Highlands Board of Directors Monthly Meeting Minutes
August 13, 2026, at 6:30 PM Zoom Meeting
Draft Minutes

1. **Housekeeping – (Frank):** 6:30 pm
    a. Board Members Present (quorum): Frank, Ariel, Josiah, Wayne, Shaun
    b. Units present: dlev, Shawn and Veronica 136, 403 Tyler and Katrina, Andrea 125, Cheri 104, Claudia 155, Elizabeth 427, Cheryl, Jack, Katie 419, Sienna 140, Susan, Mark and Diane 107
    c. Proof of Notice of Meeting or Waiver of Notice
    d. The Board will take a break during this meeting for an Executive Meeting.
2. **Approval of June 10, 2026, Special Meeting June 24, 2026 and Special Meeting July 19, 2026 minutes**
    a. Josiah asked to amend the draft June 10 minutes to say that Wayne seconded the approval of the May 13, 2026 minutes, not Josiah. **Motion** to approve the amended minutes of the June 10 Board meeting, and the Special meetings of June 24 and July 19 by Ariel, seconded by Josiah - **Approved (4)** (Ariel, Josiah, Wayne, Shaun)
3. **Officer, Property Manager, and Committee Reports:**
    a. Finance/Treasurer & Financial Committee **(Josiah)**
        i. Financial report
            1. Josiah presented the financial reports for May 2026 and June 2026. Frank asked whether a new bank account had been added yet for the capital budget funds.
    b. Property Manager **(Della)**
        i. Seth Bailey - Tree Report
            1. Seth presented a proposal for removal of two Douglas Fir trees, one on the west side of 109-116, and the other next to it, closer to 108. The trees have evidence of a fungal infection, Phaeolus Schweinitzii. Amount for these two, $1,500 each, total of $3,000. The proposal also included pruning to increase clearance around buildings and catwalks, from shrubs to small trees: 301-308 $120; 309-316 $250; 401-408 $350; 409-416 $250; 417-424 $200; total $1,170. Shaun proposed that a committee be formed of Highlands owners to develop a replanting plan, Seth has volunteered to review the plan when it is done, and working around Seth's schedule for removal and replanting of new plant material. Seth suggested using wood chips as mulch for the trees, he offered to leave some chips. **Motion** to approve the removal of the two Douglas Fir as stated in the proposal for a total of $3,000 by Josiah, seconded by Shaun - **Approved (4)** (Josiah, Wayne, Ariel, Shaun) **Motion** to approve the pruning as listed in the proposal for a total of $1,170 by Shaun, seconded by Josiah. A question from the Chat regarded any problems with raking the grounds around the defensible space. Seth said that leaving organic material around the trees is good, but when it is a concern for defensible space it is difficult to answer. Motion **Approved (4)** (Shaun, Ariel, Wayne, Josiah)
            2. Pool Hours - Della said that she is asked frequently why the pool is not currently open on Saturdays. Howell's schedule now is Monday-Friday, 7:30am-4:00pm, with overtime of 4:00pm-8:00pm to test the pool and maintain the closing procedures. He can do other things during that time, but it would take another day of 8:00am-8:00pm to open the pool for another day. With the pool closing for the year on September 26, that would be another 6 Saturdays. Tyler said that there is a lot to do with the amount of money that it would take to open the pool for Saturdays. Susan and Ariel both agreed, and suggested that we can talk about next year's hours. Shaun suggested that we might want to work for legislative change to make Condo HOA's not under the same requirements for testing and closing as public pools.
            3. Howell's Personnel Review - Della asked for an Executive Session for board discussion of the personnel review. Frank will call an Executive Session for the employee review.

4. Josiah requested that the meeting pause for an executive session to discuss a legal matter.
5. Application for Unit Improvements - Della said that she has drafted an application for owners to use to get improvements approved outside of the Board meetings. Shaun asked that the Board have time to review and comment before approval of the application.
6. Garage Ownership - Della said that some garages are currently owned by former owners who no longer live on-site and no longer own their condos, which is contrary to the by-laws. Letters will go out to these owners, with an offer to list their garages in Highlands newsletters.
7. Hiring a Third Employee - Della said that Howell is spending more time with construction contractors and tree work. She asked that the board hire another employee for grounds maintenance. Josiah that he supported the idea of adding another employee, who could take some of the lower skilled work off of Howell and reduce overtime. Josiah said that he believes there is money to be saved with hiring another employee. Josiah presented budget numbers with estimates of savings for hiring an additional employee. He asked to pause on this matter in order to review it with the Finance Committee and since it may be solved another way.

c. Capital Improvement Committee (**Ariel**)
   i. Geo Tech Contract - Della sent out a notice to owners of Building 2 (117-124) to provide access to the units for the Geo Tech to come through on August 21 to begin work on reviewing the status of the building structure.

d. Community Stewardship Committee **(Frank)** Frank said that he would like to convene a committee to prepare a planting plan and asked that all interested people let him know.

4. New Business

a. Changes in unit repair/remodel procedures/Fines for noncompliance **(Josiah)** - Josiah said that he had added this item to the agenda since there have been times that owners have done work on their units without approval, that requires staff to come in on the weekends to shut off water, and he would like to have a fine to recoup costs related.

b. Frank said that the board members had received a petition from owners, and had gotten communication from legal counsel. He asked that the board meeting pause to go into executive session.

The Board paused the meeting at 8:25 pm to go into Executive Session to discuss attorney communication. The Board reconvened at 9:44 pm.

c. Frank said that, upon consultation with the HOA attorneys, the items listed on the petition received by board members are under Board jurisdiction and not available for owners to vote on. He said that he will call a special meeting for owners to speak on the issues.

5. Community open forum (items not on agenda)

a. Katie said that owners have sent emails to management and maintenance, and those messages are ignored. Josiah clarified that there is a Board email for owners to communicate directly. Shawn said that they have been bothered by loud neighbors and also have not had a response to their emails. Josiah said that he would try to forward Board mailbox items to Board members who want that.

b. Ariel said that she and others in the Highlands have had trouble with stalking and harassment.

6. Next board meetings:

a. Monthly meeting: Wednesday, September 9, 2026 at 6:30pm (Zoom)

7. Meeting adjourned: 10:31 pm