

Highlands Board of Directors Monthly Meeting Minutes
January 14th, 2026, at 6:30 PM Hybrid Conference Call
Draft Minutes

- 1. Housekeeping – (Frank): 6:30 pm**
 - a. Board Members Present (quorum): Frank, Ariel, George, and Josiah
 - b. Units present: Susan, Diane, Moriah, Mark, Donna, Shaun, Eleanor, Wayne
 - c. Proof of Notice of Meeting or Waiver of Notice
- 2. Approval of December 10th, 2025 minutes**
 - a. Motion to approve by George, seconded by Ariel- **Approved**
- 3. Officer, Property Manager, and Committee Reports:**
 - a. Finance/Treasurer & Financial Committee (**Josiah**)
 - i. Financial report
 1. November’s financial report will be reviewed at the next meeting.
 - b. Property Manager (**Della**)
 - i. Board applications and election: there are two positions up for reelection and one position vacant to be appointed by the board.
 - ii. Snow/ice protocol reminders went out by email. The new property management software will be able to send out notifications.
 - iii. Send maintenance requests to the office. Please do not stop Howell with complaints while he is out working.
 - iv. Common elements including front decks, garbage and recycling rooms, and laundry rooms are maintained by owners.
 - v. Overtime is needed to complete certain projects including repairing the gate and fence that someone damaged in order to use the hot tub after hours.
 - vi. Survey results:
 1. Complaints over hot tub hours. Hot tub must be checked every two hours and locked when staff aren’t onsite (per Oregon law). Please consider volunteering if you would like to see the hot tub open longer.
 2. Trash rooms are piling up. Some owners requested getting larger dumpsters.
 3. If you need a private meeting with Della, please email her to schedule.
 4. Complaints about pet waste not being cleaned up. Pet owners are required to clean up after their own pets.
 - c. Capital Improvement Committee (**Ariel**)
 - i. The committee will be meeting soon and will provide updates at a later meeting.
 - d. Beautification Committee (**Vacant**)
 - i. Volunteers are continuing winter pruning.
 - ii. Beautification committee members will coordinate projects with maintenance and property management.
- 4. Unfinished Business**
 - a. Melanie’s board seat is still vacant. The board will wait and see what applications for the board come in before taking any action.
 - b. An owner requested approval from the board to install a new door. The request was approved by the board.
- 5. Community open forum (items not on agenda)**
 - a. An owner requested clarification on owner/HOA responsibility for insulation between units. The board will discuss and make a decision at the March meeting.
- 6. Next board meetings:**
 - a. ~~Annual meeting: Thursday, February 19th, 2026 at 6:30pm (Zoom & Rec Center)~~
 - b. CORRECTION: Annual meeting: Thursday, February 26th, 2026 at 6:30pm (Zoom & Rec Center)
- 7. Meeting adjourned: 7:25pm**