

**Highlands Board of Directors Annual Meeting Minutes**  
**February 26, at 6:30 PM Hybrid Conference Call**  
**Approved Minutes**

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

- a. Board Members Present (quorum): Frank, Ariel, Josiah
- b. Units present: Kevin, Diane, 125, 308, 419, Wayne, 155, 124, Maria, 425, Shaun, 411, 412, Mark, Eleanor, 403
- c. Proof of Notice of Meeting or Waiver of Notice

**2. Approval of January 14 minutes**

- a. Motion to approve by Ariel, seconded by Josiah. Claudia 155 asked about Property Manager report iv. regarding common elements to be maintained by owners. Frank asked that the policy be discussed under Community Open Forum. Motion - **Approved**

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

- a. Finance/Treasurer & Financial Committee (**Josiah**)
  - i. Financial report: Josiah reviewed reports, no questions came up.
    - 1. November Financial Report
    - 2. December Financial Report
- b. Property Manager (**Della**)
  - i. Election Results. Not enough ballots to elect new board members were returned to qualify for the annual meeting, Della expects to have enough to qualify for the March 11 meeting. Della suggested appointing someone to fill the seat vacated by Melanie to complete the last year of the term, and said that it should be filled at this meeting since it has been vacant for 60 days. Frank asked for volunteers. Shaun volunteered to be appointed. Joan said that she would volunteer. Wayne volunteered. Frank said that volunteers who had applied to be on the ballot should be appointed first. The board went into Executive Session to interview volunteers for the vacant seat. After returning to the open meeting, Ariel moved to appoint Shaun to fill the remainder of the term that Melanie vacated. Josiah seconded - Approved
  - ii. Property Insurance. Della introduced Sam Morehouse and Jeff Griffin from WHA Insurance to present their services with the possibility of providing services to Highlands HOA in future. Frank said that the board would be holding an Executive Session on March 1 to discuss contract negotiations.
  - iii. Hot tub hours. Della suggested that the board decide to increase hot tub hours and Howell has volunteered to stay after 5:00, or close the hot tub through March or align the hot tub hours with the swimming pool hours. Frank asked to discuss this matter in the future due to lack of consensus.
  - iv. Insulation project with 2nd person. Della said that two of the units are difficult to get to with our ladder and that we can hire a second person to work with Howell on those units to provide the safety required. Josiah moved to approve hiring a second person to work on 2 units, Ariel seconded - Approved.
  - v. Given the time, Della suggested that the rest of the Property Manager items on the agenda be carried over to the March 11 meeting.
- c. Capital Improvement Committee (**Ariel**)
  - i. Ariel introduced the Capital Improvement 20 Year Plan and asked Shaun to present the details. Shaun reviewed the revenues and project line items from the Proposed Budget presented in December, and discussed the amendments needed to adjust the transfer to the Capital Improvements projects to reduce from \$209,016 to \$192,184. The line items for parking lot paving and parking lot bulkheads were cut from the budget. Della said that the potholes would be filled in-house and the paving and bulkheads would be moved to 2027. Another adjustment was to continue the Rec Center Upper Deck project by carrying over \$20,000 from 2025. Ariel moved approval of the 2026 Capital Improvement Budget as amended and Shaun seconded. Josiah said that he would like to see the Building Inspection done before proceeding with the sheer wall and Rec Center roof projects to verify that they are needed at this time. Claudia expressed concern for the level of carryover budgeted at the end of 2026. Shaun said that the Committee would be working closely with the Treasurer and the Property Manager to ensure that

we have cash reserves remaining at year end. - 2026 Capital Improvement Budget Approved

d. Beautification Committee - **no report**

i.

**4. New Business**

a.

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

- a. Claudia mentioned that the crawl space under the units have been locked and it could be too difficult in an emergency to get to the water shut off. Della said that Highlands maintenance staff has to be notified if there is an emergency water shut off so that they can respond to any other effects of the emergency situation.

**6. Next board meetings:**

- a. Executive Session: Sunday, March 1, 2026 to discuss contract negotiations  
b. Monthly meeting: Wednesday, March 11, 2026 at 6:30pm (Zoom & Rec Center)

**7. Meeting adjourned: 9:37pm**