

**Highlands Board of Directors Annual Meeting
March 10th, 2021 at 6:30 PM Zoom Conference Call
Minutes**

1. Call to order - Wayne

The continuation of the annual meeting was called to order at 6:30p.

a. Board Members Present (Quorum):

Wayne Vincent
Sue Swensen
Claudia Vincent
Ellie Andrejko
Kate Stucke

Units present: 155, 109, 208, 424, 212, 426, 134, 153, 403, 133, 308, 427.

b. Proof of Notice of Meeting or Waiver of Notice

Not necessary because annual meeting was not adjourned.

2. Unfinished Business

Nationwide Insurance (Ellie)

The financial committee met and recommends continuation of our policy. Fireplace inspections are in good shape after nationwide adjusted its mandate. Mark will keep a list of approved fireplaces and remind those units next year to get a new inspection by March 15. Fireplace inspection information will be included in Escrow documents when units are sold, so that new owners are aware of the policy and requirements.

One owner noted that two units (133 and 134) were not listed on the expiring policy. Ellie will make sure that units are listed on the renewal policy.

The Board can shop around for new coverage to find lower premium.

Motion (Ellie): Motion to accept existing policy with addition of 133 & 134 Treehill.

Sue: second

Vote: Sue: approve, Claudia: approve, Kate: approve, Ellie: approve

Motion passed.

Rules & Regulations (Claudia & Kate)

Listing of all the violations needs to be published prior to levying fines. Fine structure under consideration moves from a warning to \$25, then \$50, then \$75. We need to look into the legality of fining continuously until compliance is achieved. Mediation could be one way to resolve conflict if parties are willing to participate.

Our goal is to achieve equity, fairness, and consistency. Some rules appear somewhat archaic and some cannot be enforced. To make changes, we could

explore ways to change the minimum owner participation rate for changing the by-laws from 75% to 50%.

One owner suggested to impose steeper fines for lack of carrying personal insurance, due to the potential negative impact on the entire organization. To help us keep track of each unit's personal insurance, owners could add an endorsement naming the HOA as an additional insured. If insurance lapses, the HOA will be notified.

The committee will revise the current draft documents to make them consistent, and adjust fines to the severity of the violation. Drafts will be sent to the attorney, whose opinion will be discussed in executive session. Ellie volunteered to assist with finalization.

3. Annual Board Member Election

Voting & Results:

Mark reported a total of 69 correctly completed votes.

Lisa Andrejko: 64 votes

Wayne Vincent: 64 votes

John Francis: 2 votes

Sue Swensen: 1 write-in

Claudia Vincent: 1 write-in (Claudia is not eligible since her term on the board has not yet ended.)

Lisa was unable to attend the meeting. Wayne will follow up regarding her acceptance.

Wayne accepted.

John Francis accepted and will send an official acceptance to highlands97405

This will fill the available three board positions.

4. Election of Officers:

Given that not all new board members were present, Wayne will convene a virtual executive meeting to select officers (chair, treasurer, secretary).

Ellie asked that checks will still be sent to her until the new treasurer is in place, so that there are no delays. The treasurer signs all checks; checks over \$1000 need to be signed by the chair or one other board member. Wayne will co-sign for now.

5. Community Open Forum for Items Not on the Agenda

No issues were raised.

One owner followed up on the trees above 425-432. Wayne reported that the board did not motion on the trees. We will monitor the situation if things change.

6. Next Board Meeting: April 14th, 6:30 pm

7. Adjournment: Annual meeting adjourned at 7:25pm