tree that Kirk will take a look at.
  - b. Thanks to Sue S. for her service on the Board
  - c. Rain gutters aren't draining on 205 Trailside.
13. **Next monthly Board meeting: Wednesday May 10, 2023 at 6:30 PM (Zoom)**
14. **Adjournment: Meeting adjourned at 8:38 PM**