

# HIGHLANDS COOPERATIVE ASSOCIATION

## Open Minutes

September 16, 2024

**Board Members Present:** Butler, Heist, Kniffin\*, Rodriguez, Smith

**Board Members Absent:**

**Management Present:** N. Miller, L. Manning, S. Throop

\*Kniffin attended meeting remotely via video.

**Meeting called to order at 6:41 p.m.**

### Management Report – Agenda Items

#### Open Minutes

Butler moved to approve the minutes from August 19, 2024, as written.

Rodriguez seconded.

Motion Carried 5-0.

#### Policy Reviews

Rodriguez moved to approve the following policies that have been reviewed and changes made as needed. These policies are ready to be put on the website.

- Air Conditioning – enclosure
- Air Conditioning – window units
- Alteration Permit form
- Antennas
- Attic
- Bed Bugs
- Bed Bug Addendum
- Board Meetings
- Board of Directors
- Bylaws

Butler seconded.

Motion Carried 5-0

### **2024-2025 Draft Budget**

N. Miller said that the 2024/2025 budget reflects a \$17.00 monthly increase in carrying charges. She went over the items with large increases that made it necessary to increase the monthly carrying charges. She would like to go over the budget one more time before final approval which needs to be done before October 1<sup>st</sup>.

### **Pet Policy**

Management is requesting to table the approval of the revised policy until the October Board meeting. Management needs to investigate how farm animals would be handled.

### **Door and Appliance Replacement Project**

N. Miller announced that this two-year project is finished as of Friday, September 13, 2024.

### **Gas Valve Shut Off Replacements**

Bids for this project are being obtained for the moving of gas lines for some of 2-bedroom, 1 ½ bath townhomes and replacement of all of the gas shut off valves. The bids will be presented at the October meeting.

### **New**

None.

### **Old**

None.

## **Member Concerns**

### **Greg Lehman, 1614 Georgetown**

Greg wants to know if the grounds staff can do more to rid the property of ground moles? They are on many parts of the property creating holes and mounds in the yards. N. Miller said that she will check with Mark to see what more could be done. Highlands does treat for grubs which the ground moles like to eat. We can't do trapping.

He also asked if Highlands fines Members for windows open in the cold months. N. Miller said Members can be fined but the Office needs to be aware of this.

### **Linda Masters, 6222 Balfour**

Linda asked if her back porch can be replaced since it is falling apart? N. Miller said that these are looked at each year and the porches in most need of replacement are put on list to be replaced.

Linda also asked if Highlands treats the grass areas for weeds? She pays a child that lives near her to do weeding in her flower bed area, however, other Members don't do any weeding and have broken blinds, etc. N. Miller said that we do, however, it has been a bad year for weeds.

### **Sue Pride, 6116 Balfour**

Sue asked if Highlands treats both the front and back areas for weeds? N. Miller said yes both areas are treated. She will check with the landscaper and see what else can be done about the weeds and crabgrass.

She also asked if we have checked into sliders for the stoves and refrigerators? N. Miller said not yet.

Sue commented that it is getting darker and wants to know if we can remind people to contact the Office if bulbs are burnt out. N. Miller said we can put this in the monthly newsletter.

### **Kari Burgess, 1608 Georgetown**

Kari said she asked last month if she could get instruction manuals for the new stove and refrigerator. She has not received this yet. N. Miller said that she forgot to do this but will get these emailed to Members by the end of the week.

For Members that don't have email, they can stop by the Office to get these.

She also commented that people are using the trash bins that do not live here. She is suggesting that maybe we could fence in the whole area and give Members a key to access. N. Miller said that she is open to ideas, but the fence suggestion would be expensive. The staff had a suggestion of putting a chain/cable at the end of the driveway to the trash area at 4:30 p.m. However, Members will have to walk up to dump their trash.

Kari would like information from Highlands on how Members and Highlands can reduce energy costs. How do we get other Members to want to save also? The monthly newsletter already has ideas. People can also look at Board of Water and Light and Consumers Energy websites for ideas. Can we put the information on Members doors that do not use email or read the newsletter?

**Vicki Cole, 6219 Haag**

Vicki wants to say thank you for fixing the hole in the driveway that she mentioned last month.

**Abby Barr, 6120 Balfour**

Abby commented that Steve (maintenance) was at her door quickly to fix her garbage disposal recently. She appreciated his quick response.

**Meeting Adjourned 7:51 p.m.**

Respectfully Submitted,

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