

# HIGHLANDS COOPERATIVE ASSOCIATION

## Open Minutes

### December 9, 2024

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

**Board Members Absent:** Butler

**Management Present:** N. Miller, V. Miller

**Meeting called to order at 6:33 p.m.**

#### **Management Report – Agenda Items**

##### **Open Minutes**

Kniffin moved to approve the minutes from October 14, 2024, as written.

Rodriguez seconded.

Motion Carried 4-0.

##### **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.

- Annual Stockholders Meeting
- Barbecue Grills
- Basement Drains
- Bird Bath Feeder-Houses
- Cable Television
- Cameras
- Cameras – Ring Doorbell
- Countertop/Backsplash
- Curtains/Window Treatments
- Dirt Delivery
- Doors
- Flowers and Flower Beds Exempt Form
- Furnace
- Lawn Furniture

- Liability Insurance
- Lights
- Lockout Form
- Mailbox
- Maintenance Strip
- Maintenance
- Membership Certificate
- Membership Handbook
- Mold & Mildew
- Monthly Calendar
- Neighbors
- Newsletter
- Noise and Nuisance
- Open Door and Windows
- Overflow Parking Registration
- Overflow Parking
- Paint
- Patio
- Pest Extermination
- Picnic Tables
- Play Areas Equipment
- Plumbing
- Privacy Fence
- Ramp
- Satellite Dish
- Screens
- Signs
- Sinks
- Solicitors
- Stairs
- Storage/Tool Bin
- Sublease Agreement
- Subleasing
- Tax Benefits
- Telephone
- Transfers

- Trash
- Tree/Shrub
- Tub Walls
- Vehicle Repair
- Vehicle Washing
- Visitors

Kniffin seconded.

Motion Carried 4-0

### **Gas Shut-Off Replacement Program**

A discussion was held concerning different companies that have bid on the project and what each can or cannot do for the project. Also discussed were different options for the 49 townhouses with the issue for the drawer to the right of the stove that cannot be opened. A Member made another suggestion to consider for the drawer issue. Her suggestion was to cut into the metal on back of stove to allow for gas line.

No Action Taken.

### **Old**

None.

### **New**

#### **Reuben Butler – Vice President**

Reuben resigned from the Board today.

#### **Next Board Meeting**

Next Board Meeting is January 13, 2025.

## **Member Concerns**

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

Sue asked if she can order some garbage bags. This was discussed at a previous meeting. N. Miller said that she is still checking into this. Members will be required to pay up front when placing an order.

The Carrying Charges went up \$17.00, but some Members are noticing that their Carrying Charges went up \$3.00. Why is this? N. Miller said that due to rounding, the amount may be more than the \$17.00. This is usually a dollar. For Members paying the surcharge, it is 10% higher than the stated Carrying Charge amount. She will check into why some Members may have increased \$3.00.

She also asked about porch bulbs. She noticed that some are yellow versus white. N. Miller said that Highlands has 2 types of porch bulbs. One is a bright white and some are yellow. Some Members don't want the bright white bulbs.

### **Pauline Stebbins, 6110 Balfour**

Pauline commented on the parking lot when there is snow and ice. For snow, there is an announcement that plowing will take place, but for ice, they just salt the middle and there is no announcement to move vehicles. She has a hard time getting to her car when there is snow/ice between the vehicles. Can we salt the entire lot? N. Miller said she will discuss this with the grounds staff and see what might be able to be done.

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

Linda asked if black screens are allowed for the screen doors? N. Miller said that Members are allowed to put these on the glass for privacy.

**Meeting Adjourned 7:43 p.m.**

Respectfully Submitted,

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