

Highlands Board of Directors Monthly Meeting Minutes
February 27, 2025 at 6:30 PM Zoom Conference Call
Approved Minutes

1. Housekeeping – (Wayne): 6:30 pm

- a. Board Members Present (quorum): Wayne, Shaun, Claudia, Josiah, Melanie
- b. Units present: George, Susan, 125, 427, 130, 308, Diane, Julie, Aaron, Eleanor, Cheryl, Kevin, Jennifer, Laurie, also a few people whose names or units weren't clear
- c. Proof of Notice of Meeting or Waiver of Notice

2. Approval of January 8 and February 19 minutes

- a. Motion to approve by Claudia, seconded by Josiah - **Approved**

3. Officer, Property Manager, and Committee Reports:

a. Annual Report

- i. Big thank you to Mark, Jill, and Jerry for the incredible amount of work they've done
- ii. Fire safety work was another big win, and Kirk did a lot of work to clear out areas on upper Stonewood
- iii. Bad news is how these staff have been treated by some owners
- iv. There have been complaints about the dues increasing
- v. There have been an excessive amount of emails being sent to the Highland's email and this adds to the cost of Property Management

b. Finance/Treasurer & Financial Committee

i. Financial reports for December 2025 and January 2025 (Josiah)

- 1. Nothing unexpected in the financials, and Josiah reminded everyone that people can join the budget committee any time
- 2. Shaun added that she is creating a 20 year capital plan that will help us avoid more special assessments

ii. Employment options (Claudia, Wayne, Melanie)

- 1. We had a Representative from a temp-to-hire agency (Elwood Staffing) walk the grounds, and they have several applicants already for us to interview
- 2. We plan to shield future employees from any kind of mistreatment, and emails or interactions should be escalated to the board
- 3. The board is responsible for hiring and handling employment, so the new members should meet soon to get interviews scheduled

iii. Special assessment update (Wayne)

- 1. Still have around 37K outstanding, which will be due in September

iv. Insurance renewal (Wayne)

- 1. The next year's quote is coming

2. Claudia motioned to authorize Josiah to bind the insurance quote once available, Shaun seconded. Motion approved.

c. Capital Improvement Committee (Shaun)

- i. This was addressed in the section above

d. Beautification Committee (Claudia)

- i. No updates

e. Property Manager (Wayne)

- i. Woodcutter progress

- 1. This project is completed!

ii. Catwalk bid (109 Treehill) (Wayne)

1. Claudia motioned to accept Hughey's bid for \$26,600, Melanie seconded. Motion approved.

iii. Recreation Center upper deck (Wayne)

- 1. An architect is needed for this project, it's estimated to be around 5K
- 2. Hughey has a recommendation for a different architect than SS&W

3. Shaun volunteered to talk with Jerry and get the project started

4. Shaun motioned to approve an initial 5K for the architect, Josiah seconded.

Motion approved.

iv. Hot Tub and Pool (**Wayne**)

1. The sand filter was fixed and there are some additional fixes needed that Emerald Pool will handle

2. The door for the hot tub closes at 10pm - please exit that area so that you aren't locked out of the Rec Center

v. Roof treatment for moss (**Wayne**)

1. We need additional treatment beyond the powder solution to maintain this properly

2. Claudia will pass on the contact information for a resident who can help with this to the new board

4. 2025 Board Elections (Claudia)

a. Results

i. 72 owners voted, so we met the threshold for needed responses

1. Shaun - 65

2. Frank - 46

3. Melanie - 44

4. George - 42

5. Monet and Howard and Wayne also had write ins

b. Officer selection

i. Shaun and Melanie accepted the nominations, and Frank is not present

ii. Wayne and Claudia officially resigned

iii. Melanie motioned to offer George a position on the board, Josiah seconded. Motion approved and George accepted.

c. Organizational meeting for new board (**Shaun**)

i. Josiah will reach out to Frank to see if he accepts, then the board will have a meeting to decide positions

5. Unfinished business

a. Hybrid meeting (**Josiah**)

i. This is pushed to the March meeting

6. New business

a. Fines and sanctions for harassment & bullying of staff (**Josiah**)

i. Josiah discussed this with our attorney and received some suggestions, which include ignoring emails with inappropriate language, as well as levying fines for this behavior

ii. There will be more to present in the March meeting, including a code of civility

7. Community open forum (items not on agenda)

a. One owner asked if there could be air quality testing in the Rec Center - we do have an upcoming filter replacements with our contractor

b. Several owners voiced a desire to come up with a way to prevent future staff from experiencing the same problems that previous staff did

c. An owner wondered why their complex has the paper instead of the metal on their catwalks, and she will talk with neighbors to see if there's a consensus about changing that

8. Next board meetings:

a. Monthly meeting: Wednesday, March 12, 2025 at 6:30pm (Zoom)

9. Meeting adjourned: 8:08pm