

Highlands Board of Directors Monthly Meeting Minutes
November 12, at 6:30 PM Hybrid Conference Call
Approved Minutes

1. Housekeeping – (Frank): 6:30 pm

- a. Board Members Present (quorum): George, Frank, Ariel, Melanie, Josiah
- b. Units present: 208, 155, 427, 125, 411, 419, Mark, Diane, Moriah
- c. Proof of Notice of Meeting or Waiver of Notice

2. Approval of October 8 minutes

- a. Motion to approve by George, seconded by Ariel- **Approved** (Josiah abstained)

3. Officer, Property Manager, and Committee Reports:

a. Finance/Treasurer & Financial Committee (**Josiah**)

i. Financial report

- 1. Reviewed August and September reports

ii. Finance Committee updates

- 1. The latest estimate for the 2026 increase is around 12.5%
- 2. This would cover operating costs and allow us to transfer almost 200K to the capital improvement fund for upcoming large projects
 - a. The largest operating costs are insurance and payroll

b. Property Manager (**Della**)

i. Plow

- 1. It's \$2,570.45 for the snow plow attachment for the truck

2. Josiah motioned to approve the bid, Ariel seconded. Motion approved.

ii. Back up generator for Rec Center

- 1. \$24,500 and that doesn't include trenching for propane
- 2. There are mixed opinions on whether or not this is needed for the property

iii. Breezeway lights

- 1. This isn't needed after all since they are being changed out as needed

iv. Lower door reader for Rec Center

- 1. The bid is coming for this, but estimated around \$1,500 to install and it's not a high priority

v. Washers

- 1. 2 replacements are needed at \$2,500 each

2. Josiah motioned to purchase the washers, Ariel seconded. Motion approved.

vi. Fire safety

- 1. Fire hydrants are tested and no major fixes are needed
- 2. The fireplace report is almost ready - still around 15 units need to submit their document

vii. Street Sweeping

- 1. \$3,500-3,700 to get the roads cleared and to jet the grates
- 2. With the new maintenance plan going into place, we may only need to hire out the jetting

viii. Upcoming board election, there will be two open positions

- 1. Please reach out to Della for an application form - volunteers are how we keep this community operating

ix. Rec Center balcony

- 1. Still waiting for a response from the architect, Della will be reminding him

x. Owner's construction work (unit 426)

- 1. A large remodel with added insulation and also a heat pump down by the front deck on a concrete pad, in a space that isn't clearly visible

a. Josiah motioned to approve the heat pump installation on concrete pad on ground level, George seconded. Motion approved.

- b. For insulation, the plan is to replace or repair the insulation with fiberglass or spray foam underneath the floor

- c. There are questions about this being a change in areas that are common property, and

also the effects this would have on the unit's neighbor (spray foam requires 24 hour evacuation), and also who is responsible for handling this

2. A switch from carpet to LVP (unit 103)

a. Melanie motioned to approve the request, George seconded. Motion approved.

xi. HOA software

1. \$99/month for owners and staff to have access to a portal for sharing documents, submitting requests, and sending communications
2. This would allow HOA specific documents to be shared privately instead of on the website
3. It would also help streamline the planning and approvals needed for maintenance requests
4. More research is needed and Frank will put together a survey to get owner feedback

xii. Pet waste

1. Poop bags are being dumped on the curb and making a huge mess

xiii. Trail cameras

1. Della suggested cameras to see who is making the mess so that fines can be sent
2. Owners and the board all think the poop buckets should simply be removed

xiv. Noise complaints

1. Please be mindful that we live in close proximity to each other, and there is nothing that maintenance can do about this so so please don't put this in as a request

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

- i. The committee will be meeting soon and will have information soon

d. Beautification Committee (**Melanie**)

- i. Leaf raking event dates will be decided soon and notifications will be sent out

4. New Business

a. Survey results for outdoor lighting (**Frank**)

- i. 29 responses were submitted and most people thought that only parking areas could use more lighting, and one of the Rec Center lights is getting complaints about being too bright
- ii. The majority of people responding want to spend little to nothing extra to change lightning

5. Community open forum (items not on agenda)

- a. Josiah looked into energy usage at the Rec Center to see if new windows could decrease costs, and it doesn't seem like it would make a significant difference to our monthly bill

6. Next board meetings:

- a. Monthly meeting: Wednesday, December 10 at 6:30pm (Zoom & Rec Center)

7. Meeting adjourned: 9:08pm

8. Executive session: the board met after this meeting to discuss past due accounts and other owner issues