

**Highlands Board of Directors Monthly Meeting Minutes**  
**June 10, 2026, at 6:30 PM Zoom Meeting**  
**Draft Minutes**

**1. Housekeeping – (Frank): 6:30 pm**

- a. Board Members Present (quorum): Frank, Josiah, Ariel, Wayne, Shaun (joined at 6:44pm)
- b. Units present: 403 Tyler, 437 Elizabeth, 125 Andrea, 104 Cheri, Diane, Donna, 308 Howard, 411 Cheryl, 419 Katie, Kevin, 156 Liz, 155 Claudia, Moriah, Ricky, Susan, 425 Hyacinth, 113, Ellie
- c. Staff present: Della
- d. Others present: Seth Bailey, Arborist
- e. Proof of Notice of Meeting or Waiver of Notice

**2. Approval of May 13, 2026 minutes**

- a. Motion to approve by Ariel, seconded by Josiah - **Approved (Ariel, Wayne)** (Josiah abstained)

**3. Officer, Property Manager, and Committee Reports:**

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

i. Financial report

- 1. Josiah presented financial reports from January 2026 through April 2026. Questions regarding repairs and maintenance and overtime followed. Frank said that, since we received the AmeriSpec report, it is likely that we will have more overtime costs in response to what was reported. Josiah said that we are underspent in operating costs so far this year.

ii. Finance Committee

- 1. Wayne volunteered to be a part of the Finance Committee

- iii. Fines for unapproved renovations that cost the HOA - Josiah discussed unit owners doing unapproved repairs that cost the HOA, an example being water shut offs during weekends that require maintenance staff coming in outside of work hours. By laws require that owners notify the HOA when they plan to do major remodeling projects. Josiah suggested a fine for noncompliance. Shaun suggested that the board consider the May discussion for developing a process to apply for and get approval for improvement projects and combine those ideas with Josiah's suggestion for fines for noncompliance. Frank asked to have that discussion placed on the July board agenda.

b. Property Manager (**Della**)

- i. Seth Bailey, Arborist - Seth advised the board to address the dead trees that are at the entrance to the Highlands; and two trees between 101-108 and 109-116 that are showing fungus *Phaeolus Schweinitzii*. The one adjacent to 109 is leaning toward the building. There is decay at the base of the tree, and the usual course of action is to cut the tree down. Seth believes that he will find more problems. As for pruning around buildings, Seth's current contract provides for tree work. He could do other cleanup, but he will not itemize the plants removed; his preference is to charge hourly rates at \$85 per hour for the pruning. Della asked if Highlands staff could do the clean up work. Seth said that each building clean up would cost Highlands staff \$1,000 per building, Seth's time would be \$2,500, as an estimate. The tree behind 101 has been taken out. Seth said that new trees can make taking down older trees more difficult. He said that there are considerations to take into account with fungal infections, as an example. The building inspection report recommended that vegetation be removed to 12 inches from the buildings. Seth says that plants can be pruned away from buildings rather than removed, but large trees should be no closer than 15 feet from buildings. Seth said that a full pruning of all buildings would probably last 3-5 years, or as needed. Once it is cleaned out, it should be less costly the next time. Della reminded the board that we have board approval to remove the dead trees but not for the leaning or other affected trees.

- ii. Howell's position is safety priority first - Della said that pool chemicals are a priority for Howell at this time of year; any safety issues that come up are a priority, there have been break ins recently; next in priority are maintaining walkways, buildings maintenance, laundry rooms, trash rooms; following those are landscaping maintenance. Grass Roots landscaping recently did some firewise work on removing debris on the slopes. Resident requests are the next priority.
- iii. Pool and Hot Tub ( Saturday hours) Frank said that a part time employee may be able to maintain the pool and do other small jobs around the Highlands. The board will consider whether to continue keeping the pool open on Saturdays at the July meeting.
- iv. Pest Control - Della has moved from contracted pest control services to using non-toxic pest repellants using a peppermint, clove and vinegar mixture. They are waiting for vegetation that is too close to the buildings to be cleared out so that pest nests will be removed.
- c. Capital Improvement Committee (**Ariel**)
  - i. Ariel said that we are moving forward with lining up contractors to provide work on the capital improvement list. Della said that there were extreme findings concerning erosion areas; we are at a stop work point until we can find an architect, an engineer and a geotech to come out. Some of the contractors have pulled out of bidding on our project because they cannot touch our type of building for the work that is needed.
- d. Community Stewardship Committee (**Frank**)
  - i. The first meeting was attended by 10 people. The group talked about the landscaping, areas around the pool, hanging flowers, indoor plants. The costs come from credit card points so will not be using the Highlands budgeted funds. Low lying plants, such as creeping thyme, will be planted in the place of some grassy areas above the pool. Frank said that the board previously approved use of one of the garages to store recreation gear and suggested not charging a fee, and starting a waitlist for interested users of the garage space. There are 10 kayaks/paddleboards and 6 bike racks. Motion: Shaun moved approval of changing current policy to remove the fees charged for the recreation storage space, and approve Frank reaching out to the attorneys to discuss liability concerns. Ariel seconded the motion. Della said that the garage is on Trailside. Motion was approved (3) Wayne abstained. Next meeting is scheduled for July 6.
- e. Community Walk Through Team (Josiah)
  - i. Josiah is starting up a Community Walk Through Team. Josiah is looking for volunteers to be trained and help walk around looking for safety concerns. Anyone interested can contact Della.

#### **4. New Business**

- a. Transferring capital funds to separate account (Frank) - Discussion followed about the kind of accounts and the bank to use for the accounts. Frank suggested we open a new WAFED account and transfer the capital funds for that purpose. Once we know how much to transfer to the new account the board can vote on that at the next meeting.

#### **5. Community open forum (items not on agenda)**

- a. Board Resolution Procedures (Josiah) - Josiah suggested that we get signatures on the resolutions before sending them out. Tyler asked that the board send out the resolutions ahead of meetings with background information.

#### **6. Next board meetings:**

- a. Monthly meeting: Wednesday, July 8, 2026 at 6:30pm (Zoom)

#### **7. Meeting adjourned: 9:20pm**