

**Highlands Board of Directors Monthly Meeting Minutes
April 13th, 2022, at 6:30 PM Zoom Conference Call**

1. Call to order - Claudia at 6:34 pm

Meetings are being recorded

- a. Board Members Present (Quorum): Wayne, Claudia, Elizabeth, Sue (Lisa absent)
- b. Units present: 208, 155, 140, 427, 109, 105, 153, 308, 216 205, 403
- c. Proof of Notice of Meeting or Waiver of Notice

2. Approval of Minutes (Annual: February 24th and March 9th, Special: March 23rd)

Motioned by Wayne, seconded by Elizabeth – Approved (unanimous)

3. Officer, Property Manager, and Committee Reports

- a. Finance/Treasurer (report provided by Claudia during Lisa’s absence)
Expenses and Income: – we are operating within our expected expenditures (checking account) through February. No expenditures for the capital account – (March figures are not in yet.).
- b. Property Manager (Mark)
 - i. Engineer walk-through report
We do not have the report yet (walk-through done).
 - ii. Roofing wrap-up
All major roofing is done, still a few “sub roofs” to complete when weather improves.
 - iii. Walkways plan
75% done through complex (replacing stairs and stair brackets)
Motion (by Wayne, seconded by Sue): “OK to hire Travis as a temporary worker at \$25.00 an hour to work on stairways and reassess after work is completed to look at potential other contractors.”
Motions passes (unanimous). Mark will reach out to Travis
 - iv. Putting spring clean-up dumpster in Woodcutter
After Spring Walkthrough order a garbage drop box (not green waste) for residents to dispose of items. No action by board – Mark checking on price.
 - v. Noise between units
Some complaints by residents (especially noise from laminate floors). Bylaws only cover work done that affects structure or mechanical – permission needed for work over \$500 (usually with a check for certified contractors)–. Mark has responded to complaints
 - vi. Decision on washer replacement (front or top loader)

Motion (by Wayne seconded by Elizabeth): “Replace front loaders with top loaders & change load charge to \$1.50 (all machines)”
Motion passed unanimously.

- vii. Rec Center: whether to continue the mask mandate and indemnification waiver, and allow Reservations (up to 35 people)
 - Original motion was to follow- state and county guidelines. Currently there is no mask mandate statewide.
 - Elizabeth and Wayne meeting to review waiver and signage (current information may be outdated), and recommend amended signage
- c. Security Gate Committee (Susan F, chair)
 - 2 tasks:
 1. Does it make any sense to do a gate? Is it going to really going to act as enough of a deterrent to justify the cost?
 2. Contacting community safety officer and other associations for recommendations.
 - Contacting and scheduling 3 companies (Access Control Unlimited, Champion Fencing, and Freedom Fencing)
- d. Emergency Preparedness Committee (Elizabeth (new Chair))
 - Building on original Evacuation Committees accomplishments
 - Elizabeth has enrolled in CERT training (half online half in person) and completed the online portion – will complete the in person portion in June.
 - Request to put out email to all residents to participate in the committee. Tom Price is designated community trainer that will be working with committee to help connect and work with our neighbors. Wealth of resources with Highland residents.
 - Request from the Chair for committee to work on the exact mandate (one sentence) that the committee has to advise the Board and the owners. This will be discussed at next special or monthly meeting.
 - It was noted that committees cannot have more than 2 board members and that committees only serve to advise the board on actions the board can take (during an open meeting).
- e. Beautification Committee (Claudia)
 - Mark E. will do a walkaround with Claudia to offer landscaping advice
 - More trees planted (thank you Kevin)
 - Plastic continues to be removed from planting areas (thank you Sue S. for the work).

4. Unfinished business

a. Parking in guest spots

Resident with parking complaint will be invited to attend next monthly meeting as a guest to discuss issue (at the beginning of meeting)

ADA compliance (Lisa) – Tabled

b. Proxy request re meeting attendance (to be discussed in executive session)

5. New business

a. Newsletter (Sue S & Wayne)

Work in progress – a June 1st issue coming out.

b. Website (Wayne)

In the future secretary will send website updates to the Highlands to forward to web master.

Researching the possibility of an owner portal for accessing some parts of the website, as well as improvements that can be made

6 Community open forum (items not on agenda)

Follow-up on scanning architectural plans. Mark C will send to Central Blueprint (up to \$50.00 charge)

7. Next board meeting: Wednesday, May 11, 6:30p (Zoom)

8. Meeting adjourned: (8:08 pm)