

Highlands Board of Directors Monthly Meeting Minutes  
May 10, 2023 at 6:30 PM Zoom Conference Call  
Minutes

**1. Call to Order (Claudia) 6:30 PM**

- a. Board members present (quorum): Claudia; Susan; Wayne
- b. Units present: 216; 427; 430; 216; 315
- c. Proof of notice of meeting went out with the minutes
- d. Executive Session scheduled for Wed. May 17 at 6:30 PM via Zoom
- e. Board vacancy - 1 vacancy - will send out request for applications again
- f. New committees
  - a. Finance committee:
    - (1) Josiah and Claudia volunteered; invitation open to next month
  - b. Capital Improvement Funding Committee
    - (1) Susan; Wayne and Melanie volunteered; invitation open to next month

**2. Approval of April 12 minutes**

Wayne moved to approve; Susan seconded; Wayne yes; Susan yes. Minutes were approved

**3. Officer, Committee, Property Manager Reports**

- a. Finance/Treasurer Report
  - (1) March Financials
    - (a) Claudia reported; no questions
  - (2) Insurance
    - (a) Susan gave update on State Farm and will continue working with State Farm on obtaining a quote
  - (3) Special Assessment
    - (a) Special meeting to deal with a special assessment scheduled for Wednesday May 24 at 6:30 PM via Zoom
- b. Security Committee
  - (1) Susan Fix and Elizabeth Chandler resigned from committee; Claudia will establish a new security committee if anyone is interested
- c. Beautification Committee
  - (1) Fuel reduction/spring cleanup -
  - (2) Highlands Day will be June 2 - work for 2 hours; pizza in rec center
- d. Property Manager
  - (1) Woodcutter engineer update - no plans yet for second Woodcutter walkway
  - (2) Walkway bids
    - (a) 401-408 will be finished by end of the week

- (b) A review of walkway bids to be included in special meeting of May 24
- (3) Foundation repair recommendation
  - (a) Susan moved to hire WoodChuck Engineering at a cost of up to \$1000 to evaluate water/foundation issues on the Stonewood building and evaluate SSW engineers report; Wayne seconded; Susan yes; Wayne yes. Motion passed
  - (b) Foundation repairs referred to capital improvements committee
- (4) Moss on roofs - no report
- (5) Woodcutter tree hazard; Wayne moved to allow Kirk to remove the hazardous tree; Susan seconded; Wayne yes; Susan yes. Motion passed
- (6) Under building water issues; Kirk gave report
- (7) Plan for laundry machine replacements; referred to capital improvement committee
- (8) Plan for long-term catwalk maintenance plan - Kirk gave report

**4. Unfinished Business**

- a. Spring walk-around - Wayne gave update

**5. New Business**

- a. Signage
  - (1) Susan moved to authorize Wayne to use up to \$100 for signage upgrades and corrections. Wayne seconded. Susan yes; Wayne yes. Motion passed

**6. Community Open Forum**

- a. Cats - James brought up the issue of cats roaming the complex. Wayne will include the issue in the spring walk-around

**7. Next Board Meeting: Wednesday June 14 at 6:30 PM**

**8. Adjournment: 8:43 PM**