

Highlands Board of Directors Monthly Meeting Minutes
June 14th, at 6:30 PM Zoom Conference Call
Approved Minutes

1. **Call to order – (Claudia): 6:30 pm**
 - a. Board Members Present (quorum): Claudia, Paula, Susan F., Wayne., Melanie
 - b. Units present: 411, 427, 414, 406, 416, 315, 224, 308, 424
 - c. Proof of Notice of Meeting or Waiver of Notice
 - d. Fill vacant board position
 - Melanie Miller was unanimously chosen for member at large (term expires 2025)
 - e. Call for a brief executive session following meeting to discuss legal issue
 - Rescheduled to June 28th 6:30 pm
2. **Approval of May 10 minutes**

Motioned to approve by Wayne, 2nd by Susan – approved (Paula abstained)
3. **Officer, Property Manager, and Committee Reports:**
 - a. Finance/Treasurer/Financial Committee updates
 - i. April financials report (**Claudia and Wayne**)
 - No questions
 - 2% cash back credit card issued to Kirk
 - ii. Insurance update (**Susan F**)
 - Report attached to agenda
 - Capital Committee will research aluminum wiring, plumbing and hvac inspections and repair
 - iii. Finance Committee update (**Claudia**)
 - Committee met – other owners encouraged to join
 - Cost increases will be estimated by actuals on reports
 - Need to increase fees for reserves
 - iv. Special assessment (**Claudia**)
 - Special assessment notice and resolution will be added to Highlands website as part of minutes.
 - b. Capital Improvement Committee
 - Wayne and Melanie are members – Wayne is the chair.
 - No other updates – owners encouraged to join
 - c. Beautification Committee update (**Claudia**)
 - Hoses were purchased for \$599 and will be distributed behind buildings
 - Branches, berries, cones and duff removed behind some buildings
 - First Highlands Day (clean-up volunteers) a great success!
 - d. Property Manager (**Mark & Kirk**)
 - i. Wood cutter walkway bid (**Mark**)
 - **Motion by Melanie 2nd by Paula – Motion to accept Glen Hughey Homes bid for \$210,000 to replace catwalks at 309-316 Woodcutter - passed unanimously**
 - ii. Walkway cedar replacement bid (**Mark**)

- **Motion by Wayne 2nd by Paula -Motion to accept \$21,528 bid from Glenn Hughey to replace cedar boards at 417-424 – vote unanimous.**
- iii. Tree work bid (**Mark**)
 - **Motion by Paula 2nd by Melania – Motion to accept bid up to \$6,000 and revisit for safety concerns for additional work at next meeting – passed unanimously**
- iv. Stair work (**Mark**)
 - Work is in progress (improve safety)
- v. Foundations (**Mark**)
 - Pioneer Engineering will evaluate previous inspections (in 3 months)
- vi. Breezeway shore up (airflow issue) (**Mark**)
 - Only 1 vent present – bird blocks need to be added
- vii. Moss on roof (**Mark**)
 - Moss control work on roofs will be done this year
- viii. Recreation card regulations (**Kirk**)
 - Requests by owners for multiple cards per unit (tabled)
- ix. Catwalk inspection and maintenance plan (**Kirk**)
 - Tabled

5. Unfinished business

a. Spring walk-around (**Wayne**)

Problems noted:

- Plants and Pots not elevated for drainage and air circulation
- Storage on decks and porches
- Food left outside for pets and wildlife
- Loose pets and feces on grounds
- Architectural standards (i.e. non historic paint on doors)

Email will be sent out to all owners to correct violations

b. Signage

- **Motion by Wayne 2nd by Melanie – Motion to post sign (in breezeway): Remove valuables and lock vehicle doors – motion passed unanimously**

6. New business (none)

7. Community open forum (items not on agenda)

8. Next board meetings:

Monthly meeting: Wednesday, July 12th 2023 6:30pm

9. Meeting adjourned: 8:57pm