

Highlands Board of Directors Monthly Meeting Minutes
December 11, 2024, at 6:30 PM Zoom Conference Call
Approved Minutes

1. Housekeeping – (Josiah): 6:30 pm

- a. Board Members Present (quorum): Claudia, Wayne, Melanie, Josiah, Shaun
- b. Units present: 125, 205, Cheryl, 427, Eleanor, Diane, 412
- c. Proof of Notice of Meeting or Waiver of Notice
- d. 2025 election of Board members
 - i. Clarification from the November meeting - there will be 4 vacancies total
- e. Fulfilling chair duties until position is filled
 - i. Banking, credit cards, signers, etc are being handled by Wayne
 - ii. Mail from Jill is currently being given to Wayne & Claudia, and they requested help from other board members
- f. Candidate recruitment for election - sustaining/terminating self-governance
 - i. If positions aren't filled, owners or lenders can request receivership
 - ii. Fees could be increased as the receiver sees fit and owners would have no control over that
 - iii. **PLEASE CONSIDER SERVING ON THE BOARD! We are in dire need of new volunteers to keep our self governance model.**

2. Approval of November 13 minutes

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

3. Officer, Property Manager, and Committee Reports:

- a. Finance/Treasurer & Financial Committee
 - i. Financial report (**Josiah**)
 - 1. October 2024 numbers, there were no questions
 - ii. Special assessment expenditures to date (**Claudia**)
 - 1. \$454,025.69 spent, around 32K remaining
 - 2. \$34,936 still to be collected
 - iii. Corporate Transparency Act (**Wayne**)
 - 1. This update will happen in the executive session
 - b. Property Manager (**Jill**)
 - i. Redefine Rec Center and fitness hours
 - 1. Pushed to next month, Jill is out sick
 - ii. Security system upgrade
 - 1. Pushed to next month, Jill is out sick
 - iii. Progress report on foundation project
 - 1. Mark has been working with the architect, who will review the work on 12/18
 - 2. An owner requested a final report of what was done for each building
 - a. SS&W will likely issue something like this after everything is reviewed, and Josiah will check in with Jill about a current state summary
 - iv. Catwalk resurfacing - 217-224 Trailside
 - 1. Wayne motioned to accept Glen Hughey's bid for \$26,000, Melanie seconded.
 - 2. Shaun asked about getting details about the project on the bid
 - a. There's hesitation in the board to start requesting this now when we've never had it before, out of concern for jeopardizing the strong working relationship we've created with Hughey
- 3. The motion was approved unanimously**
- c. Capital Improvement Committee (**Shaun and Melanie**)
 - i. Shaun is working on a 20 year plan and it will be ready for the January meeting
 - d. Beautification Committee (**Wayne**)
 - i. No updates
 - e. Vote on 2025 budget and fee increases (**Board Members**)

- i. Current predictions are that we risk running out of funds in the coming years, as compared to the projects that will need completed
- ii. Shaun motioned to approve the budget and increase dues by 5%, Melanie seconded.
- iii. Discussion: Claudia requested we consider a 7.5% increase instead to give ourselves more flexibility in the event of unplanned maintenance. Wayne added that the smaller increase puts us at risk of needing another special assessment for anything unexpected.
- iv. Shaun withdrew her motion, and Melanie motioned to approve the budget and increase dues by 7.5%, Wayne seconded.
- v. Discussion: an owner requested information on assistance with rising costs. Claudia recommended joining the board or committees to be more involved in our finances. Josiah added that any expertise we have with owners in the association would be welcome if it meant decreasing expenses.
- vi. **The motion was approved unanimously.** New monthly fees starting January 2025:
 1. Flats - \$515/month
 2. Townhouse - \$535/month
 3. Garage - \$71/month

4. New business

- a. n/a

5. Community open forum (items not on agenda)

- a. n/a

6. Next board meeting:

- a. Monthly meeting: Wednesday, January 8, 2025 at 6:30pm (Zoom)

7. Meeting adjourned: 7:45pm

8. Executive session: the board will stay on the call to discuss the Corporate Transparency Act (applicable only to board members)