

HIGHLANDS COOPERATIVE ASSOCIATION

Open Minutes

January 13, 2025

Board Members Present: Heist, Kniffin, Rodriguez, Smith

Board Members Absent:

Management Present: N. Miller, V. Miller, M. Howell

Meeting called to order at 6:32 p.m.

Management Report – Agenda Items

Open Minutes

Kniffin moved to approve the minutes from December 9, 2024, as written.

Rodriguez seconded.

Motion Carried 4-0.

Gas Shut-Off Replacement Program

Kniffin moved to accept Parker-Arntz's bid for replacement of the main gas shut off valves in all 414 townhouses at a cost of \$72,450 and to move the gas line for 30 units for \$10,500 (\$350.00 each). Rodriguez seconded.

Motion Carried 4-0.

Also, Kniffin moved to accept the bid from Thee Electric to move the electric hook-ups behind the stove for the 30 units mentioned above at a cost of \$2,970 (\$99.00 each).

Rodriguez seconded.

Motion Carried 4-0.

Policy Reviews

Heist 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.

- Carrying Charges
- Community Building Reservation Form

- Detectors – Smoke Alarm/Carbon Monoxide
- Doors
- Flower Voucher Program
- Improvement/Upgrade Policy
- Locks
- Management
- Membership Fee
- Move Out Procedure
- Parking
- Pet/Animal Policy
- Ramp
- Recycling Waiting List
- Waiting List
- Walls (Interior)
- Washer
- Water
- Water Heater
- Water Hose
- Waterbeds
- Weapons
- Windows

Kniffin seconded.
Motion Carried 4-0

Old

None.

New

None.

Next Board Meeting

Next Board Meeting is February 17, 2025.

Member Concerns

Ruth McGill, 6244 Balfour

Ruth is a new Member to Highlands. She has heard that Highlands may discontinue shoveling the porches and approach to porches for seniors and people with disabilities. She is unable to shovel the snow and this was big in determining where to move. N. Miller said that the policy is being reviewed by our attorney. Any changes that may be made would not take effect until the fall of 2025.

Laurie Day, 6258 Balfour

Laurie asked about the Camera Policy and wanted to know if a camera can have motion? N. Miller said that cameras can have motion. Management will check the City of Lansing outdoor camera ordinance about where a camera can or cannot be pointed.

Meeting Adjourned 7:29 p.m.

Respectfully Submitted,

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