

Highlands Board of Directors Monthly Meeting Minutes
December 10, at 6:30 PM Hybrid Conference Call
Approved Minutes

1. Housekeeping – (Frank): 6:30 pm

- a. Board Members Present (quorum): George, Frank, Melanie, Josiah
- b. Units present: 208, 155, 125, 427, Shaun, 419, 426, 312, 411, 308, Diane, Moriah
- c. Proof of Notice of Meeting or Waiver of Notice

2. Approval of November 12 minutes

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

3. Officer, Property Manager, and Committee Reports:

a. Finance/Treasurer & Financial Committee (**Josiah**)

i. Financial report

- 1. October financial reports - no questions

ii. 2026 budget

- 1. Reviewed the proposed budget, after some additional adjustments

2. George motioned a dues increase of 10% for flats, townhouses, and garages, Melanie seconded.

- a. Owners in the meeting requested a lower increase, but this means significantly less money going to the capital improvement fund, and more delays on projects that are already behind schedule
- b. The increase also isn't to keep up with general inflation, rather it's to have enough in our reserves to cover projects without a special assessment

c. Motion approved.

- 3. The new monthly dues, starting in January 2026, are:

- a. Flat: \$566
- b. Townhouse: \$589
- c. Garage: \$78

b. Property Manager (**Howell - filling in for Della**)

i. Safety issues

- 1. There's been an issue with trespassers recently, and maintenance has been checking around the property to make sure there aren't camps set up
- 2. People continue to leave poop bags on the ground - please clean up after your pet

ii. Board applications

- 1. There's an election coming up, please consider serving on the board
- 2. A questionnaire will be sent out soon
- 3. Melanie (secretary) is resigning, please consider filling the rest of that term

iii. Laundry management

- 1. Emerald Appliances has been contracted to repair our machines, this will help save money by not replacing them as often

iv. New construction requests from owners

- 1. #124 would like to change out the door for a larger one and this will also involve changes to the framing, the work would be done via a licensed contractor
 - a. The board is requesting more details before approving
- 2. #411 would like to replace their sliding door - no other changes involved
 - a. Josiah motioned to approve the project, George seconded. Motion approved.**

v. Upcoming events

- 1. Dec 12th 5:30-8:30pm: Cookie decorating at the Rec Center
- 2. Winter wonderland project: Submit a snowflake to decorate the Rec Center

c. Capital Improvement Committee (**Shaun filling in for Ariel**)

- i. Reviewed the spreadsheet with the 20-year plan, and the goal is to make it available on the

website as well

- ii. The plan helps ensure we have the funds available for known projects coming in future years
- iii. There will be a vote on the 2026 CI plan in the next meeting

d. Beautification Committee (**Melanie**)

- i. Melanie will no longer be the board rep for this committee
- ii. The hoses have been stored for the season, and the bib covers for hose nozzles are in place
- iii. An electrical room (417-424) has furniture stored in there
- iv. The committee is in charge of pruning now, so let Della know if anything needs work

4. Unfinished Business

- a. Owner repair request (426)
 - i. There is missing insulation that the board agrees is the Association's responsibility, but the owner would also like to upgrade the material - so there's some uncertainty around that
 - ii. The owner is comfortable moving forward with similar material

5. Community open forum (items not on agenda)

- a. n/a

6. Next board meetings:

- a. Monthly meeting: Wednesday, January 14, 2026 at 6:30pm (Zoom & Rec Center)

7. Meeting adjourned: 8:48pm