Highlands Board of Directors Monthly Meeting Minutes
September 9, 2026, at 6:33 PM Zoom Meeting
Draft Minutes

1. **Housekeeping – (Frank):** 6:33 pm
    a. Board Members Present (quorum): Josiah, Wayne, Shaun
    b. Units present: 113 Treehill, Andrea 125, Cheri 104, Claudia 155, Diane B., Donna 420, Katie 419, Rebecca 212, Susan, Howard 308, Cheryl, Elizabeth 427,
    c. Staff present: Della
    d. Proof of Notice of Meeting or Waiver of Notice
2. **Approval of August 13, 2026 Board Meeting and August 29, 2026 Special Meeting minutes**
    a. **Motion** to approve by Wayne, seconded by Josiah - The motion was approved (2)
3. **Officer, Property Manager, and Committee Reports:**
    a. Finance/Treasurer & Financial Committee **(Josiah)**
        i. Financial report - Josiah was unable to share the July Financial Reports, so that item will be postponed until the next Board meeting in October.
        ii. Investment of Capital Funds - Josiah met with Washington Federal, and said that the recommendation would be to move the money into an Indexed money market account and consider a 7 month CD for some of the funds. Josiah recommends that we move the money directly into the money market and see how the funds are used before using the 7 month CD. The yields on those are 2.62% and 3.92% for the CD. The FDIC covers both accounts if those are split. Josiah said that we would move all of the capital funds to the Washington Federal account. Upon question by Wayne, Josiah said that the remaining operational account is about $180,000 to $200,000.
        iii. Overtime Policy - Josiah said that, as long as the pool is open for the season we are held to the current overtime schedule. Shaun suggested moving the closing for the season from September 25 to an earlier date. Josiah said that we would move the hot tub hours back to the 8:00-4:00 schedule. **Motion:** Wayne moved closing the pool the day after Sunday, September 20. Josiah seconded. The motion was approved (2).
    b. Property Manager **(Della)**
        i. Application Form for improvements to Units - Shaun said that the form is in Draft Form and can be discussed at this meeting and voted on at the October meeting. Della shared and reviewed the form. Smaller projects could be approved from the form without going to a board meeting. Della compared this to the application for heat pump installation. She explained the requirements for the new process. Della said that with the pre-approval list, either she or the Chair could approve the improvements. Josiah suggested editing to change the work hours to 8:00-4:00. He suggested categorizing the pre-approval items from the items that need full board approval. Shaun asked Della to send out the draft form to all owners.
        ii. Building 2 Geo Tech Report - Della said that the Geo Tech sent a preliminary report after going into Units 117-124 and looking at the doors and windows. He looked under the building, where there are cracks in the foundation. He recommends shoring up the mudslide with boulders buried into the ground to prevent losing more of the hillside. The final report will be coming.
        iii. Bug Pest Control - Della said that the contract for rodent control is ending, the problem is reduced. She suggests moving on to bug control. The bid for bug control is $995 a month for 16 buildings. This item will be continued to the October meeting to vote on the contracts. On question from Josiah, Della said that to continue the rodent control, it would include coming out 4 times a year for an additional $325 annually.
        iv. Della requested moving the agenda items for Self Insured and Laundry Rooms to the October meeting so that the full board can hear the explanation.
        v. Lighting - Della said that Howell is testing bulbs, one of the street lights needs wiring, 3 of the street lights need new fixtures. Donna commented that the lights going from Woodcutter to the Rec Center are out. Della said that they are looking at new path lights.

vi. Garages - Della said that an owner of a garage who does not live on site is announcing that he is selling his garage for $9,000. Josiah commented that it appears that the by-laws say that only unit owners can own garages; so it appears that the HOA cannot own garages. The HOA may be selling garages, along with owners who do not live on site.

c. Capital Improvement Committee (**Ariel**) - Shaun said that the Capital Committee has been waiting for the Geo Tech report and contractor estimates of costs in order to move forward with modifying the budget to bring it in line with changes to the capital plan.
d. Community Stewardship Committee **(Frank) -** Shaun said that there was an announcement concerning the new subcommittee to create a planting plan for the Highlands grounds. This would be in coordination with Seth Bailey's work on landscape already in place.
e. Maintenance Email Address - Della said that the Maintenance email address would be ending, and all maintenance requests should go to the Highlands email address for prioritizing and scheduling.

4. **Unfinished Business**
   a. Pest Control - Wayne said that the pest control item was covered in the previous discussion
   b. Trail Cameras - Josiah said that if the trail cams are not being used for a current issue, they should be taken down. **Motion:** Josiah moved, until a specific situation arises the trail cams should not be used. Wayne seconded. The motion was approved (2)
   c. Owner Request for a Special Meeting - Shaun said the time for the special meeting is set for September 30 at 6:00, it will be a town hall meeting. Wayne said that the owners requested a hybrid meeting.
5. **New Business**
   a. Safety - Wayne said that commercial vehicles have been parking along the side of the road in undesignated spaces. No vehicle should be parking in any undesignated space. Also, cars have been broken into, Wayne reminds people to take their items out of the cars. Wayne said that ice melt is available in the laundry rooms, and he suggested that people might want to keep their own ice melt close to their front doors. He reminded people that they can use crampons on the ice. Della said that little snow shovels are available in the laundry rooms. She said that contact phone numbers will be posted on the board for winter emergencies. Katie asked that extra stair treads be available for replacing missing treads. She also mentioned moss on walkways, which is slippery. Della will be starting 4 corner inspections for the Highlands in order to find issues to be addressed. Katie asked that the bumps in the road be painted, they are hard to see in the dark and are a trip hazard.
   b. The October agenda will include the items Funding owner-directed improvements to community property; adding pull-up bar/dip station to gym; gym repairs maintenance and inspection.
   c. 2027 Board of Directors Election Announcement - Josiah said that the election is held at the February Annual meeting, and that the announcement will be going out to submit applications to be on the ballot for a board position. Della said that she would be hosting coffee and conversation sessions to bring board documents and guests to discuss how the board works, how we can communicate better so that more of the owner community can learn and participate either on the board or other.
   d. Josiah said that he is concerned that the committees are meeting and available for people to participate.
6. **Community open forum (items not on agenda)**
   a. Wayne said that someone is charging their electric vehicle outside of the laundry area. Those outlets are not for that use because that cost becomes a common expense
   b. Cheri announced that she will be sending out information on a program called Be Two Weeks Ready, so that the community can be ready for emergency situations. It is a community effort. https://www.neighborsready.org/be-two-weeks-ready.html
7. **Next board meetings:**
   a. Monthly meeting: Wednesday, October 14, 2026 at 6:30pm (Zoom)
8. **Meeting adjourned:** 7:56 pm