

Highlands Board of Directors Monthly Meeting Minutes
October 9, 2024, at 6:30 PM Zoom Conference Call
Approved Minutes

1. Call to Order– (Wayne): 6:30 pm

- a. Board Members Present (quorum): Josiah, Melanie, Shaun, Wayne
- b. Units present: 427, 155, Susan, Cheryl, 425,308, Diane, Kevin
- c. Proof of Notice of Meeting or Waiver of Notice
- d. Call for new board member and officer selection (Chair position)
 - i. Thank you Tyler for the work you've done!
 - ii. Claudia offered to serve as a member at large until the next election, which is February 2025, and can assist other members with their duties
 - iii. **Shaun motioned to accept Claudia's offer, Melanie seconded. Motion approved.**
 - iv. **The position of Board Chair remains unfilled, please consider applying in February so we can stay a self-governing association!**

2. Approval of September 11 minutes

- a. Motion to approve by Josiah, seconded by Claudia- **Approved** (Shaun and Melanie abstained)

3. Officer, Property Manager, and Committee Reports:

- a. Finance/Treasurer & Financial Committee (**Josiah & Wayne**)
 - i. Financial report
 1. Josiah reported there was nothing unusual about the August financials, and there were no questions during the meeting
 - ii. 2025 Budget
 1. No update for this meeting, but the call remains open for people to join the committee
 - iii. Corporate Transparency Act
 1. Board members must submit their information to a government agency
 2. The attorney will handle the submission for a fee of \$500-750
 - iv. Special Assessment update
 1. Woodcutter is finished but city permits are still outstanding
 2. The WaFed account has \$30,779.08 and the final invoice from Glen Hughy is \$43,000
 3. \$50,000 transferred from the reserve account to cover the invoice and any future remaining costs regarding the project
 4. \$39,309.58 to collect on the special assessment
- b. Capital Improvement Committee (**Wayne, Melanie, Shaun**)
 - i. Shaun requested to be on the committee and Wayne will step down so she can join
 - ii. Wayne sent over the committee's recommendation for 2025
- c. Beautification Committee (**Wayne & Claudia**)
 - i. Tree limbs have been cleaned up and the city has also cleaned up the hillside behind Stonewood
- d. Fire Safety Committee (**Wayne**)
 - i. Fire safety plan, BBQ and smoking ban, & dryer vent policy
 1. Tabled until next month
- e. Property Manager (**Jill**)
 - i. Woodcutter tree
 1. Two recommendations to remove the tree and one to prune it, all bids under \$3,000
 2. **Shaun motioned to remove the tree for up to \$3,000, Melanie seconded.**
 - a. Discussion: Josiah asked for more clarification around a habitat tree and the arborists have concerns about that. Claudia suggested having a replanting plan and Wayne mentioned there is more plumbing work that needs done. **Motion approved.**
 - ii. Woodcutter washer (309-316)
 1. A new top loader is a total of \$2,489 and a front loader costs \$3,409
 2. **Claudia motioned to purchase the top loader, Shaun seconded. Motion approved.**

iii. Rec Center treadmill

1. A commercial machine will be 4,614.25, has a 5 year warranty and the average life is 8-10 years. It can be delivered in around 3 weeks.
2. **Shaun motioned to purchase the new treadmill, Claudia seconded. Motion approved.**

iv. Catwalks

1. Trailside is next, and Glen Hughy's bid is for \$26,000
2. **Melanie motioned to accept the bid, Claudia seconded. Motion approved.**
3. For surfacing other catwalks, Jill will email the owners to see if there's a preference

v. Flooding garage exploratory holes

1. Treehill and Trailside floods during the rainy season, and the plumber wants to drill exploratory holes (\$85/hour/person) in order to provide a bid
2. **Josiah motioned to allow up to \$800 for the plumber to drill the holes, Shaun seconded. Motion approved.**

vi. Property Manager hours

1. Jill is running out of hours mid-week and requested an increase to 60, to be split between herself and Jerry
2. She will put together an estimate for the board, and work with the budget committee
3. There are duties around real estate transactions that Jill is unsure how to handle - she will reach out to Mark for help

vii. Trespassers at hot tub

1. There was some property damage and Jill replaced the light, but the video couldn't capture how they got in through the back gate
2. We may be able to get more & better cameras with the new Comcast plan

4. New business

a. Comcast business account

- i. The Rec Center is on a very slow internet plan and it hasn't been working either
- ii. Currently we're paying \$166.58/month for phone and internet at the Rec Center, and an updated plan for 36 months with much faster wi-fi would cost \$152.89/month
- iii. **Melanie motioned that we accept the plan and have Wayne sign the contract, Josiah seconded. Motion approved.**

5. Community open forum (items not on agenda)

- a. An owner reiterated the structural issues in their building
- b. Josiah mentioned that we may need paid help on the board, since we have so few volunteers and the people who do serve are overloaded. Should this be something we budget for in 2025?
- c. Elizabeth suggested providing additional training for Jill and Jerry to help them in their jobs

6. Next board meetings:

- a. Monthly meeting: Wednesday, November 13, 2024 at 6:30pm (Zoom)

7. Meeting adjourned: 8:35pm