

**Highlands Board of Directors Monthly Meeting Minutes**  
**July 9, at 6:30 PM Hybrid Conference Call**  
**Approved Minutes**

**1. Housekeeping – (Frank): 6:30 pm**

- a. Board Members Present (quorum): George, Melanie, Frank, Josiah
- b. Units present: 208, 302, 308, Diane, Shannon, Jack, Ricky, Cheryl, Moriah
- c. Proof of Notice of Meeting or Waiver of Notice
- d. Executive Session: employment topics

**2. Approval of June 11 minutes**

- a. Motion to approve by George, seconded by Josiah- **Approved**

**3. Officer, Property Manager, and Committee Reports:**

- a. Finance/Treasurer & Financial Committee
  - i. Financial report (**Josiah**)
    - 1. Employment costs increased (state requirements for maintaining the pool and hot tub)
    - 2. There is a large amount of bad debt for past due fees that might not be recoverable
  - b. Property Manager (**Della**)
    - i. Website calendar - it is now interactive and shows events & pool hours
    - ii. Real Estate
      - 1. We are at 27% rentals, which affects our insurance
      - 2. Della will do some more research on rental caps
    - iii. Insurance
      - 1. Della sent over information for WHA insurance as a possible replacement, but there is concern about upsetting the current broker again
    - iv. Lighting updates
      - 1. Bid for \$5,720 to replace fluorescents in the laundry rooms and Rec Center
      - 2. Della will parcel the job out over the next 6 months to spread out the cost
    - v. Roads and parking lots
      - 1. 2 bids received, one for \$47,115 and another for \$49,903
      - 2. Just the parking area would be \$9,275, and Tristate Parking will keep this price point for several years in exchange for our loyalty
      - 3. There are many complaints about the main entry road, but we aren't prepared yet for an expense this large- Della will send the board the draft plan for capital improvement to see where roads fall in that
      - 4. Josiah motioned to accept the bid for parking only for \$9,275, George seconded. Motion approved.**
    - vi. Office air conditioner
      - 1. Bid for \$2,128 but Della stated her preference for waiting on this
      - 2. This is put on hold for now
    - vii. Work truck
      - 1. The polaris is failing multiple times a week
      - 2. Prices range from around 10K to 20K, and we'll need auto insurance too
      - 3. Melanie motioned that we pre-approve 15K for a truck, with Frank to have the final decision making power, George seconded. Motion approved.**
    - viii. Pool heater
      - 1. This has been repaired several times now
      - 2. Bid for \$770 to keep it operational for the rest of the summer, and a replacement is \$2,126 but they recommend we replace the Rec Center roof first
      - 3. There's also an option to purchase an electric heater for \$3,800
      - 4. Della will move forward with the \$770 bid (no motion needed)

ix. Fire alarm system

1. The fire marshal requires every unit to have a wired smoke alarm, and this is the owner's responsibility (battery operated alarms don't count)
2. The HOA is responsible for the exterior, pull-down alarm systems
  - a. Bid for \$9,570 to bring us back into compliance (only 1 building is working)**b. Josiah motioned to accept the bid for \$9,570, George seconded. Motion approved.**

x. Fire Safety (**Della filling in for Howell**)

1. Howell is a Highland's employee now so he can use the chain saw
2. Tree limb removal needs to happen, 10 feet from buildings, and Della is getting bids (the job is too big for a single employee)
3. Howell is drafting an evacuation plan
4. Our fire hydrants are not registered with the state, and EWEB owns them
  - a. Della is working with the fire marshal to find out more

xi. Highland's / clean up day - July 12-13

1. There will be marked spaces dedicated to dispose of items
2. Nothing past 12pm on Sunday, due to the afternoon heat
3. No oil, chemicals, mattresses, or appliances, paint is okay in small amounts

xii. Movie night - July 19 at 7pm

1. The projector will be set up in the cul-de-sac
2. Bring your own chairs, blankets, pillows, etc

c. Capital Improvement Committee (**Della filling in for Shaun**)

- i. The committee met on June 13th to discuss project management and updated information

d. Beautification Committee (**Claudia**)

- i. There's a community garden and Claudia asked if we could add a bench
- ii. We already have the wood and it would be built at no cost to the HOA
- iii. Anyone who would like to donate something to help cover the material and labor can do so anonymously to the Property Manager (please make a note on an envelope) or directly to Wayne

**4. Unfinished Business**

a. Code of Civility (from our attorney) (**Josiah**)

- i. This is in response to the mistreatment of previous employees, and the Code discusses how people should conduct themselves over email, in meetings, and in person
- ii. Josiah motioned to adopt the Code provided, George seconded. Motion approved.**
- iii. Della will publish the code on the website

**5. New Business**

- a. Frank suggested we get our hoses on reels to make them easier to use (fire safety)
  - i. Della thinks the cost would be around \$50 a building

**6. Community open forum (items not on agenda)**

- a. An owner brought up concerns about the number of restrictions around the pool, and Della clarified why we have to follow state laws
- b. Della has received questions about the ban on open flames - specifically around electric grills/smokers and cigarettes - and will send out communication to owners and do some research as well
- c. Owners have requested meeting recordings, and the board/Della is looking into the legal aspects
- d. 129 has signed the heat pump agreement and Della is requesting board approval
  - i. Josiah motioned to approve the heat pump, George seconded. Motion approved.**
- e. There is still a lot of pet waste on the ground, and pets are allowed to use decks/balconies as a bathroom - please help keep our community clean and safe for everyone!
- f. An owner brought up a broken gutter and the state of the communal spaces in the Rec Center
- g. An owner mentioned that people are using the pool past its open hours

**7. Next board meetings:**

- a. Monthly meeting: Wednesday, August 13, 2025 at 6:30pm (Zoom & Rec Center)

**8. Meeting adjourned: 9:31pm**