

Highlands Board of Directors Monthly Meeting Minutes
March 12, 2025, at 6:30 PM Zoom Conference Call
Approved Minutes

1. Housekeeping – (Frank): 6:30 pm

- a. New board members and roles:
 - i. Frank Lenihan, Chair
 - ii. Josiah Thornton, Treasurer
 - iii. Melanie Miller, Secretary
 - iv. Shaun Coldwell, Member at large
 - v. George Rogers, Member at large
- b. Board Members Present (quorum): George, Shaun, Melanie, Josiah, Frank
- c. Units present: 412, 427, 302, 155, Wayne, Susan, Eleanor, 308, 425, 411, 412, 205, Laurie
- d. Proof of Notice of Meeting or Waiver of Notice
- e. Executive session: Discuss employee salary and benefits, during the Staffing updates section

2. Approval of February 27 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
 - i. Financial report (**Josiah**)
 - 1. We don't have any new reports to review since the last meeting
 - 2. Reserves at the end of January: \$183,952.91
 - ii. Annual state corporation filing (**Melanie**)
 - 1. This is complete and the changes to officers is posted on the state's site
 - iii. Insurance (**Josiah**)
 - 1. We have a large increase this year (\$29,616) and the Umbrella policy is \$1,722
 - 2. Susan requested that the HOA cover wiring inspections in the hope of reducing our insurance
 - 3. It was recommended to move wiring discussions to the CI committee
 - iv. US Bank credit card (**Josiah**)
 - 1. George volunteered to be the card holder so that we can keep a card on hand for emergencies, and eventually the property manager would have this as well
 - 2. Shaun motioned to issue two cards, one to George and another to Melanie, Josiah seconded.**
 - 3. Discussion: Wayne mentioned that the bank may want to issue cards to people who are signers. It was brought up that Mark was a card holder, and he wouldn't have been a signer, so hopefully that won't be an issue. Laurie wondered if we should wait until we have a property manager to do anything with this, but that puts us at risk of not having a way to pay for emergencies. We also might want to have a probationary period before giving a card to the manager.
 - 4. Motion approved.**
 - v. \$100 Visa gift card (**Josiah**)
 - 1. Use this for more fire prevention costs
 - vi. Common area electric usage (**Josiah**)
 - 1. One building is consistently higher than others, working with EWEB to find out why
- b. Property Manager (Multiple people)
 - i. Staffing updates (**Melanie**)
 - 1. Shaun motioned to approve the salary and benefits package as discussed in executive session, George seconded. Motion approved.**
 - 2. We've been interviewing Property Manager and Maintenance positions and hope to get

them hired soon

ii. Keys to laundry machines (**Josiah**)

1. Jerry has the keys in the office for collecting quarters and is wondering who should handle this in the interim, since two people are required to take them to the bank
2. Next step is to give the new board members a tour of the office to see what we're working with

c. Capital Improvement Committee (**Shaun**)

- i. Melanie left the CI committee to put more focus on Secretary duties, and Susan volunteered to join

d. Beautification Committee (**Claudia**)

- i. The hoses will be put back out as it gets closer to April

4. Unfinished Business (Josiah)

a. Hybrid meetings

- i. Pushed to a later meeting

5. New business

a. Replacing metal grating with roofing paper (**Frank**)

- i. Frank will contact Highlands maintenance to see if the construction crew had a recommendation on which option was safer
- ii. Josiah volunteered to talk to other unit owners to see if there's preferences and then relay that to Jerry
- iii. Melanie motioned that Josiah move forward with the above action, Shaun seconded.**
- iv. Shaun and George brought up the issues of additional expense and uniformity, and Josiah added that Board Members don't have the expertise to make the call about which material is safer

v. Motion approved.

b. Repainting after heat pump installation (**Frank**)

- i. The side of the building wasn't painted by the contractors after the work was done
- ii. The spring walk-around is coming up and the repainting could be part of that
- iii. Other owners have paid someone to come out and repaint, and this might be required as part of the form for owner projects, and has historically been the responsibility of the owner

6. Community open forum (items not on agenda)

a.

7. Next board meetings:

- a. Monthly meeting: Wednesday, April 9th, 2025 at 6:30pm (Zoom)

8. Meeting adjourned: 8:25pm