

HIGHLANDS COOPERATIVE ASSOCIATION

Open Minutes

January 12, 2026

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

Board Members Absent:

Management Present: N. Miller, Lee

Meeting called to order at 6:34 p.m.

Management Report – Agenda Items

Open Minutes

Kniffin moved to approve the minutes from November 17, 2025, with corrections.

Rodriguez seconded.

Motion Carried 4-0. Sorrells absent at November meeting.

Charge List Policy

Rodriguez moved to approve the revisions to the Charge List Policy. Heist seconded.

Motion Carried 5-0.

Snow Removal Policy

Kniffin moved to approve the email poll done on December 22/23, 2025 for revisions to the Snow Removal Policy. Smith, Rodriguez, Heist and Kniffin all voted yes to approve the revisions. Sorrells did not respond. Rodriguez seconded.

Motion Carried 5-0.

Green Point Consulting – 5-year Lawn and Tree Contract

Heist moved to approve the 5-year Lawn and Tree Contract for lawn and tree care for a total of \$216,515.64. This amount includes a 3% prepay discount which Highlands pays annually. See next page for details.

Year	Amount	Discount	Total Payment
2026	\$41,202.00	\$1,236.06	\$39,965.94
2027	\$46,452.00	\$1,393.56	\$45,058.44
2028	\$43,392.00	\$1,301.76	\$42,090.24
2029	\$48,774.00	\$1,463.22	\$47,310.78
2030	\$43,392.00	\$1,301.76	\$42,090.24
Totals	\$223,212.00	\$6,696.36	\$216,515.64

Highlands has used Green Point for many years and are very happy with their service. Dana assesses what needs to be done each year rather than just treating the entire lawn and all the trees. Rodriguez seconded.
Motion Carried 5-0.

Spartan Distributors – 2011 Toro Groundmaster repairs

Kniffin moved to approve the repairs to the 2011 Toro Groundmaster for \$4,421.65. Pickup and delivery costs are \$200.00 which will go towards the repairs, if Highlands hires them for the job. They said that the repairs will be done in time for mowing season in the spring. Rodriguez seconded.
Motion Carried 5-0.

New

None.

Old

None.

Member Concerns

Terri Adams, 6308 Haag

Terri asked who got polled for the changes to the snow removal policy? N. Miller said that the Board of Directors were polled to approve the final version.

Sherry Miller, 6312 Haag

Sherry asked if there is a plan to replace the windows in the townhouses? Her drapes are moving when it is windy. N. Miller said that plans to replace the windows is being investigated but no specific time period has been set. This is going to be an expensive project. She also told Sherry that she should contact maintenance about the air leaks around the windows. It is possible that some caulking needs to be done.

Abby Baar, 6120 Haag

Abby commented that she puts plastic over the screens to block the cold air from coming in. It has been this way since she has moved here. Would using plexiglass be better for this? N. Miller told Sherry that she should contact maintenance about the air leaks around the windows. It is possible that some caulking needs to be done.

Meeting Adjourned 7:10 p.m.

Respectfully Submitted,

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