

Property Manager's summary of the February 15, 2021, Board Meeting.

- **NSF fee:** Currently the NSF fee is \$20. Domuso currently is charging \$25 to handle NSF's for Highlands. Due to this the Board of directors approved the increase of the NSF fee from \$20 to \$25 to cover the fee from Domuso. A 30-day notice will be sent to the membership notifying them of the increase. The Charges Policy will be revised to reflect this change. A copy of the policy will be posted on the website.

[www.highlandscooperative.com](http://www.highlandscooperative.com) Policies and Procedures, Charges

- **Camera Policy:** The Board of Directors approved a new policy allowing members to install cameras on the outside of the townhouses. The installation of the cameras must be installed in accordance with the following:
  - Must be wireless but battery backup being plugged in may be allowed depending on location of the wire.
  - Only Wi-Fi cameras allowed,
  - No holes may be made in the building. i.e. brick, mortar, vinyl, wood, pipes, etc.
  - Double-back tape can only be used to mount the camera(s) to a window and cannot be attached to the window trim or building.
  - Member is responsible for any damage caused by the adhesive or camera.
  - Adhesive must be completely removed when the camera is not in place.
  - Camera can be attached to a pole in the Member's flower bed within 12 inches of your townhouse or on the inside of a privacy fence owned by the Member.
  - Pole height must be below the lowest windowsill height unless inside of a privacy fence. If inside a privacy fence, the pole can only be tall enough for the camera to be above the top of the privacy fence.
  - No camera can be attached to a privacy fence owned by the Cooperative.
  - Camera can be placed on any window ledge only if it is not attached.
  - No signage required but can be displayed from the inside of the townhouse.
  - Only one camera allowed in the front of the townhouse and one in the back of the townhouse.
  - A doorbell camera is allowed in addition to the one camera in the front of the townhouse.An Installation Alteration permit must be submitted and approved before any cameras can be installed. A complete copy will be posted on the website.

[www.highlandscooperative.com](http://www.highlandscooperative.com) Policies and Procedures, Handbook

- **Hardwire Porch Lights:** Based on the results of the surveys returned it was the Board's decision to not require hardwiring of the porch lights.
  - One hundred twenty-six surveys were returned. Below are the results of the surveys returned.

Question	Yes	No
Do you keep your lights on?	108	18
Do you agree that all porch lights should be hardwired?	61	63
Would you like us to hardwire your porch lights?	59	60

- **Annual Meeting postponed:** Due to Covid-19, the membership will be notified that the annual meeting for 2021 will be rescheduled for a later date will be rescheduled a later date. The Board will continue to monitor the restriction for gathering. There will be discussion at each monthly Board meeting concerning a possible reschedule date.
- **Parking Lot Cameras:** Management will continue to investigate options for cameras in the parking lots.
- **Snow Policy:** Management will review the definition of how the accumulation will be determined in regards to accumulation of snow between vehicles.
- **Member Referral Program:** Management will revise the wording to make it more clear the situations where a referral fees would not apply.

Nanette Miller  
Property Manager