

HIGHLANDS COOPERATIVE ASSOCIATION

Open Minutes October 14, 2024

Board Members Present: Heist, Kniffin, Rodrigues, Smith

Board Members Absent: Butler

Management Present: N. Miller, V. Miller

Meeting called to order at 6:36 p.m.

Management Report – Agenda Items

Open Minutes

Kniffin moved to approve the minutes from September 16, 2024, as written.

Rodrigues seconded.

Motion Carried 4-0.

Policy Reviews

Kniffin 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.

- Appliances
- Circuit Breaker
- Committees
- Complaints
- Cooperative Documents
- Cupboards
- Deliveries
- Door Bells
- Emergency Maintenance
- Energy Conservation
- Entry into Townhouse
- Evictions
- Exhaust Fan
- Filters

- Fireplaces
- Fireworks
- Flooring Asbestos
- Floors
- Flower Box
- Garbage Disposals
- Gas Leak
- Grandfather Policy
- Grounds
- Income Review
- Inspections
- Installation-Alteration Permit
- Insurance
- Keys
- Kitchen Cabinets-Painting

Heist seconded.

Motion Carried 4-0

2024-2025 Draft Budget

Kniffin moved to accept the email poll done on September 25, 2024 to approve the 2024/2025 budget with a \$17 increase in the monthly carrying charges, effective November 1, 2024.

- Elizabeth Smith – yes
- Mary Heist – yes
- Sheila Kniffin – yes
- Romey Rodrigues – yes

Rodrigues seconded.

Motion Carried 4-0.

Pet/Animal Policy

N. Miller presented the Board with the revised Pet/Animal Policy. Since there was no mention of “farm animals” and the Board noticed needed corrections, the approval is being tabled until the next meeting. The Board is to read policy and give N. Miller any corrections found.

Gas Value Shut-off Replacements

Management is requesting to table the bid consideration until the next Board meeting. We are still waiting for a second bid from Parker Arntz and we are also investigating changing out the current drawer with a smaller drawer in the 2-bedroom townhomes with 1 ½ bathrooms. Obtaining some bids for the electrical changes also needs to be done since Parker Arntz did not bid this part of the project.

Old

Refrigerator Rebates

Management stated that Highlands received \$137,780 from Lansing Board of Water and Light for the new energy efficient refrigerators installed in 2024.

Maintenance Staff

Kniffin commented that requiring the staff to wear booties was discussed earlier in the year but this has not been revisited since. We also discussed getting non-slip booties to prevent slip and fall accidents. Management to investigate and price non-slip booties.

New

Postcards for Maintenance

Due to a big increase in the cost from the Post Office, Highlands is discontinuing giving out post cards after maintenance has been completed in a Member's townhome. Emails will be sent and Members can respond back if they choose to. The Members will be notified of this change in the November newsletter.

Next Board Meeting

Next Board Meeting is December 9, 2024. There will not be a meeting in November.

Member Concerns

Linda Masters, 6222 Balfour

Linda said she saw some mice in her yard recently. Also, she has seen some bees around the trash area. N. Miller said that Highlands cannot treat for animals and insects that are outside; only those that are inside.

She also asked if the furnace tune ups and furnace filter handouts have started yet. Yes, this project started last week.

Sue Pride, 6116 Balfour

Sue commented that some of her neighbors throw food out in the yard for squirrels, etc. N. Miller said that there isn't anything Highlands can do about this.

Kathy McKay, 6342 Haag

Kathy commented that Highlands has three new guys in the maintenance area. Yes, and Mark Robert helps the maintenance staff, as needed, after Shawn George left.

She also asked if Members can still buy trash bags from Highlands? N. Miller said she will check and see if additional boxes of trash bags can be ordered. It may work better for the Office to provide the phone number of the company that Highlands purchased the bags from in the past, so that Members can order the bags directly from the company.

Kathy asked if she can buy some furnace filters from Highlands? Yes, we do have some that Members can purchase. N. Miller will have to check on the price for the filters.

Kniffin (Board Member) said that maybe we could find some biodegradable bags for Members to buy to help the planet. N. Miller to check on prices for these and where they could be purchased.

Meeting Adjourned 7:41 p.m.

Respectfully Submitted,

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