

Highlands Board of Directors Monthly Meeting Minutes
April 8, 2026, at 6:30 PM Zoom Meeting
Approved Minutes

1. Housekeeping – (Frank): 6:30 pm

- a. Board Members Present (quorum): Frank, Ariel, Josiah, Shaun, Wayne
- b. Units present: Claudia 155, Elizabeth 427, Andrea 125, Ricky, Cheri 104, Diane, Susan 105, Eleanor, Katie, Tyler, Julie, Hyla, Joan 124, Bailey, Moriah
- c. Staff present: Della
- d. Proof of Notice of Meeting or Waiver of Notice

2. Frank announced that the Board met in Executive Session, on an emergency basis, on March 31 to discuss legal issues.

3. Approval of February 26, 2026 and March 11, 2026 minutes

- a. The March minutes were corrected to include notice of a Board Executive Meeting on March 10, 2026, to discuss legal matters on an emergency basis. Ariel moved approval of the minutes for February 26, 2026 and March 11, 2026, motion seconded by Josiah. Wayne asked to change the header for the two months to reflect that they are the annual meeting and the continued annual meeting minutes. Claudia asked that the minutes reflect the notice of Board Executive Meetings, and the reason for the meetings. Motion approved (3), Wayne voting no.

4. Officer, Property Manager, and Committee Reports:

a. Finance/Treasurer & Financial Committee (Josiah)

i. Financial report

- 1. Josiah is still waiting for the January and February financial reports.

b. Property Manager (Della)

- i. Trail Camera:** the situation with pet waste that the trail cam was set up for seems to be resolved; the trail cam will be moved to the current drainage project since debris and hazardous materials have been left in the area by parties unknown. The camera will remain pointed away from the Highlands buildings. Shaun moved approval of moving the trail cam behind Trailside, facing away from the building. Josiah seconded, motion approved (4)
- ii. Projects:** Della said that the pool heater had been approved and would be installed next week. Della and Howell are hoping to open the pool a week earlier than usual and keep it open until October.
- iii. Events:** Della announced the April 24th 4pm-6pm event, featuring dirty sodas doing raking and adding flowers around the Rec Center, and said that the hoses would be put out.
- iv. Unit Project Approval:** Unit 143 requested approval of installation of washer and dryer, using licensed plumbing and electrical service. Josiah moved approval, Wayne seconded. Motion approved (4)
- v. Proposed Pool Hours:** Della said that Howell would be at 60 hours per week if he leaves at 6:00pm in order to lock up. Alternatives are to use an auto lock or ask a board member to get trained. Someone needs to be on-site while the pool is open. Frank suggested that the HOA hire part-time employees to manage the pool work. Josiah noted that the budget includes overtime at 100 hours for the year. Discussion followed on possible sources for finding part time employees at 20-28 hours per week.
- vi. Capital Improvement Committee (Ariel):** The Capital Committee met on April 2 to review the AmeriSpec Building Inspection report that was completed and submitted March 27, 2026, including all buildings. Ariel discussed the report that was received and Della will have binders including the report printouts for owners to check out.
- vii. Community Stewardship Committee: (Frank):** Frank will have a report on this for the April meeting.

5. Community open forum (items not on agenda)

- a. Josiah moved approval of looking for part time employees to supervise the pool and hot tub. Ariel seconded, motion was approved (4)

- b. Bailey from Unit 139 Treehill said that when she purchased her unit 1 ½ years ago, there was also a garage for sale. Bailey didn't purchase it, and so it is still owned by the previous owners. Bailey also noted that she has had ants and stink bugs in her unit. She noted that she had read in the minutes that the Highlands quit spraying for bugs last fall out of concern over pesticide use. Della will send a letter to the owner of the garage since the garages cannot be owned by people who don't own a Highlands unit. She noted that when sales of garages are done in-house, sometimes the County records don't reflect the change of owner. Della noted that staff will begin spraying for bugs, using environmentally friendly products such as grass seed oil, orange seed oil and lemongrass oil. She also noted that the AmeriSpec reports found damage to buildings from bug infestations. Those will be addressed in-house with environmentally friendly products.
- c. Claudia said that 6 Wax Myrtle trees and two ornamental pines were removed. Ariel said that a shrub was removed on Woodcutter because it was too close to the building and was causing damage. The Highlands arborist, Seth Bailey, has been trimming trees and has asked that the Highlands stop planting trees on the grounds; they are causing problems with obstructing views and encroaching on buildings. Della said that the Wax Myrtles were obstructing views on the streets and that the garbage pickup crews almost hit someone that they couldn't see around the corner. The Arborist will come to the May meeting to talk about vegetation conditions, he is seeing dead and dying vegetation. Frank noted that there is a pause on any shrub work for the present time. Della said that Cynthia Lafferty from Doak Creek Native Plant Nursery will take soil samples and recommend low maintenance, non-obstructive replacements. Claudia asked that the staff respect past board motions to bring plant removal needs to the open meetings for information and discussion. Della said that the Arborist report would be sent out prior to the May meeting for review.

6. Next board meetings:

- a. Monthly meeting: Wednesday, May 13, 2026 at 6:30pm (Zoom meeting)

7. Meeting adjourned: 7:57 pm