

# Highlands Condos Board Meeting Minutes

**January 15, 2024, 9:00 AM**

1. Call to Order and Roll Call -
  - a. Board of Directors - Joshua Morello, Gayle Lawrence, Jim Speir, Sandi Gaffney (Establish Board Quorum – (requires three) Quorum Established
  - b. WEB Properties - Bill Butler, Lauri Atchison, Nathan Perri
2. Financial Report and Budget:
  - a. Jim Speir inquired about the budget.
  - b. Bill stated an updated 2023 vs 2024 budget comparison will be created with 2023 Actuals.
  - c. Bill Butler provided a financial update, highlighting unexpected expenses related to spring maintenance.
  - d. Potential savings from snow removal for cash flow was mentioned.
  - e. Proposal to discuss monthly balance allocation toward reserve repayment next meeting.
3. Delinquent Owners
  - a. Bill Butler discussed Unit 19 delinquent account and reported that they received a \$4,380.00 payment without prior communication from the owner.
  - b. Motion made and approved unanimously for Mr. Lentz to file a lien.
4. Capital Reserve Fund Projects:
  - a. Painting Widget Color Choices:
    - i. Board members agreed to review and suggest paint colors using the widget before the February meeting so that owners can be presented with color options by March 1.
    - ii. Bill Butler mentioned that color count could result in additional painter costs.
    - iii. The Board discussed putting together a detailed project plan. Bill said he could put together a plan.
    - iv. The Board discussed the importance of ensuring that this project is completed this year and acknowledged that we need to identify what repairs are needed before painting can begin. Steps discussed were:
      1. Identification of bad boards and trim boards.
      2. Proposal to get a bid for repairs and a separate bid for painting.
      3. Potential for having an independent inspector look at the scope of work.
5. Annual Meeting Board of Director Appointments:
  - a. Bill Butler discussed the need to fill three open positions on the board due to a lack of votes during the annual meeting.
  - b. Discussion on Board Appointments:
    - i. Board Appointments:
      1. Gayle motioned to appoint Jim, Sandy, and Scott to the Board for a two-year term.
      2. Joshua Morello seconded the motion, motion passes.
      3. Clarification of two- and three-year terms.
      4. Board in agreement to discuss staggered terms in the next meeting.

6. TDS Fiber Optic Installation:
  - a. Nathan Perri updated on TDS fiber optic installation, scheduling for Spring.
7. Barbecue Regulations Unit 8:
  - a. The Board discussed preparation for the separate meeting for owners to vote on allowing BBQ grills. Bill said he would draft a communication that would outline the issue as presented by the insurance company.
  - b. The Board discussed the possibility of allowing a community grill in the pool area but no decision was made at this time.
  - c. The Board will determine a date for the vote based on the preparation of the information to be presented to the owners and for Unit 8 owner to present their case.
8. Future Agenda Items:
  - a. Draft Boards stance on barbecues, citing insurance and safety concerns.
  - b. Schedule a special meeting for Unit 8 to present their case.
  - c. Audit votes needed; 2<sup>nd</sup> call for votes.
9. Open Forum:
  - a. No topics discussed.
10. Next Meeting:
  - a. February 12<sup>th</sup> 9:00am
11. Adjournment:
  - a. 10:20am