

**Highlands Board of Directors Special Meeting Minutes
July 19, 2026, at 4:30 PM Zoom Meeting
Draft Minutes**

1. Housekeeping – (Frank): 4:30 pm

- a. Board Members Present (quorum): Frank, Josiah, Wayne, Shaun
- b. Units present: Mark and Diane (107), Andrea (125), Claudia (155), Diane Beaulaurier, Cheryl Davis (411), Jack, Mike Long, Molly, Musgr, Wendolyn (103), Sherri (152)
- c. Others present: None
- d. Proof of Notice of Meeting or Waiver of Notice

2. Approval of Improvements to 152 (Frank)

- a. Sherri, the owner of unit 152 requested approval for improvements to their unit, including new flooring, blinds and countertops. **Motion:** Shaun moved approval, Josiah seconded. The motion was approved: Josiah, Shaun and Wayne voting yes (3)

3. Approval of Proposed Scope of Services - Geotechnical Consultation Report

- a. Della received a proposed scope of services and fee estimate from Brad Wilcox, P.E., G.E., Senior Geotechnical Engineer AKS ENGINEERING & FORESTRY, LLC to perform a study and report for the two areas in question (localized slope failure along Stonewood Drive, and the building containing Units 117-124.) The proposed fee is \$3,300 for the following:

Proposed Scope of Services

- Review publicly available geologic mapping, topographic mapping, and geohazard mapping for the site and local area.
- Perform a geotechnical reconnaissance of the localized slope failure, including performing measurements, taking photographs, and characterizing the exposed materials.
- Perform a visual condition survey of the subject building and sloped areas surrounding the building. The survey will include, but not limited to:
 - Accessing the crawlspace to identify areas (if any) exhibiting distress (e.g., foundation cracks) and indicators of water intrusion (e.g., standing water, efflorescence, etc.)
 - Accessing the living spaces to identify indicators of excessive foundation movements (e.g., drywall cracking, windows/doors jamming, uneven floors, etc.).
 - Walking along the perimeter of the building to delineate any areas showing indicators of slope instability (e.g., erosion, slumping, etc.).
- Prepare a geotechnical consultation report to summarize the results of the reconnaissance and visual condition survey. The report will also include:
 - Geotechnical opinions of the cause(s) of the localized slope failure and recommendations for measures that could be taken to stabilize the affected area (e.g., installation of a retaining wall and backfill, slope armoring, re-grading, etc.).
 - Geotechnical opinions of the as-built conditions of the subject building. In the event that we identify indicators of distress that suggest recent or active foundation movements (and/or we identify concerns regarding slope stability local to that building), geotechnical recommendations for further evaluation will be presented. Such further evaluation could include advancement of geotechnical explorations (borings, test pits, etc.), performing periodic monitoring, and/or other measures.

The report will be stamped by an AKS Professional Geotechnical Engineer (PE/GE).

Motion: Josiah moved approval of the bid for AKS to perform the scope of work for \$3,300. Shaun seconded. The motion was approved, Josiah and Shaun voted yes; Wayne abstained.

4. Meeting adjourned: 4:55 pm