

Highlands Board of Directors Meeting Minutes
January 8th, 2025 at 6:30 pm Zoom Conference Call
Approved Minutes

1. Housekeeping (Melanie)

- a. Call to order
- b. Board members present (quorum): Melanie, Josiah, Shaun, Wayne, Claudia
Units preset: 424, 105, 149, 427, 125, 140, 412, 308
- c. Proof of notice of meeting or waiver of notice
- d. 2025 election/self-governance/receivership
We received two completed candidate questionnaires. The terms of service of three current board members (Wayne, Melanie, Shaun) end in February and are up for election. The fourth vacancy will occur when Claudia resigns her position mid-term in February. This fourth vacancy can be filled by the new board if a candidate is available.
Motion (Claudia) to extend deadline to declare candidacy to Friday, Jan 10, 5p. Second: Shaun. Approved unanimously.
- e. Annual meeting (2/27), Executive session, & Special session
The annual meeting will be held Thursday, Feb 27. Wayne volunteered to facilitate the meeting.
The board will meet in executive session tonight to discuss legal issues and employee compensation.
We will hold a special session on Wednesday, Feb 19, at 6:30p on Zoom to discuss board transition, employee compensation, and insurance.
- f. Board member transition: to be covered during special session
Jill and Claudia are working on an operations manual to facilitate transitions. The manual should be available by Feb 19.

2. Approval of Minutes from meeting on December 11, 2024

Motion (Shaun) to approve minutes. Second: Wayne. Approved unanimously

3. Officer, Committee, and Property Manager Reports

a. Finance/Treasurer & Financial Committee Updates

- i. Financial report (**Josiah**)
Expenditures related to licenses appeared high. We might need to adjust future budgets to accommodate higher costs.
- ii. Bank reserve transfer (**Wayne**)
Transfers from checking to saving to cover CI expenses need to be updated to reflect 2025 budget. Josiah will attend to adjusting transfers.
- iii. Credit card (**Wayne**)
Motion (Wayne) to make a one-year payment for our Zoom account on corporate card Second: Josiah. Approved unanimously.
- iv. Zoom & SAIF payments (**Wayne**)
Motion (Wayne) to switch monthly SAIF payments to invoice. Second: Josiah. Wayne will ask SAIF to send bills directly to Bottom Line.

b. Property Manager (Jill)

- i. Redefine Rec Center and Fitness Hours (from previous month)
Motion (Josiah) to open Rec Center at 5:00a. Second: Shaun. Vote Shaun, Josiah, Claudia: yes, Wayne abstained.

- ii. Sand filters for pool and hot tub
Filters should be changed every 1-2 years. Filters might not have been changed for 5+ years. Quote from Emerald Pool and Patio to complete work is \$2420.79. Expense could be built into capital improvement plan. Old sand and gravel could be used for walkway to be built as emergency pool egress, if they do not contain hazardous materials.
Motion (Wayne) motioned to have company update the filters. Second: Shaun. Unanimously approved.
- iii. Security System Upgrade (from previous month)—**tabled and replaced by lighting issues**
All exterior lights at 125-132 went out Dec 30. Electrician was unable to diagnose problem. Cost to repair is unclear. Bear Mountain seemed to be more responsive and willing to problem-solve.
Motion (Josiah) to hire Bear Mountain to repair lights. Shaun seconded. Passed unanimously.
Multiple lights need to be replaced. Cost will likely exceed \$1000, the property manager's spending limit.
Motion (Wayne) to increase property manager's spending limit to \$2000 for emergency and safety issues. Second: Shaun. Approved unanimously.
- iv. 141-148 catwalk resurfacing
Motion (Wayne) to accept Glen Hughey's bid to resurface 141-148 for \$25,700. Second: Josiah. Approved unanimously.
- v. Posts and piers update
Michael Cox from SSW and Jill/Jerry went underneath all buildings. Cox was satisfied with the work and provided a letter confirming that all buildings are structurally sound.

c. Capital Improvement Committee (Melanie and Shaun)

20 year capital plan (Shaun)

Plan assumes dues increases to offset inflation. It aims to set aside money for projects that are several years out. Plan needs to be updated each year to account for work completed and new knowledge about planned projects becoming available. Plan should be approved annually together with the new budget. Bear Mountain could provide an estimate for correcting aluminum wiring in the common areas (laundry rooms, rec center, trash rooms).

Motion (Wayne) to remove reserve study from our website. Second: Josiah. Vote Approved unanimously.

4. Unfinished Business

5. New Business

- a. Hybrid meetings (Zoom & in person) **(Josiah)**

Josiah will develop a plan for the logistics of a hybrid meeting.

6. Community Open Forum (items not on agenda)

Fannie Mae loans are still on hold due to Woodcutter walkway project. 309-316 Woodcutter permit has been closed out. 301-308 Woodcutter permit is on track to be closed out soon.

7. Next Board Meeting: Thursday, February 27th, at 6:30p (Zoom). Invitation to the Special Meeting on February 19, 6:30p (Zoom) will be emailed.

8. Adjournment at 8:09p