

The Highlands, Inc.

OPEN BOARD MEETING MINUTES FOR 2017

Note: Letters read at open board meetings are not identified in these minutes. Any owner may request a copy of any letter read at open board meetings.

THE HIGHLANDS, INC. Page 1
OPEN BOARD MEETING
December 20, 2017 10:00 am. Clubhouse

Call to Order (please silence cell phones)

Roll Call: Pat Yurczyk, Bernie Lee, Carol Hastings, Carole Alberda, and Brenda Henderson,
per conference call were Laurie Hartman and Bill Bohrer
ABSENT: Rich Staska

Pledge of Allegiance

Additions to Agenda: one added per Pat (item #9)

Additions/Corrections to minutes of Open Board Meeting of November 15, 2017-NONE

Correspondence – Brenda 7 letters & Pat added 1 more

REPORTS; President – Pat
Introduced Carol Hastings appointed to Treasurer position
Thanked the persons for their help in preparing absent tee ballots
Thanked the people involved in covering the pool
Stated Santa Maria needed volunteers

Treasurer – Carol
Balances – Checking Account \$62,958.57
Reserve Account \$135,822.66
Sweep Account \$112,895.68

Maintenance – Bernie
Elimate some ground spot lights around the clubhouse
Removed 3 lights at flag pole
Organized equipment area & installed score boards at outside recreational areas
Replace pool chairs
Estimate for pool & hot tub tile cleaning for \$900.00
Presently obtaining 3 estimates for heater for pool

Compliance – Carole and Bill
Weed inspection completed – 5 letters mailed, 2 residents responded & 2 letters with January
10t, 2018 deadline to comply

Contracts-Laurie
All 3 contracts were renewed for the year

Social Committee – Cindy
All events were well attended
A need for more volunteers to chair events

UNFINISHED BUSINESS:

Renovation Committee – Craig
1. Received an email from Jamie Horst stating the committee is looking at the scope
of the project and he has divided this into subcommittees to help. Estimates will be
delivered to the Board looking for approval, not a decision. This is to remain on Agenda.

Clubhouse Bathroom Remodel – Bill

1. Bill has one bid for \$26,000 to reduce the size of men's bathroom, make a separate entry from the hallway into a handicap unisex bathroom a separate door. The ladies bathroom will remain in tack. This will remain on the agenda.

NEW BUSINESS :

Pool Heater/Pump – Bernie

.Pump has been repaired and obtaining estimates for the pool

Key chart update – Pat

With keys being issued in the past and lost keys and new Board members being elected, a new revised key chart was done.

Executive key locks – Bernie

All locks have been changed, keys numbered, and stamped not to be duplicated. Locks were added to the poker & pool table room

Weed Inspection – Bill

This was addressed earlier in the Reports by Director of Compliance

Security Camera w/ recording system – Brenda

Spoke on need for cameras in the clubhouse. A committee will be formed and info given at the next Open Board meeting. This will remain on the agenda

THI's Drainage Wash – Bernie

We were issued a notice of improvement by the Oro Valley Storm Water Division. This will remain on the agenda.

THI's Title Transfer Fee – Brenda

This is the fee of \$400 the Title Agency charges when a homesite transferred to a new owner, THI would like to consider a 50/50 split of monies. Will investigate further. And, this will remain on the agenda.

THI's HOA Fee – Brenda

Subject was discussed for future justification and tabled for next board meeting.

Review or view of THI's books– Pat

A motion was made and a vote taken and unanimously approved to hire a CPA.

COMMENT PERIOD: (Step to podium and state name)Five topics were received.

MEETING ADJOURNED 11:50 am

Respectfully,

Brenda Henderson, Secretary

Next Agenda meeting in office at 1:00 pm January 10, 2018

Next Open Board meeting in clubhouse at 10:00 am January 17,2018

THE HIGHLANDS, INC.

OPEN BOARD MEETING

November 29, 2017 @ 10:00 a.m. @ Clubhouse

CALL TO ORDER – Laurie Hartman, Vice President

Roll Call – Pat Yurczyk (absent), Laurie Hartman-Vice President, Bill Bohrer, Bernie Lee, Brenda Henderson, Rich Staska(absent) Carole Alberda(absent)

Pursuant to THI's By Laws, Article 2, Section 8 without a quorum, the meeting must be adjourned.

Meeting was adjourned at 10:08 a.m.

Next Agenda Meeting will be December 13, 2017 At 1:00 p.m. In the Office

Next Open Board Meeting will be December 20, 2017 At 10:00 a.m. In the Clubhouse

Respectfully,

Brenda Henderson, Secretary

The HIGHLANDS, INC.

OPEN BOARD MEETING MINUTES

Date: November 15, 2017 Time: 10:00 a.m. Place:

Clubhouse Call to Order- Please Silence Cell Phones Roll Call: Laurie Hartman, Carole Alberda, Bernie Lee, Bill Bohrer, and Brenda Henderson
Absent: Pat Yurczyk and Rich Staska **Pledge of Allegiance**
Correspondence – Brenda Henderson

REPORTS: Pat Yurczyk= Vice President Laurie Hartman – Made the announcement for resumes, deadline to submit resumes for February's election will be December 1,2017

Treasurer Laurie Hartman(acting) Announced treasure's report will be posted and residents can obtain hard copy at the office.Reports will be posted in the office & glass display cabinet in the clubhouse. All Agenda items of Nov. 15th will be addressed at Open Board meeting on 11-29-2017

Maintenance Bernie Lee - A problem with the water pump on pool heater. Bernie has one quote and will obtain two more

Compliance – Bill Bohrer announced the next weed inspection will be the week of November 20th.

Contracts – Laurie Hartman

Social Committee – Cindy Bennett & Jamie Horst

UNFINISHED BUSINESS:

Clubhouse Renovation Committee – Jamie Horst

Clubhouse Bathroom Remodeling

NEW BUSINESS:

Pool Heater – Bernie Lee

Executive File Cabinet Lock – Brenda Henderson

Key Chart Update – Brenda Henderson

Weed Inspection – Bill Bohrer

Clubhouse Security Camera w/ recording System – Brenda Henderson

THI Wash Drainage System – Bernie Lee

THI Title Transfer Fee – Brenda Henderson

THI HOA's Fee – Brenda Henderson

COMMENT PERIOD: Step to podium and state your name

Meeting adjourned at 9:45 a.m.

Next Open Board Meeting November 29, 2017 @ 10:00 a.m. At the Clubhouse

Respectfully,

Brenda Henderson, Secretary

MINUTES OF 3-15-2017 OPEN BOARD MEETING
THE HIGHLANDS, INC.
OPEN BOARD MEETING
March 15, 2017 at 10:00 a.m. In Clubhouse

Call to Order

Present: Pat Yurczyk, Bill Bohrer, Rich Staska, Ray Scantlan, Bernie Lee, Laurie Hartman, Judy Pope, Carole Alberda, and Brenda Henderson

In Attendance: 28

Pledge of Allegiance
Moment of Silence

Additions and or Corrections to Agenda - Pat stated 1 correction to the date of next Board meeting should have read in the fall of Oct. 2017; however I believe the date of next Open Board meeting of March 15th is correct and Oct's meeting of the Board will be stated at end of these minutes. February's agenda minutes failed to be posted & correction will be forth coming.

Additions and or Corrections of minutes posted 2-3-2017 Open Board Meeting - David Cruse stated that a comment he made was incorrect as reported in the minutes. This will be corrected.

Correspondence - 4 letters read

1. Letter by 46 residents signatures requesting AC in clubhouse
1. Letter of resident's complaint of speeding on our streets
3. Complaint of dog barking
4. Letter of concern on improvements to Lot #12 All issues were addressed and discussed by maintenance or compliance member.

REPORTS:

President - Pat Yurczyk

Pat welcomed new elected Board members, Ray Scantlan - Treasurer, Carole Alberda - Compliance, Bernie Lee - Maintenance, and Brenda Henderson - Secretary. At that time, Ray asked Pat to have him address the Budget and P&L in New Business at this meeting.

Pat announced, effective as of 2-15-2017 a “No Cash Policy” has been adopted by THI. Only copies and fax made by the office can be cash.

Pat addressed RV parking in our lot. A guest has reserved, registered, and paid for this space. Due to an emergency, he had to leave. He will return and he gave his keys to the office.

Pat has appointed Ray Scantlan as the “go to person” for the office.

Pat reported that the Board was in violation of Arizona Statutes for Planned Communities when an action was voted on in a closed meeting that by Statute was required to voted on in an open meeting.

Carol Nadeau called to Pat's attention the February meeting's Agenda was not posted prior to February's Annual Board meeting. This will be checked and corrected.

Vice President - Laurie Hartman

Laurie will discuss her report in the New Business section at this meeting.

Treasurer - Ray Scantlan

Ray handed out a Budget and P&L Statement for all, at this meeting. The Budget report had 2 changes listed under the expense section. One being the clubhouse expense of \$35,000, which would be deleted and road repair \$6334. to be added. This changes the total expenses for the Budget to read \$183,062.00. Motion made and vote taken and approved to accept this Budget for 2017.

Ray reminded residents all income and expense are deposited & paid out of one account. Ray is authorized signer on these accounts. Our bank accounts do require two signers, Ray and one other signature (a Board member). We have three other Board members designated as signers.

Ray discussed and explained the Reserve accounts. The Wash Reserve account is a 36 month CD and matures in March 2017. A discussion followed and vote was taken to renew the 36 month CD. The Money Market savings account requires a balance of \$100,000. This is our Community Reserve account and it has a balance of \$135,640.45. Ray has the authority to roll the monies over to the accounts to preserve our interest and demands.

Ray will address our taxes in our New Business session at this Board meeting.

Maintenance - Bernie Lee

Bernie reported the initial bid for crack sealing was \$7200. The job was completed for \$6300.

He reported the R & R now has fresh new paint, lights, and windows with new blinds. Progress is on going to complete the job and has bids for flooring.

Compliance - Bill Bohrer

It was reported 7 improvement requests were made and approved. 4 title inspections were completed.

Another 3 complaints were made, addressed, and completed by compliance team.

Bill announced upcoming yard inspections will be done later this month.

Bill also reminded residents that if outside changes are made to their property an improvement request form is needed.

Contracts - Judy Pope

Judy reported all contracts are current. Our Treasurer is bonded. Certifications for pool & spa are up to date.

Social Committee - Jane Force

Jane thanked the Board members for meeting in February to address their concerns.

Jane thanked Jean Jackson for her 8 year span as the Fling's editor and welcomed Carol Nadeau as the new editor for the Fling.

Jane reminder the residents of the sign up sheets in the pool table room for upcoming events and the need for advance sign up, as there must be a time frame for preparation.

Jane reported on income/expenses of Social committee to be \$12,822.61 income, expenses of events \$10,467., expenses of non-events \$376.61. Balance in social committee is \$2,099.

Jane questioned security concerns for the R&R because of availability of 24/7. Multi Room has a locked door and a log book (office) for signing out a key to that room. Jane

has one key assigned to her.

Multi Room is scheduled thru Jane and has established hours.

Jamie Horst is the Treasurer for the Social committee and maintains the records for income/expenses. He also books off site trips for all our residents. A question arose if these trips were profitable. He is very experienced in determining the cost and sign up to proceed. The residents were reminded all monies are run thru THI's account and the events, private parties, potlucks, and jam sessions are held for our residents.

Unfinished Business

AC - Clubhouse

Old bid was \$35,000 and new bids will be taken for consideration. This item will be addressed by the committee set up to address all Clubhouse changes.

Bernie reminded everyone this community is a year round business and needs to be operated as one.

AC has been tabled for future bids & info. Motion made, vote taken, vote approved.

Handicap Bathroom

Bill Bohrer has the drawing, one written bid of \$25,900, and one bid in process. This would be an unisex bathroom for the handicap residents. The cost is expensive because of height of sink, toilets, 36" door and a 6 ft radius for wheelchairs. A licensed contractor is required for this job. The bathroom was tabled so that additional info and bids were obtained.

Committee changes for Clubhouse

There were several ideas, suggestions, and concerns on this subject. Committees made up of 3 BOD members and 3 Residents will address these concerns. Ray suggested an idea called a "Carousel" be used to capture input from residents. This would consist of several poster boards or white boards in the clubhouse for residents to recommend ideas for improvements. These boards would have a topic assigned with an importance number the resident would give for that project. The number would have a value of 1 to 5, one being the least important and five represents most important. A committee would then evaluate and utilize findings in organizing entire project. Ray is arranging to proceed.

Multipurpose Room renovation

This was addressed by Bernie Lee in his Maintenance Report. The topic was changed from Multipurpose room to R & R. The type of flooring was main discussion. Bids for rolled and ceramic were obtained. Costs and durability were issues that were discussed. Motion & vote was taken for the ceramic.

NEW BUSINESS:

1. Cable & Wifi in Clubhouse - Cost of \$80/\$100 monthly to install and determined not to proceed.

2. Fees for RV lot and liability clause - the fee of \$10 would not change however; a liability clause would be added. Motion made and vote taken with approval

3. Printer/copier for Social committee in the back room of office. After discussion, a motion was made, vote was taken and approved for the purchase.

4. Upgrade of Governing Docs (3) Laurie announced all Governing Docs have been revised and recorded. They are available two ways. (1) On our website, for all to read and or print their own copy. (2) upon request for THI members only, obtain a hard copy available through the THI's office. If hard copy is provided by THI, members will be required to sign for receipt of their copy. The web has also a disclaimer for the Governing Docs. A notice will be put in our Fling newsletter. Motion was made, vote taken and approved regarding distribution procedure.

5. Robert's Rule of Order , which is a practical guide to get work done in an efficient and orderly manner, will be utilized during future THI meetings. Laurie will create outline to make it easy to follow new procedure for board and membership. A motion was made, a vote taken and vote passed.

6. Revising THIs web page. Discussion regarding to change current name used on home page of THIs website from "The Highlands MobileHome Park" to use legal name of The Highlands, Inc. In order to have web page consistent with all legal documents of THI. A motion was made, a vote taken, and vote passed.

7. Wash Maintenance - Rich Staska reported the west wash of our community was inspected and cleaned of sand and debris by Donato. The embankment was secured. Tubes are in good shape. With monsoon activity, sand build up was removed. Maintenance will be ongoing and funds are available for extra removal of sand, if necessary.

8. Chairs for Clubhouse - A request was made to purchase 12 additional folding chairs at a cost of \$14.78 each. Motion made, vote taken, and vote approve for purchase.

9. Lounge chairs for the pool - A request was made to replace one damaged chair and purchase 2 additional lounge chairs for the pool area. Bernie was appointed to handle this. Motion made, vote taken, and vote approved.

10. Added to the New Business was by Ray - Treasurer Topic was the tax report for THI. The taxes were reviewed by a tax preparer in the past. A CPA needs to prepare our taxes for this year. An extension has been made for April 15th as it needed to be prepared by March 15th. Ray has obtained 3 or 4 quotes and comparisons. After Ray explaining different sources and their time frame and expense incurred, Bottomline offered the best service with discount for a 3 yr. contract. A motion was made, vote taken and vote approved for Ray to proceed with Bottomline.

11. Speeding - A discussion on speeders in our community - This is an ongoing problem and is not only our residents but delivery cars & trucks. Ex: Fed Ex, pizza delivery, etc. A suggestion of speed bumps, additional signs, and additional police patrols were discussed. It was suggested a notice be put in the Fling reminding residents to call the Police Hotline to report speeders.

COMMENT PERIOD:

1. Bob Beck asked if the BOD had received an email he had sent on Feb. 15 addressing Emergency meetings. The Board never received this email. Bob then read the contents. He reviewed past minutes and could not find any topic pertaining to comments of minutes being reported or residents being informed of a vote taken. Laurie responded that the BOD had not conducted any Emergency meetings. wi

2. Linc Keilman reported 2 incidents of children operating golf carts in dangerous ways. He questioned if a certain age or license was required and if THI was liable for injuries or damage. Pat will check with OV police. THI is not liable but the owner of golf cart would be.

An article will be placed in our Fling news letter reminding owners of their responsibility.

3. Monies in Reserve account for repairs & updates was addressed and residents were assured that 2 signatures are required and the only Reserve account is the Wash Reserve Fund.

Motion was made for adjournment

Vote was taken and approved to adjourn

Adjourned meeting @ 12:22 p.m.

Next Open Board Meeting will be scheduled in the fall for October @ 10 a.m.

Clubhouse

Respectfully submitted,

Brenda Henderson, Secretary

THE HIGHLANDS, INC.

ANNUAL OPEN BOARD MEETING

February 3, 2017 @ 10:00 a.m. Clubhouse

Call to Order

Present - Pat Yurczyk, Jerry Ferrill, John Pearson, Dick Muzzy, Bill Bohrer, Rich Staska, Judy Pope, Laurie Hartman, and Brenda Henderson

In Attendance - 53

Pledge of Allegiance

Moment of Silence

Additions/corrections - Pat added 2 additions

No additions or corrections to Open Board Meeting as posted 1-18-2017

Correspondence - Pat apologized for confusion over letters at the laast meeting. We accept emails. Address them to the Highlands email address and include your name and phone number.

REPORTS:

President - Pat Yurczyk reported that he had received feedback when he first stepped in as President that there has been insufficient communication and exchange of information between the BOD and residents. Recent feedback he has received has been there has been a more relaxed atmosphere and openness at recent meetings. Pat credits the entire Board for this as the Board is working as a team.

The Fling incorrectly states an Open Board Meeting for February 15th. The calendar properly indicates no meeting.

Earlier this year, the ladders were removed from the pool. It makes covering the pool easier. A question was raised if this was legal. Pat has checked the Arizona Pool Rules and there is no regulations or requirements for a ladder.

Compliance - John Pearson recapped the past year's compliance reports.

1. 18 improvement requests approved
2. 20 closing inspections conducted
3. 3 letters addressing javelina activity to properties
4. 3 approvals for structural appearances EX: paint
5. 4 compliances dealing with reasonable accomodations for Assistive animals
6. 2 inspections and approvals to bring in new homes
7. 3 letters mailed out for non-compliance issues
8. Several letters mailed to resident's regarding excessive weeds

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Treasurer report - Dick Muzzy provided the treasurer's actuals of 2016 income and expenses and the proposed Budget for 2017.

A request was made to the Board members and attendees for any anticipated expenses for the 2017 budget. Copies were handed out to everyone.

There will be some changes to Quickbook's entries at the office for the Social Committee to better reflect the annual totals.

H & R Block did the filing for 2015 and H & R Block will file our 2016 also.
 Motion and vote taken to approve budget. Vote was unanimous by the BOD.
 A review of The Highland's books was completed in March 2016. An audit will be performed ASAP.

A motion was made and seconded to add to "New Business" regarding office person time management.

Maintenance report - Jerry Ferrill reported
 Replaced Spa and pool heaters
 Park benches were sanded and painted by Donato and Ray
 Spa light replaced and new wiring included
 Updated sound system and new PA system in clubhouse by Linc and Terry Reagan
 New carpet for pool table room, poker room, and the library
 New tile in Multi and R & R rooms and also tiled 2 bathrooms in office
 Remodeled middle room of office building and it is now called Multi - Purpose room
 Installed AC in Resource Room
 Repaired fascia board and beam on clubhouse
 Polished the Shuffle Board

Contracts - Judy Pope reported all the contracts are current. The Office Manager's contract was not be renewed.

Social Committee - Jane Force presented a letter to the Board for a joint meeting request on February 15th to discuss situations the Social Committee feels are unclear on the responsibilities of both parties.
 Jamie Horst, treasurer of the Social Committee, reported that there were no changes from his January's report. Upcoming events are on sign-up sheets in the pool table room

UNFINISHED BUSINESS:

- 1 AC will be tabled again
- 2 Men's bathroom drawings updated dividing off a section with a section with separate separate door for handicap bathroom. Bill Bohrer has received one bid so far to perform work.

NEW BUSINESS:

- 1 PA system will not be used to record Open Board Meetings
- 2 Outside light pole yearly credit of \$6.00 remains unchanged
- 3 A letter of 12 signatures from the Social Committee requesting upgrades

to the Resource and Multi- to the Purpose rooms that they would like done. The BOD has asked for party of 12 to obtain cost estimates for their requested items and return to the BOD for consideration.

Handicap equipment stored at the office was inventoried and some purged by Jerry. Crack seal job needs to be re-evaluated for necessary repairs.

Forms for our members use will soon be available in a holder in the pool table room at the clubhouse. EX: improvement request, private parties, etc

Jamie Horst will form a committee to discuss future updates for the clubhouse.

A motion was made to allow the Office Support person the first hour of each work day as uninterrupted time to perform bookkeeping and accounting duties. After a discussion, the

motion was voted on and approved.

Comment Period:

Carol Richards suggested mailers with pre-stamped envelopes be mailed to all members requesting ideas for our community.

David Cruz questioned the Board for spending \$1,250 for legal fees. A discussion followed. The members of the THI community agreed that THI is a business and should be run as such.

MOTION WAS MADE AND SECOND TO RECESS UNTIL ELECTION RESULTS ARE IN

Meeting readjourned at 11:30 a.m.

ELECTIONS RESULTS:

New Board of Directors for 2017 will be Ray Scantlan, Bernie Lee, and Brenda Henderson
All voted on Sections of The Highland's subdivisions CC&R's passed by membership

Pat thanked the election committee for volunteering
Pat also thanked the outgoing BOD members, Dick Muzzy, Jerry Ferrill, and John Pearson for their time of service on the Board.

Motion made & vote taken to adjourn meeting. Vote carried
Meeting adjourned @ 11:40 a.m. Next Open Board Meeting March 15, 2017 @ 10:00 a. m.
in Clubhouse

Respectfully submitted,

Brenda Henderson, Secretary

OPEN BOARD MEETING

January 18, 2017

10:00 a.m. Clubhouse

Call to Order

Present : Pat Yurczyk, John Pearson, Bill Bohrer, Dick Muzzy, Jerry Ferrill, Laurie Hartman, Judy Pope, Brenda Henderson & Rick Staska

In Attendance: 38

Pledge of Allegiance

Moment of Silence

No Addition to the Agenda

Additions/Corrections to Open Board meeting posted December 21, 2016

1. Jane MacDonald - Arizona's Corporate tax was paid
2. Board will pay up to \$1500 for new PA system in clubhouse
3. Jerry Ferrell - Maintenance- had only one bid for bathroom and one formal bid for AC in the clubhouse
4. Pat read Jane MacDonald's letter of resignation

Correspondence: 6 letters were read

- 1 Resident requesting yearly credit of \$6.00 for post street lighting be increased
- 2 Social committee has 12 requested Multi/RR be updated and listed 7 suggestions
- 3 Residents wants a synopsis of correspondence read at Open Board meeting
- 4 Resident wants 2 e-mails read at the Open Board meeting because the past couple months they were not read. These will now be received and read by the Secretary
- 5 Resident suggested that Arizona law was violated with a vote in an Executive meeting that should have been done in an open meeting
- 6 Resident reported on disparities in posted meeting minutes. Suggested that The Board use a recorder to capture the meeting discussions. Also, suggested that a Board member proof read the minutes before submission.

REPORTS:

President - Pat Yurczyk (acting)

1 Nothing to report

Treasurer - Dick Muzzy (acting)

- 1 P & L Statement on the ledge for residents to pick up
 - 2 Reported the Balance Sheet has \$267,073 in reserve funds
 - 3 Bob Beck will be working with Dick on the Annual Budget for 2017
- Compliance - Bill Bohrer
- 1 Seven (7) compliance requests
 - 2 Four (4) improvement requests approved Cont. P. 2
 - 3 Three (3) Closing inspections approved
- Maintenance - Jerry Ferrill & Bill Bohrer
- 1 Bathroom remodeling - Bill has some plans that are available to view. Bill stated we have volunteers for rough labor and he will get bids for contract labor and materials
 - 2 AC will be tabled until more studies are performed.
- Contracts - Judy Pope 1. One (1) contract for renewal - Melissa Shepherd
January 31, 2017

SOCIAL COMMITTEE - JANE FORCE

Jane reported that several events and activities for 2016 were sold out and was well represented.

Jane also reported on the upcoming events and reminded residents to Sign up in the pool room. Jane suggested small groups use the Multi/RR room instead of clubhouse. Jane called on Jamie Horst, treasurer for the financial report. Starting funds were approx. \$6700. Income = \$1400. Expenses = \$1500. Remaining Balance = \$5400.

UNFINISHED BUSINESS:

- 1 Bathroom remodeling - Bill Bohrer will obtain bids for handicap unit from contractors and he also has a drawing of plans for our residents to view, that he had prepared.
- 2 AC - clubhouse - Jerry has 2 bids. One bid is \$30,000 to \$35,000 This would include two (2) 7 ton units, extensive duct work and updating our power source to accommodate this size unit. The second bid was approx. \$9000. This would be two (2) 5 ton units, very little change in duct work and no change in power source. This was tabled for future discussion
- 3 A motion was made and approved to form a committee to evaluate all the desired changes to the Clubhouse and get the cost estimates for them with the idea of doing all as one package.

NEW BUSINESS:

- 1 At the Agenda meeting of 1-10-2017, the Social Committee said they are willing to relieve the office manager of work that could be done by their committee members. It was suggested a printer/copier be placed in the back office for the purposes of doing flyers, Fling news letters, and the monthly calendar. Jane Force suggested future discussions on this arrangement.
- 2 Melissa's contract - Melissa terminated a new contract with THI She is willing to stay and train the new contract employee. THI has obtained

Accountemp for this new person at a considerable savings. New wage will be between \$26/28 per hour. We were paying a little over \$40 per hour. Accountemp provides qualified person, pays this person, and covers all taxes and insurance.

- 3 All correspondences - all letters from residents should be signed, dated, put in a sealed envelope and addressed to the Board. E-mails should be sent to the office (highlands332@gmail.com) with the sender's phone number for verification
- 4 C-5 Residential Structures - Board stated this would not be counted in this upcoming election of 2-3-2017
- 5 Article 21 - Arbitration Agreement Board stated this would be voted on in the upcoming election. Arbitration is still on the books in State of Arizona.

COMMENT PERIOD:

1. Ken questioned the policy of the RV storage lot. Not all states have license plates for vehicles. The Highland's office has a chart of items stored in that lot and lot number assigned per unit

David Cruz commented on transparency for both the BOD and committees

Jamie Horst thanked all the volunteers for work performed for social activities & events

Pat called for comments from new candidates of upcoming election. Bernie Lee, Carol Richards, Carole Alberda, and Brenda Henderson gave a short responds.

ADJOURMENT: 11:55 a.m.

NEXT OPEN BOARD MEETING will be February 3rd @ 10:00 a.m. Clubhouse

Respectfully submitted,

Brenda Henderson

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Approved 1-23-2017 by Pat Yurczyk to be posted