

Highlands Board of Directors Monthly Meeting Minutes
October 8, at 6:30 PM Zoom Conference Call
Approved Minutes

1. Housekeeping – (Frank): 6:30 pm

- a. Board Members Present (quorum): George, Melanie, Frank, Ariel
- b. Units present: 155, 427, 125, Wayne, 308, 419, Moriah, Shaun, Eleanor, 403
- c. Proof of Notice of Meeting or Waiver of Notice

2. Approval of September 10 minutes, as well as the special meeting from September 4

- a. Motion to approve by George, seconded by Melanie- **Approved**

3. Officer, Property Manager, and Committee Reports:

- a. Finance/Treasurer & Financial Committee

- i. No update

- b. Property Manager (**Della**)

- i. Recycling project (**Wayne**)

- 1. New signs are coming for guidelines, because items aren't being recycled correctly
 - 2. Bins aren't hand sorted by Apex, so even 1 item recycled incorrectly means the entire bin is dumped instead of recycled, and we're charged for that
 - 3. Make sure everything is loose, empty, dry, and only approved items in the bins

- ii. Fire safety issues

- 1. Fire hydrants are out of compliance and we are required by the city to fix this

- a. Olmid & Sweeney are handling this for \$1,000
 - b. If repairs are needed, it could run between 6-12K
 - c. Flow tests and certifications are needed annually

- 2. Fire escape ladders for balconies, stored in laundry rooms

- a. These would be mounted inside the laundry room
 - b. Cost for all buildings would be \$800, but we'll start with only one ladder

- iii. Rec Center balcony update

- 1. The engineer is working on drawings to rebuild the structure

- iv. Contractor bids (lighting, plow, land slide prevention)

- 1. Land slide prevention - bid from Purdy for \$3,900

- a. The hillside at the cul-de-sac has been slipping over the years and could slide soon and impact the Woodcutter building

- b. They want to excavate and bring in some rock to stabilize the hill, and the work would be completed in about a day, and the access road will stay

- c. Melanie motioned to accept the bid, Ariel seconded. Motion approved.**

- 2. Plow - \$2,500

- a. This can wait until next month

- 3. Security lights for street - bid from Silent H for \$6,000

- 4. Breezeway lights - bid from Silent H for \$3,000

- a. Owners say that some areas aren't lit enough, but others are too much

- b. Others would prefer to have motion-sensored lights

- c. George and Ariel volunteered to investigate which areas need more lighting, and this will likely fall into Capital Planning for 2026

- d. The board is okay with owners installing temporary, non-drilled motion-sensored lights at carports, please check in with Della to get wattage and other details approved beforehand

- v. Dedicated board email

- 1. The address is: highlandsboard97405@gmail.com

- 2. Board members will check this regularly, and will sometimes need additional time to reply, so please be patient and know that reaching out to Staff won't speed up replies

- 3. The office line is a landline and not textable, but the emergency line IS textable

- vi. Board member representation on committees
 - 1. Josiah heads up the Finance Committee
 - 2. Melanie heads up Beautification Committee
 - 3. Ariel heads up the Capital Improvement Committee
- vii. Upcoming board member election
 - 1. Please consider joining the board!
- viii. Proposal for employees vs contractors
 - 1. Della is suggesting a 3rd part time maintenance employee for 30 hours/week (around 35K/year), instead of using contractors for routine tasks (around 80K/year)
 - 2. A 4th part time employee for 15 hrs/week (around 17K/year) would give us evening and weekend coverage plus help with keeping the hot tub & pool open on weekends
 - 3. These numbers don't include payroll taxes, employee insurance, etc so the totals would be a little higher
 - 4. The finance committee wants to run the numbers to see where totals would land
- ix. Upcoming community events
 - 1. October 23rd: Coffee / Tea time 10am
 - 2. October 25th: Trunk or Treat 11am-1pm
 - a. Della is making a candy map, so let her know if you want to be added
- c. Capital Improvement Committee (**Ariel**)
 - i. No updates
- d. Beautification Committee (**Melanie**)
 - i. The new bench is installed on upper Treehill and ready to be enjoyed!
 - ii. The committee requests they be considered for helping with grounds work before overtime is approved, assuming it's something members could assist with
 - iii. Leaf removal event coming soon - details to be announced when it's closer

4. New Business

- a. N/A

5. Community open forum (items not on agenda)

- a. Apple tree near #220 - a potential pest attractant if/once it starts producing fruit
 - i. Owners request that we keep an eye on it to see if it becomes a problem before taking any action
- b. An owner has a construction project happening and is submitting their request for approval
 - i. It will include plumbing and electrical work that needs maintenance's involvement
 - ii. George motioned to approve the work, Ariel seconded. Motion approved.**
- c. Della suggested we convert the "Contractor" garage into bike storage for the community
 - i. There would be a small monthly fee to store items, and there's a coded lock to control access
 - ii. Owners and board members on the call like the idea and staff will work on getting the garage ready

6. Next board meetings:

- a. Monthly meeting: Wednesday, November 12, 2025 at 6:30pm (Zoom & Rec Center)

7. Meeting adjourned: 7:57pm