

Highlands Board of Directors Monthly Meeting Minutes
March 13, 2024 at 6:30 PM Zoom Conference Call
Approved Minutes

1. Call to order – (Tyler): 6:30 pm

- a. Board Members Present (quorum): Wayne, Melanie, Josiah, Tyler, Shaun
- b. Units present: 155, Andrea E, Eleanor A, Katrina S, Cheryl D, Kate, 314, 315, Diane B, 427
- c. Proof of Notice of Meeting or Waiver of Notice
- d. Schedule executive session to discuss legal actions on accounts that are over 90 days past due

2. February 29, 2024 minutes

- a. Approval will happen next month after the draft has been mailed out

3. Officer, Property Manager, and Committee Reports:

- a. Finance/Treasurer & Financial Committee updates
 - i. February 2024 financials report (**Josiah and Wayne**)
 1. Still waiting on February's report from Bottom Line
 - ii. Yearly state corporation filing (**Wayne**)
 1. Tyler and Wayne are listed since there were only two spaces for names
 2. Melanie will send approved minutes with officer selection: Tyler Stewart-Chair, Josiah Thornton-Treasurer and Wayne Vincent-Secretary, and then new members can be added as signers at the banks.
 - iii. Insurance (**Mark**)
 1. Insurance binding completed with Nationwide
 2. Wiring discussion: we'll be creating a FAQ sheet to send out to residents
 3. The Capital Improvement committee will look into next steps for the Rec Center, and Tyler will think about a committee specifically for wiring
- b. Capital Improvement Committee updates (**Wayne**)
 - i. Our freeze on spending money on new projects (to ensure we have cash on hand for Woodcutter) could be coming to an end, since special assessment collection is going well
 - ii. Mark will send out a copy of the financials for the overview next month
- c. Fundraising Committee updates (no update)
- d. Beautification Committee (no update)
- e. Property Manager (**Mark & Kirk**)
 - i. Woodcutter progress (**Mark**)
 1. Should we accept Glen Huey's bid for the second Woodcutter building, or search for a competing bid?
 - a. Glen Huey had the best quote during the first round of bids for Woodcutter, but the point was made that it's always good to know our options
 - b. Mark did get multiple quotes previously, and other contractors wanted more money for maintaining access to the units, or didn't choose to quote the job
 2. **Melanie motioned to accept the bid from Glen Huey for \$210,000 for units 301-308, Josiah seconded. Motion approved unanimously.**
 3. Shaun brought up concerns about communication levels with Woodcutter residents who aren't necessarily owners; Kirk confirmed that he's been getting positive feedback about this
 - ii. Resident clothes dryer safety requirements (**Kirk**)
 1. Not all units have a dryer vent installed correctly, or are kept clean
 2. Legal opinion previously obtained says that these are the owner's responsibility
 3. In the past, we hired a company to clean these and then charged the owners
 - iii. Storm cleanup (**Kirk**)
 1. Most of the fallen material has been cleared away, and roads are completely clear
Remaining debris will continue to be removed but at a slower pace
 2. Next steps are repairing carports that were damaged

iv. Bench construction (**Kirk**)

1. We already have most of the materials we'd need to build some benches, estimated cost for remaining materials is \$20/bench

v. Approved quad winterization upgrades (**Kirk**)

1. Kirk would like to put a heater into the vehicle
2. Mark suggested we not put any more money into an aging vehicle
3. Mark/Kirk will reach out to Mid-Valley to see what it would cost to replace it

4. New business

- a. None

5. Community open forum (items not on agenda)

- a. Construction workers are causing damage to the landscaping and leaving litter behind
 - i. They will clean up leftover materials, but will not replant the hillside
- b. Downed tree branches are blocking access to the trail, do we need to contact the city about this?
 - i. Our access points are not part of the official trail, but maintenance does still come and clear areas from time to time

6. Next board meetings:

- a. Monthly meeting: Wednesday, April 10, 2024 at 6:30pm (Zoom)
- b. Executive session: Monday, March 18, 2024 at 6:30pm (Zoom)

7. Meeting adjourned: 8:14pm