

HIGHLANDS COOPERATIVE ASSOCIATION

Open Minutes

November 17, 2025

Board Members Present: Heist, Kniffin, Rodriguez (remote), Smith

Board Members Absent: Sorrells

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

Meeting called to order at 6:30 p.m.

Management Report – Agenda Items

Open Minutes

Kniffin moved to approve the minutes from September 15, 2025, as written.

Rodriguez seconded.

Motion Carried 4-0.

Alteration Permit Policy

N. Miller presented the Board with some changes to the Alteration Permit Policy. The first is to clarify that any mounting or drilling of holes in exterior walls, windows, or doorways requires an alteration permit to be filled out and approved before this is done. The second is that an \$100 fine will be assessed, if the Alteration Permit Policy is not followed. Heist moved to approve the changes to the policy with the correction to change accessed to assessed. Kniffin seconded. Motion Carried 4-0.

Tree Removal Proposal

Kniffin moved to approve Green Point Consulting to remove 6 trees on the property that are showing signs of deterioration which creates a danger of future building damage. Also, there are several trees that need extensive pruning to provide building clearance. The total cost is \$10,798. Heist seconded.

Motion Carried 4-0.

New

None.

Old

None.

Member Concerns

Kathy McKay, 6342 Haag

Kathy commented that she had some shutters removed in the past and some of the holes were not filled in. N. Miller to check into this?

She also had an idea for the grounds staff concerning mowing. She is suggesting that they divide the property into 3 sections and mow the front and back in each section on the same day. She thinks this will be less noisy rather than doing the front on one day and back on another. N. Miller will run this by the grounds staff.

Sue Pride, 6116 Balfour

Sue wanted to know the dates that the Office is closed in the next couple months. N. Miller gave her the following dates:

- November 27
- November 28
- December 24
- December 25
- January 1
- January 19

Melissa Wolcott, 6228 Balfour

Melissa wants to know if Highlands has thought of offering a composting option on the property? N. Miller said that we have had discussions about this not too long ago. Some things that came up were a problem maintaining it, people putting other things in it that should not be put there such as trash and, that it

may attract animals such as skunks, etc. Melissa to provide a flier to the Office from another area in Lansing that does composting.

Terri Adams, 6308 Haag

Terri asked if the chain at the trash area on weekends doing its job? Also, is there a savings by doing this? N. Miller said that the chain is doing what we wanted it to do by Non-Members being turned away from dumping their trash and large items. This has been viewed on the camera. Highlands is charged extra by our trash company to take the extra items and this is a lot less than before the chain was put up. Also, the staff does not have to spend an hour or more on Monday morning to clean up the mess from the extra trash dumped.

Meeting Adjourned 6:57 p.m.

Respectfully Submitted,

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