

Highlands Cooperative Association Annual Meeting Minutes May 5, 2024

Board Members Present: Butler, Heist, Kniffen, Smith

Board Members Absent: Ellena

Management Present: N. Miller, V. Miller

Meeting called to order at 2:02 p.m.

President Opens Meeting

President Elizabeth Smith opened the 56th Annual Highlands Cooperative Association meeting by welcoming all those in attendance.

Introducing Legacy Management

Smith introduced Linda Manning (CEO) and Vicki Miller (Regional Property Manager) who were in attendance.

Quorum Verification

N. Miller verified that there are 33 Members in attendance and 50 Members represented by valid absentee ballots for a total of 83. There were 8 absentee ballots that were not signed and are invalid. Quorum was established.

Proof of Notice of Meeting

Management identified that notifications of the Annual Meeting were provided as follows:

- 2 – Newsletters
- 2 – Mailings (Nomination and Meeting Information)
- 1 – Group Cast alert

Reading of Minutes

Margaret Power moved to waive the reading of the Annual Meeting Minutes from March 5, 2023. Linda Masters seconded. This was approved by a majority of the Members.

Meeting turned over to Secretary

President (Smith) turned the meeting over to the Secretary (Heist) who then turned the meeting back over to the President. The Secretary is taking the minutes and is unable to also run the annual meeting.

Election of Vote Inspectors/Counters

Cathy Rungy moved to waive Agenda Items F (Election of vote inspectors/counters), G (Election of Directors) and M (Election Results) and for Kniffen and Rodriguez to win by acclamation since they are unopposed. Linda Daugherty seconded. This was approved by a majority of the Members.

Reports from Officers

Smith went over topics that should not be discussed at the Meeting. She also talked about things that happened at Highlands during the past year. Some of these items were that the new furnace project was finished, and the first phase of the new screen and storm doors, new stoves, refrigerators, back splash and hood vent was started with ½ the Members being completed.

Committee Reports

No committee reports at this time.

Management Reports

V. Miller went over expenses from 11-1-2022 thru 10-31-2023 and gave a breakdown of the expenses for that period.

N. Miller talked about the possibility of getting some grants for a movie night and a pet bag station dispenser.

Old Business

None.

New Business

None.

Member Comments

Kathy McKay, 6342 Haag

Cathy asked if Highlands has done any searches for a grant for new windows? Also, does Highlands get notified of grants that are available? N. Miller said that we do search for grants for needed items and that some of the grants we receive are the result of contacts that Management has in the industry. Highlands does not get notified of all grants that are available.

LaTavia Widmayer, 6117 Haag

Latavia commented about the playground equipment that was removed in her area. Will it be replaced? N. Miller said that it is possible but it has not been determined yet what playground equipment may be replaced.

Katetra Washington, 6321 Balfour

Katetra asked it could be considered to have a book of possible items that could be replaced in the townhouses but have Highlands be able to fix or maintain these items? The Member would pay for the actual item. N. Miller said that Highlands does not fix/maintain improvements that are made by the Members. These are the responsibility of the Members. She will look into this further, but it would be hard to keep parts for multiple different types/brands of these improvements.

Scott Moles, 6165 Balfour

Scott mentioned that he has been a resident at Highlands for 55 years. He will be moving soon to live with his son. He has confidence in the current Board of Directors that they will continue to keep Highlands as a nice place to live.

Titus Orina, 6265 Haag

Titus asked if the monthly meetings can be moved to Sunday so that he could attend? He works and cannot attend the meetings on Mondays. L. Smith responded by saying that Management and some of the Board of Directors work during the week and have conflicts with working on Sunday also so this would not be an option.

Nancy Svinicki, 6137 Haag

Nancy asked if it would be possible to do an audio recording of the monthly meetings and put this on the website in a Members only area? L. Smith said that this is something that could be considered. Another idea would be to email a link of the recording to the Members.

Prize Drawing Results

- Marjorie Stokes - \$50 gift card
- Margaret Power - \$50 gift card
- Nancy Svinicki - \$100 gift card
- Sheila Adcock - \$100 gift card (Absentee ballot drawing)

Adjourn Meeting

Smith adjourned the meeting at 2:46 p.m.

Respectfully Submitted,

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