

HIGHLANDS COOPERATIVE ASSOCIATION

Open Minutes

November 16, 2020

Board Members Present: Ellena, Heist, James, Moles, Ramon

Board Member Absent:

Management Present: Miller, Sinicropi

Meeting called to order at 6:38 p.m. (Meeting conducted through Zoom.)

Management Report - Agenda Items

Open Minutes

James moved to accept the minutes from the October 19, 2020 meeting as written.

Ramon seconded.

Motion Carried 5-0.

Snow Removal Policy

Miller provided a revised Snow Removal Policy for the Board to review. All Members will have a clean slate concerning Snow Removal fines beginning January 1, 2021 under the new rules in the policy. The changes are as follows:

- Snow Removal fines are being increased.
 - ❑ First offense from \$25 to \$50.
 - ❑ Second offense from \$50 to \$75.
 - ❑ Third offense from \$75 to \$100.
 - ❑ Further offenses from \$75 to \$100.
- Snow Removal fines will revert back to first offense pricing if the Member goes an entire snow season without a violation.
- For Members that have a medical accommodation on file and Highlands is shoveling and salting their porch and approach sidewalk, a bag of salt will be provided to use if there is an ice build-up when there is not enough snow to be plowed. Highlands only shovels and salts for these Members when the parking lot needs plowing.

Ramon moved to approve the new Snow Removal Policy. James seconded.

Motion Carried 5-0.

Kluck and Associates

Highlands has been informed by Kluck and Associates that they will no longer be handling Landlord/Tenant cases. Management will begin looking for another attorney.

Camera Discussion

By consensus, the Board agreed to the following guidelines for allowing the installation of cameras.

- Must be wireless but battery backup being plugged in would be allowed.
- Double-stick tape can be used to mount the camera to the window and cannot be attached to the window trim. (The Member is responsible for any damage caused by the adhesive.) Can be attached to a pole in the flower bed or back privacy fence.
- No holes may be made in the brick or siding.
- Only Wi-Fi cameras are allowed.
- No signage required but could be allowed inside the home.
- Only one camera is allowed in the front and one in the back of townhouse.
- Doorbell cameras allowed.

Consensus 5-0.

ADT Security

Miller reported that ADT does not currently offer any kind of camera system suitable for parking lot monitoring. She will continue to investigate other possible companies.

Website

Miller updated the Board concerning the website. The Office has been receiving numerous inquiries from people visiting the website. The ability to enter a Work Order is being added soon which includes Covid-19 questions.

Hard-wiring of porch lights

The Board discussed the hard-wiring of porch lights and before any decisions are made, would like to send a survey to the Membership to see which Members would like this done. Miller hopes to get this out by the end of the week by doing a door hanger survey. The results of the survey will be provided at the next meeting.

Lansing Police Department, Neighborhood Community Police Officer

Miller and Moles met with Officer Tocco about the current lighting around the property. They drove around the backyards with the golf cart. Officer Tocco commented that Highlands is one of the more well lit properties in Lansing and wondered why more porch lights were not turned on. Management and the Board

have been encouraging Members to turn on their front and back porch lights for several years.

Crime Mapping

Management signed up to receive crime reporting of incidents within a mile of Highlands. This will be included in all future Management Reports.

Mortgage Refinancing

The mortgage refinance is coming along and documents have been signed. We are hoping to have this completed by mid-December.

Member Concerns

Laurita Stebbins at 6110 Balfour would like to see if an additional light could be added in her back yard to light up the area from her townhouse to the fence. She understands that she would pay for the electricity. Miller to look into options.

Old Business

None.

New Business

None.

Adjourned at 8:00 p.m.

Respectfully Submitted,

Mary P. Heist, Secretary, Board of Directors
Highlands Cooperative Association