

Highlands Board of Directors Annual Meeting (continued) Minutes
March 11, 2026, at 6:30 PM Zoom Meeting
Approved Minutes

1. Housekeeping – (Frank): 6:30 pm

- a. Board Members Present (quorum): Frank, Ariel, Josiah, Shaun, Wayne
- b. Units present: Claudia 155, Elizabeth 427, Cheryl 411, Maria, Andrea 125, Ricky, Cheri 104, Howard 308, Diane, Susan 105, Eleanor, Mark, Katie
- c. Staff present: Della and Howell
- d. Proof of Notice of Meeting or Waiver of Notice

2. Approval of February 26, 2026 minutes

- a. Josiah asked to correct the minutes to reflect that the meeting was held by Zoom only, no hybrid meeting in the Rec Center. The February minutes are deferred to the April meeting since there wasn't enough time for review.

3. Officer, Property Manager, and Committee Reports:

a. Finance/Treasurer & Financial Committee (Josiah)

i. Financial report

- 1. Josiah will present the January and February Treasurer's Report in April.

b. Property Manager (Della)

- i. Election Results: Della reported that we received 67 ballots for the Director positions. Frank expressed much appreciation for George's service on the Board. Since Shaun was appointed at the February meeting to complete the last year of Melanie's term, Wayne was seated in the 2 year term position that George vacated. Josiah was reelected to his position for another 2 years.
- ii. Recycling and Trash Rooms: Della asked that owners keep the recycling and trash rooms clean. She also reminded everyone to let Property Management know if there are maintenance issues.
- iii. Maintenance Task List: Della presented the list of ongoing tasks that Howell works on.
- iv. Property Management Portal: Della presented a report that is generated by the portal showing maintenance requests and completion rates. Della said that the election next year could be managed through the portal instead of mailing out paper ballots. Josiah said that the Board has not discussed what the portal would be used for, and said that there may be fees attached for using it for other purposes. Josiah said that the Board should discuss what questions are on any surveys that go out through the portal. Claudia asked if others on the portal could see contact information. Frank asked that we find a way to ensure privacy.
- v. Flooding remediation: Della said that the Highlands needs to do emergency remediation on flooding around garages. The 4 areas needing work are Upper Treehill Loop \$18,700, Lower Treehill Loop \$16,000, Woodcutter Way \$12,500, and Stonewood Drive \$15,000. Including \$300 for each section for ground scan, the total is \$63,400. Della said that the current budget includes \$20,000 for garages so we will need another \$43,400 to complete the work. Shaun said that the Capital Committee would come back with an amended budget when the building inspector has completed their report and asked that the board approve the expenditure for this emergency.
 - Motion: Ariel moved and Shaun seconded the approval of \$63,400 for the emergency drainage projects. The motion was approved.
- vi. Ice and Snow Notification: Della said that emergency numbers will be posted during the winter season.
- vii. Elizabeth asked about bulkheads. Shaun said that the parking lot paving and bulkheads projects were moved to 2027, and that the building inspectors will look at those for safety.
- viii. Community Feedback Survey Results:
 - 1. Rental Cap: Della said that the rental cap was wanted by the majority of responders. Frank asked that we wait until April to forward a vote to owners.
 - 2. Survey results on pool hours: Frank said that he doesn't anticipate changes in pool hours before Memorial Day, the HOA can develop a plan for adding more hours at the pool after Memorial Day.
- ix. Benefits of HOA Dues: Della presented the benefits provided within the HOA dues, including cable, internet, garbage services, water, laundry rooms and Rec Center. Frank commented that

the Comcast package is much cheaper as a community rate.

- x. Pet Waste: Della proposed using a camera to find who is leaving pet waste in landscape debris piles where staff is working, instead of disposing of it properly. Some people have concerns about cameras posted on the grounds, Della said that the camera would focus on parking areas where the violations are happening.

- 1. Motion: Josiah moved, Ariel seconded to add a trail cam for 1 month, to be reviewed at the April board meeting, specifically to find people who are improperly leaving pet feces. Motion was approved with 3 votes, Wayne abstained.

- xi. Breezeway Advertising, Rec Center Community Board: Della said that current rules don't allow advertising on these spaces, and asked to have the rules changed to allow it. Frank asked that we start with the Rec Center Board then see if we want to add the Breezeways.

- xii. Unit Project Approval Amounts: Della asked for board approval for unit improvement projects to change from \$500 to \$1,500. Frank asked to discuss this further in April after reviewing the by-laws.

- xiii. Unit 430 washer and dryer installation

- 1. Motion: Josiah moved approval of unit 430 washer and dryer hook-up and installation; Ariel seconded. Motion approved.

- xiv. Unit 419 convert bathtub to walk-in shower. Howell responded to a question about water shut offs to units, most are individual shut-offs, in one case the plumber installed a splice to add a shut-off where two units were combined. Della asked the owners to give notice in advance when the water needs to be shut off and staff will be there to allow access to crawlspace.

- 1. Motion: Josiah moved approval of the 419 walk-in shower conversion. Ariel seconded. Motion approved.

- c. Beautification Committee: See Community Stewardship Committee under New Business

- d. Capital Improvement Committee (Ariel): Ariel said that the Capital Committee has committed to meeting every month and staying in communication with owners regarding capital projects. Wayne said that he had resigned from the Capital Improvement Committee.

4. Unfinished Business

- a. Insulation: Mark asked who is responsible for improvements to insulation between units and under floors. Josiah said that the HOA is responsible for areas that they have access to. Della said that any insulation in exterior walls would have to be fire rated for apartments. Frank said that board approval is required for any insulation project. Mark said that he is not ready to formally ask approval.

- b. Insurance: Della said that we have a proposal from HUB for insurance coverage for commercial property, general liability and including the pick up truck for \$158,248, under our budgeted amount. This is the same offer we received from WHA, and HUB will be coming to our board meetings. WHA will honor their promise to survey risk for us and be ready to provide insurance service to us next year.

- i. Motion: Josiah moved approval to accept the policy with Nationwide for \$158,248, seconded by Ariel. Motion approved.

5. New Business

- a. Governance Training: Frank proposed an annual governance training, having a lawyer to answer questions. Suggestions followed to make sure they are on-site, and that questions be forwarded before the training to make the best use of time. Frank hopes to keep the cost under \$1,000.

- b. Community Stewardship Committee: Frank presented the combining of all volunteer committees, including the Beautification Committee, into the new Community Stewardship Committee, under the direction Property Management staff. Della suggested safety training and fire safety training for volunteers.

6. Community open forum (items not on agenda)

7. Next board meetings:

- a. Monthly meeting: Wednesday, April 8, 2026 at 6:30pm (Zoom meeting)

8. Meeting adjourned: 8:28 pm