**Highlands Board of Directors Monthly Meeting Minutes**
**May 13, 2026, at 6:30 PM Zoom Meeting**
**Draft Minutes**

1. **Housekeeping – (Frank):** 6:30 pm
    a. Board Members Present (quorum): Frank, Ariel, Wayne, Shaun (Josiah not present)
    b. Units present: Susan, Eleanor, Elizabeth 427, Claudia 155, Donna 420, Andrea 125, Katie 419, Diane, Julie, Kevin, Steele 127, Cheryl, Moriah, Jillian, Mark, Cheri
    c. Staff Present: Della
    d. Proof of Notice of Meeting or Waiver of Notice
2. **Approval of April 8, 2026 and Special Meeting May 3, 2026 minutes**
    a. Motion to approve by Ariel, seconded by Shaun - Approved (3)
3. **Officer, Property Manager, and Committee Reports:**
    a. Finance/Treasurer & Financial Committee
        i. Financial report
            1. Josiah is not present at the meeting, but the financial reports for January, February and March 2026 were sent out to all owners
            2. Claudia asked why the minutes have not been posted on the website. Della replied that Keith posts to the website, usually quarterly.
            3. Claudia asked why the reports showing budget vs actuals are not being sent out. Frank responded that he would check with Josiah when he returns.
    b. Property Manager **(Della)**
        i. Seth Bailey, the Arborist working at the Highlands, is unable to attend the meeting, and Della presented the Bailey Tree Group report, dated May 7, 2026 saying that several trees are dead or dying, and showing the location and number of trees that need to be removed. The report lists a Douglas Fir below 101-108, an Oak below 124, 8 dead Douglas Fir above Stonewood between 116-117. The proposal is for providing service at $85.00 per hour. Della said that much of the cleanup of plant material that is debris or too close to the buildings has been done in-house. Frank said that if any of the trees on Seth's list are in danger of falling, the Board may want to move on those. Motion: Ariel moved approval of removing 8 dead Douglas Fir trees above Stonewood, between 116-117 for $4,700. Shaun seconded, motion approved (3). Mark, a licensed landscape architect, volunteered to walk anyone associated with the Board around the property. Frank said that he would set a special meeting with Seth to go over remaining issues when he is available.
        ii. Della said that the pool heater has been installed, and proposed opening the pool next week Sundays through Fridays, between the hours of 8:00am to 8:00pm. She said that if a volunteer would cover the last 8:00pm check, Howell could leave between 4:00 and 5:00 and avoid overtime. Della can do the 8:00 checks on Sundays and Tuesdays. Frank volunteered to do the 8:00 checks on days when Della or another volunteer are not available. Motion: Ariel moved approval of opening the pool Sundays through Fridays from 8:00am to 8:00pm. Shaun seconded, the motion was approved (3).
        iii. Della said that the owner of unit 428 requests approval of converting a bath to walk-in shower. Motion: Ariel moved approval, Shaun seconded. Motion was approved (3).
    c. Capital Improvement Committee (**Ariel**)
        i. Ariel said that the Highlands is getting bids for working on the highest priority projects, and the work is proceeding as quickly as possible. Della said that the Highlands is contracting with McKenzie Commercial Contractors for project management. They have provided a list of projects in priority order, and are hoping to provide numbers by next week.
    d. Community Stewardship Committee **(Frank)**
        i. Frank is going to set a meeting, asking for anyone who is interested to join the committee, and would like Della and/or Howell to be included. The first meeting was set for June 1 at 5:00.

4. **New Business**
    a. Interpretation of Highlands Bylaws Article VII, sections 8.2 Policies (c); and 7.2 Additions, Alterations or Improvements (a) and (c) (Frank) Frank opened the subject regarding owners asking for Board approval to make alterations to their units, and whether the Board should revisit how we operate on approving owners' changes. Frank proposed that there may be another way other than owners coming to meetings. Shaun and Ariel noted the importance of having owners work with licensed trades for plumbing and electrical. Della said that she had requested a change from $500 mentioned in the by-laws to $1,500 for Board approval. Della suggested that the Board could handle the requests the same way we have set up for heat pumps, that the requesting owners complete an application and follow the Board's guidelines for installation. Discussion followed on interior work not changing systems vs exterior or work including plumbing or electrical. Frank said that this could be picked up at another meeting in the future.
    b. Updating signage for single-occupancy, lockable male restroom in Rec Center to "Gender Neutral" for clarity and inclusive access; add baby changing station (Frank)
    Motion: Ariel moved, Shaun seconded changing the signage to "Gender Neutral" and adding a baby changing station for $50.00. Motion was approved (3)
    c. Gas vs electric landscaping equipment (Wayne) Wayne said that Portland, among other cities, are moving away from gas powered landscape equipment to rechargeable electric equipment. Wayne suggested that, as we need to replace landscape equipment we move to rechargeable. Della said that, at this time, it takes much more time at this point to change batteries, and she expects that to change in a couple of years.
    d. Assoc of Unit Owners of Highlands Condos, Resolution of the Board of Directors Chain of Communication Resolution (Frank); and Assoc of Unit Owners of Highlands Condos, Resolution of the Board of Directors Vendor Interference Resolution (Frank). Frank walked through the two resolutions and what they do. Ariel moved approval of the two resolutions as written, Shaun seconded. Motion was approved (2), Wayne voting no.
    e. Moving capital funds to a separate account (Frank). Frank proposed separating Highlands funds into two checking accounts, one for operational expenses and one for capital spending. Ariel and Shaun voiced support for the idea. Frank will do more research.
5. **Community open forum (items not on agenda)**
    a. Della said that not many people have been using the software, so we will stop using it and save $600 per year. She will communicate to owners by email.
6. **Next board meetings:**
    a. Monthly meeting: Wednesday, June 10, 2026 at 6:30pm (Zoom)
7. **Meeting adjourned:** 8:09pm