

The Highlands, Inc.

OPEN BOARD MEETING MINUTES FOR 2018

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.

OPEN BOARD MEETING

October 17, 2018

10:00 a.m. Clubhouse

Call to Order

Present: Craig Bennett, David Cruz, Carol Hastings, Dan Wojdyla, Bernie Lee, Kent Hinds, Rich Staska

Absent: Bill Bohrer, Carole Alberda

In Attendance: 27

Pledge of Allegiance

Moment of Silence

No Additions to the Agenda

No corrections or additions to the Open Board Meeting Minutes as posted for 4/18/2018

Four letters were read, 2 regarding weed compliance and utility trailer issue, 1 with questions concerning upgrades to the pool, and 1 addressing problems & actions on the RV bridge. Craig B. read Protocols of Board meetings.

Reports:

Treasurer – Carol Hastings

Bank Account totals: \$367,108.37. Carol updated the W. Wash & floodplain issues, contacted our Attorney and after his review, he states that unless the wash is designated as being in a “floodplain” we cannot be forced to remove the wash crossing by Oro Valley. No action needed. No response from Oro Valley as of yet. Carol Richards asked was an audit done?, Carol H. said a review was completed while conducting the tax return for 2017.

Reserve Planning Chairperson – Bob Beck

Eight volunteers met 5 times and various committee members had other working sessions. They did the following things: 1. Issued invite via Fling to any associate member wishing to attend Reserve Planning meetings. 2. Discussed and agreed upon what tasks will be. 3. Evaluated three proposals for reserve planning contractors, and selected a winning proposal. 4. Drafted a list of components. 5. Hosted a site inspection for the contractor. 6. Reviewed and commented on a draft report from contractor, with cost savings by volunteers and Donato labor. 7. Initial payment to contractor for draft report. 8. With final report from contractor, began final report for the Board. 9. Discussed how contractors report and committees to be made available to all members. 10. The plan involves full funding, regular increases due to inflation, scheduled rate increases every three years, 12% every 10 years. 11. Brief final report in Nov. 2018 at Open board. The Reserve Planning will be prepared to offer detailed report after next Open meeting.

President – Craig Bennett

A/C discussions for Nov. board meet, Develop CC&R's with cash penalties to adopt and adhere to. Concern about vehicles parked on properties without up to date tabs/LP's.

Vice President – David Cruz

Brought up five different options to raise revenue for The Highlands:

1. Revise Membership Fee, so each sale would generate money back to the Highlands.
2. RV Rental, resurvey RV lot to accommodate more rental spaces, and increase fee rental.
3. Clubhouse Rental, too low now to cover utility usage.
4. Renters Fees, following state statutes would increase Highlands revenue in which we don't adopt to now.
5. Violation Fines, gave examples of fines multiplied over X amount of years.

Over these five items we as an association collected this money over the last 5 years we would have almost a quarter million dollars without interest. David said these figures are speculative, but even half would generate \$125,000. These monies would occur before any fees, or assessments. Also spoke of gifting to the Highlands. David went on to say that if we were capable of adopting these revenue options, we could be the best HOA in AZ.

Maintenance – Bernie Lee

Proposes changes to the CC&R's with a committee. Have the RV Lot surveyed so we know what the exact boundaries are so an increase in additional lot space rental could be provided. Road surfacing due, spoke of different applications with pricing ranging from \$38k to \$69k, saw an example of roads surfaced with "A5", 5yr guarantee, (\$69k), it looks much better than what we currently have. Craig asked if there is a better time of the year to do road project, Bernie said in the cooler months of the year. Other questions, statements from members concerning the RV Lot size to turn around larger RV's was mentioned. Linc Keilman mentioned that the center of the RV lot could now add parallel parking to offset the waiting list. Craig brought up reassigning RV lot spaces to help increase lot space for more units. Rich S. made a motion to add parallel parking in the center of the RV lot to accommodate waiting list, then go forward later with a survey of lot. Motion passed, six in favor of creating 6-7 spaces in the RV Lot. The filing cabinet in office needs replacement, locking mechanism no longer working. 3 bids from \$271 to 282 from different merchants was received. Carol H. motioned that we purchase a file cabinet not to exceed \$282, motioned seconded, vote passed 6 in favor to purchase new locking file cabinet. Bernie received 3 cleaning contracts, explained what each company do each month/weekly, pricing from \$295 to 340, bonded and insured. David C. added that Board members should receive ahead of time, bid proposals. Bernie brought up pool deck renovation. Received 3 bids for this from (2) \$18k, (1) \$17k. Rich S. commented that with volunteers and Donato, the cost of refurbishing pool would be a lot less. Craig added that this renovation of the pool should be done by professionals and will be looked at for voting in Nov. board meeting. Dan W. asked how long the pool would be shut down, Bernie said no more than a week. Kent H. also added that a professional would be our best bet. Terry Wojdyla asked how long the warranty would last, Bernie said 2 years. Bernie went on to explain in detail how the Highland pool design isn't as compatible as newer construction design as per one

contractor bidding on pool resurfacing. Bob Beck brought up affordability issues, Bob asked the Treasurer about this adding that if the Highlands moves forward with the Reserve Plan, starting Jan '19, there will be \$193k in the reserve plan available for pool, road projects etc. Linc K. also was inquiring about reserve plan money. Carol H. reported that there is 35 to 40k in the checking acct. that isn't designated as part of the Reserve Plan. Carol H. went on to say that we have some available money to spend before the end of the year to take care of some of the issues presented, and we'll still start the Reserve fund with \$250k the first of the year. Craig motioned that we proceed with pool renovations as stated, not to exceed 18k, motion seconded, vote 5 in favor, 2 against. Bernie motioned to form committee for reviewing changes to CC&R's as needed. Motion seconded, David C. added that if any Board members are on any committee, that a spouse not be on the same committee. Vote 6 in favor, 1 against to form committee to evaluate CC&R's.

Compliance – Rich Staska

Stated we have a weed problem, Compliance will be going door to door about airborne weed taking over within the Park. Another report in Nov. concerning this weed problem due to more returning associate members and informing them as well.

Contracts – Kent Hinds

Cleaning contract due in December reviewing bid proposals. Others renewed for three years. Bernie mentioned all other contracts for the Highlands, are in the office for reviewing.

Social Committee – Jamie Horst

Jamie reported that the committee has ending balance of to start, \$8359.18 , income for 2018, \$19549.31, expense, \$17148.17, non-event expense, \$1722.38, which leaves us \$678.76 + new balance of \$9037.94 ending total. Made decisions on major purchases, decided that we would support the pool table, \$340 that came off of the Pancake breakfast. Split with the Highlands Ping Pong table, \$171.48. In Apr., committed to support the 4th of July fireworks, \$400. Rich S. put out a thank you to the SocCom for doing an excellent job of all events and they make this Park more livable. Rich also recommended that we contribute to every social committee event.

Unfinished Business – Street Signs

At the Mar. '18 Board meeting, the Board approved \$1700 to replace the street signs. It was later suggested that volunteers repaint those signs which are cast metal, and just replace those which are lesser quality. Bernie at that time agreed to pursue the issue and get estimates for various scenarios. The Board unanimously agreed to negate the \$1700 approval until the issue has been restudied. Board decided now to hold off any decision at this time pending further review.

President motioned to adjourn meeting, was seconded, adjourned at 11:47 am.
Respectfully submitted,
Dan Wojdyla, Secretary

The Highlands, Inc.

OPEN BOARD MEETING

April 18, 2018

10:00 a.m. Clubhouse

Call to Order

Present: Craig Bennett, David Cruz, Carol Hastings, Dan Wojdyla, Bill Bohrer, Rich Staska, Carole Alberda, Bernie Lee

Absent: Kent Hinds

In Attendance: 54

Pledge of Allegiance

Moment of Silence

No Additions to the Agenda

No corrections or additions to the Open Board Meeting Minutes as posted for March 21, 2018

One letter was read – Regarding lack of volunteers to help cover and uncover the pool during the winter months.

Reports:

Treasurer – Carol Hastings

Total bank balance in all accounts \$352,926

Maintenance – Bernie Lee

- The gravel has been delivered; it will be awhile before it will be installed.
- Received a price of \$250 to have the gravel moved with a machine.
- The light posts have been repainted.
- The street sign posts are in the process of being repainted.

Compliance – Bill Bohrer

- A weed inspection was completed on 3/27 and 17 reminders were sent out the following week.
- A second inspection for weeds will be completed next week.
- Three title company inspections were done and forms returned to the title company.
- Three compliance issues were handled.

Craig stated that the house on Kittatinny is within the height limit.

Social Committee – Jamie Horst

- There have been many successful events; two more are scheduled for April. There will be one last Jam Session in April. The reserve fund is currently at \$10,075. The Social

Committee supported the pool table fund and paid for half of the ping pong table.

Unfinished Business:

Rich has a map from Oro Valley showing all of the houses in the flood plain. We have not heard from them regarding fixing the concrete in the RV wash.

New Business:

- Carol H. moved to allow Bob Beck to chair a committee to develop a reserve study and hire someone to complete the study for up to \$2700. Three bids have been received. The motion was approved 5 to 2.
- It was suggested we change the name on our website from The Highlands MHP (mobile home park) to The Highlands Inc. at a cost of \$12 per year. Carried 6 to 1.
- Carole A. suggested no smoking should be allowed in the pool or hot tub area. We attempted to create a designated smoking area, but it is not working. State Law prohibits smoking within 20 feet of any entrance. The smoking area will be in the gazebo. Approved 6 to 1.
- The Highlands' Policies state that four letters should be sent regarding weed issues. This requires Compliance to do four inspections. The Board proposed sending one friendly letter including a list of vendors to clean up the weeds. After 15 days, a phone call will be made to inquire if the work has been scheduled. If not, a second letter will be sent giving the resident an additional 15 days. At that point, The Highlands will select a vendor to do the work, bill the home owner for the work and an administration fee of \$25 or \$50, (undetermined at this point). A lengthy discussion ensued. The new procedure was unanimously approved.
- David read a list of Protocols for Running a Board Meeting (see attached). Although most members agree that we have been using many of the protocols, the Board unanimously adopted the protocols and agreed that they will be posted on the walls prior to each Open Board Meeting.
- Bernie and Jerry Dennis presented a proposal regarding renovation and maintenance of the pool. It was to be completed in three phases, each costing between \$19,000 and \$23,000. Again, a lengthy discussion ensued. The Board ultimately decided (with a 4 to 3 vote) that a committee should do a complete study and Kent Hinds, who has been working on pools for many years, should be part of the committee.
- There was much discussion regarding a proposal to hold Board Meetings year round. In order to accomplish this, Article II, Section 3 of the By-Laws must be changed. Such change requires a vote of the membership. The Board voted 5 to 2 to table this issue until fall.
- At the March Open Board Meeting, the Board approved \$1700 to replace the street name signs. It was later suggested that volunteers repaint those signs which are cast metal and just replace those which are lesser quality. Bernie agreed to pursue the issue and get estimates for various scenarios. The Board unanimously agreed to negate the \$1700 approval until the issue has been restudied.

Bill Bohrer thanked Bob Beck for providing each Board Member with a binder containing all governing documents.

Comment Period:

- Jamie Horst suggested we put an article in The Fling reminding home owners that they must take the initiative to make sure their yards are cared for if they are away for any length of time..
- Bill Bohrer reminded all residents that Oro Valley has a “Dark House Policy” and it is free. The police will check your home weekly including walking around to make sure there are no water leaks, doors ajar, broken windows, etc.
- Carol Nadeau suggested that whenever the Board adopts a policy it should be written, dated and included in the Policy Manual. New Boards should read the policies which should improve continuity between Boards.
- Harold Haas thanked the Board and Social Committee for the new ping pong table.
- Linc Keilman advised that the “missing” organ was donated to the Social Committee but it took up too much room. It was sold on Craig’s list.
- Bob Beck invited all interested members to attend the Reserve Study meetings.

Dan Wojdyla moved that a second Maintenance Director be appointed to assist Bernie and ease his workload. He nominated David Cruz for this position. David agreed and the Board unanimously approved.

Bill Bohrer suggested that according to Highlands’ established procedures, all expenses over \$250 require three bids regardless of the reason for the expenditure. The Board unanimously approved.

Adjourned at 12:03 p.m.

Respectfully submitted,

Dan Wojdyla
Secretary

The Highlands, Inc.

OPEN BOARD MEETING

March 21, 2018

10:00 a.m. Clubhouse

Call to Order

Present: Craig Bennett, David Cruz, Carol Hastings, Dan Wojdyla, Bernie Lee, Bill Bohrer, Carole Alberda, Rich Staska

Absent: Kent Hinds

In Attendance: 43

Dan read the minutes from the February 12th minutes, as posted. Brenda Henderson resigned from the Board effective 2/5/18. Kent Hinds was appointed and assigned Contracts. The primary topics at the two meetings were the Clubhouse Renovation Survey and Oro Valley's claim that The Highlands is in a flood plain. David noted one correction to the minutes – the Board voted to mail the surveys and some were hand delivered. David indicated for the record that once a Board votes on a decision, it cannot be over written by another Board member.

Pledge of Allegiance

Moment of Silence

One letter was read – regarding the Clubhouse Renovation not being necessary.

Reports:

Social Committee – Cindy Bennett

- We have had a great season with many successful events such as the Derby, Sock Hop, Potlucks, etc.
- Thursday, March 22 is the annual Art Exhibit, Sunday March 25 is an Ice Cream Social and Grill Your Own Meat will be held in April.

Linc Keilman requested that one item be added to the Agenda – A new ping pong table has been purchased for the Clubhouse at a cost of \$341. Would the Board be willing to split this cost with the Social Committee? The Board unanimously voted to reimburse the Social Committee \$170 toward the cost of the ping pong table.

New Business:

- 1) Flood Plain Issues – The Board has set up a committee to address the Flood Plain issues with the Town of Oro Valley. Carol Hastings, Carole Alberda and David Cruz are the committee members. Carol Hastings is the lead member and the only person allowed to speak on the subject. Carol has e-mailed several questions to the Town and is waiting for a response. Is the study complete? Isn't FEMA the only entity that can declare an area a flood plain?

Reports (continued):

Carol Hastings – Treasurer

Our total deposits in checking, savings, money market and CD accounts - \$351,192.39

Carol Richards questioned the \$80,000 wash fund, where is it in the total deposits. Laurie Hartman stated that the \$66,000 CD is the remainder of the wash fund. It is believed that Melcore originally provided \$25,000 to maintain the wash. Carol H. will research this.

New Business (continued):

- 2) Verbal Compliance Issues – When there is a verbal compliance issue, there is no paper trail; therefore, when compliance discusses an issue (such as weeds) with a resident a follow up letter will be sent and a copy placed in the file.
- 3) Results of the Clubhouse Renovation Survey – 279 surveys were sent out; 168 were returned. Of the 168, six were late; five were invalid and five were blank. The invalid ones were copies of the originals and the Board was not sure if people voted more than once. Of the 152 valid surveys, only 79 voted whether or not to spend \$16,000 for an architect to proceed with the renovation; 44 against and 35 for.
Bill Bohrer motioned that we drop the renovation project at this time. It appears that most residents are happy with the community as it is. Dan Wojdyla seconded. The motion was carried 4 to 3.
There were several comments from the residents for and against the survey. In general people believe it was a good idea to get input from residents regarding where they would like to see improvements.
- 4) Concrete Repair Issues in Washes – It was decided that we will wait for Carol Hastings to meet with the Town before anything is done in the washes. The Town indicated we must have a permit before making any repairs or changes to our washes. Laurie Hartman stated that other sub-divisions, which are not 55+ or manufactured homes, get assistance from the Town with their privately owned washes. Why not The Highlands?
Bernie stated that Donato will remove the debris from the washes.

At this point Bernie continued with the **Maintenance Report:**

- He is presently working on a preventive maintenance plan.
- The Shuffle Board Court must be recoated every year.
- He spoke with the cleaning people regarding some items.
- The truck has been taken in to have the driver's seat reupholstered.
- He is getting a price to have the carpets in the Clubhouse cleaned.
- Bernie has three bids for coating the streets and is waiting for one more.
- Bernie motioned that we spend an additional \$1652 for gravel. The motion carried unanimously.
- Bernie motioned we spend \$1713 to replace the street name signs. That amount is for the signs only. They will be installed by Donato and Bernie. The motion carried unanimously.

New Business (continued):

- 5) Increase the Charge for Overnight Visitors in the RV Lot – Carole Alberda noted that our income from overnight guests was \$1255 and our expenses were \$1000. This does not include those visitors using the showers in the Clubhouse, etc. Carole motioned that we increase the visitor rental fee from \$10 to \$20 per night. At one point, the discussion

strayed to residents who are using the RV lot for storage. Once we got back on track, the Board voted to increase the overnight guest fee to \$20 per night effective May 1, 2018.

- 6) Review Cleaning Contract – Kent Hinds is in charge of contracts. This was tabled until the next meeting.

Comment Period:

Laurie Hartman asked if the Reserve Study has been completed. We are working on it. Four people will be meeting next week.

Laurie also asked if an audit has been done yet. The CPA who was hired did a review of the books and will do our taxes. Some believed it has been years since an audit was done. We do not require an audit; only a review of the books. Upon checking old minutes, it was discovered that a review was completed in March 2016 by Damon Scondon (possibly hired from Account Temps) and the final report was very positive.

Brenda Henderson indicated that when she was on the Board we had an opportunity to sell the wash to Oro Valley. We do not believe they will take over the care of the wash.

Adjourned at 11:25 a.m.

Respectfully submitted,

Dan Wojdyla, Secretary

Next Open Board Meeting: April 18, 2018 at 10:00 a.m. in the Clubhouse.

The Highlands, Inc.

OPEN BOARD MEETING

March 21, 2018

10:00 a.m. Clubhouse

AGENDA

Call to Order (Please Silence All Cell Phones)

Roll Call

Pledge of Allegiance

Moment of Silence

Additions to Agenda

Additions or corrections to the minutes as posted for 2/28, 3/1, 2018

Correspondence: Dan Wojdyla

Reports:

1. President – Craig Bennett
2. Vice President – David Cruz
3. Treasurer – Carol Hastings
4. Maintenance – Bernie Lee
5. Compliance – Bill Bohrer
6. Contracts – Kent Hinds
7. Social Committee – Jamie Horst/Cindy Bennett

Unfinished Business – None

New Business

1. Flood Plain Issues:
Bring in Attorney ASAP to give us directions
Find a licensed hydraulic engineer
2. Issues with OV over wash:
Establish a 3 person committee to deal with OV regarding flood plain and wash issues.
3. Verbal compliance issues must be followed by a written letter recapping the required correction to any problems and a copy put into the homeowners file to provide documentation
4. Results of Survey
5. Concrete repair issues around wash on E. Matterhorn St., remove dead debris in washes.
6. Rental Storage lot, charge more for RV's using electricity.
7. Establish a preventative maintenance plan (PMS) for THI.
8. Replace street signs, order more gravel to finish areas needing it.
9. Review Cleaning Contracts

Comment Period / Adjournment

The next Open Board Meeting, April 18, 2018, at 10:00am

The Highlands Inc.

Board of Directors Emergency Meeting

March 1, 2018

Present: Craig Bennett, David Cruz, Carol Hastings, Dan Wojdyla, Bill Bohrer, Bernie Lee, Carole Alberda, Rich Staska (Kent Hinds,absent).

Guests: Venise Gomez; GM Homes Direct, Max Gomez; Realtor, Sergio Pacheco & Felicia Farris; US Mobile Transports, Bentito; Excavating US Mobile Drainage.

Representing Oro Valley: Paul Keesler Director of Community Development and Public Works, Jessica Hynd Constituent Services Coordinator, Justin Turner Storm Water Engineer

In Attendance: 62

Meeting was called to order at 10:36am

Guests were introduced, back and forth discussion was initiated by Venise Gomez stating current problem with obtaining a permit for new home on Kittatinny site and the desire to mitigate this situation for her current client (new Highlands resident) as well as any future new homes installed. She further stated the THWBS(The highlands Wash basin Study) has not been completed or adopted and permits should not be held to FB(Flood Plane) requirements. Doing this would cause undue difficulty to the new home owner raising the height from ground to three feet and would be out of compliance with THI(The Highlands Inc.) CC&R's. By raising that height would also increase pitch and a handicap ramp could not be installed in

accordance with OV(Oro Valley) requirements. This would also not allow for proper space for parking and require FEMA Flood Insurance. Keesler stated that OV only signs off on electrical and ingress/ egress issues the State regulates new permits. He further stated THI has had high wash issues since the 1990's. There is a 1% possibility of flooding in a Hundred Year Flood. Our wash does not have carrying capacity. Turner stated there are 147 homes that that could reach 1 to 3 feet of water. A map was provided showing that area. Rich Staska discussed responsibility of new developments to divert water flow since THI was established prior to town of OV and Grandfathered in and no flooding has occurred in THI. Rich also mentioned construction of the new Matterhorn bridge and also additional concrete and rock that THI has installed at North entrance to the wash to divert water flow along with brush removal, asking what else we could do. Keesler stated major construction of the undersized channel may be needed and THI needs to work with OV engineers on this matter. OV is acting on safety concerns in regards to THWBS treating THI as having a FP. Max Gomez asked OV if they could all find a way to move this issue forward for benefit of the community since the study has not been completed. Further discussion ensued about height measurement and State requirements. Keesler agreed to review the plan and permit application as he has not yet seen it to review the measurements for the new home. Rich also stated that while the wash has not flooded, homes on Mount Blanc receive sand that slides down mountain from new development each year for 5 years after notifying OV of problem. Keesler stating he has not heard of this problem in his six years as director and requested a letter on this separate matter to OV and they would review it. Craig proposed the OV Representatives take a golf cart ride to view the wash and also Mont

Blanc area so they can have a visual of area effected. Craig requested OV keep us informed on the progress so THI residents may also be notified. Dan requested FP map for THI records. Meeting adjourned at 11:33 am.

The Highlands Inc.

Board of Directors Emergency Meeting

February 28, 2018

Present: Craig Bennett, David Cruz, Carol Hastings, Dan Wojdyla, Bill Bohrer, Bernie Lee, Carole Alberda, Rich Staska, Kent Hinds.

Guests: Venise Gomez; GM Homes Direct, Max Gomez; Realtor, Sergio Pacheco & Felicia Farris; US Mobile Transports, Bentito; Excavating US Mobile Drainage.

In Attendance: 83

Meeting was called to order at 10:30am

Craig introduced guests attending meeting, BOD members introduced themselves. Craig went on to say that this meeting is an informational gathering situation, the board can ask questions of people presenting, the residents will not have that opportunity at this time. That time will be coming up in future meetings pertaining to this subject. Craig said the Flood Plain and Wash issues are ongoing, and we need to get this straightened out. He said we are gathering information to find resolutions to our Wash & Flood Plain issues.

Venise Gomez started the discussion with explaining the current situation facing THI. It concerned a lot on Kitittany where permits were needed thru Oro Valley, some how it ended up in the Flood Plain Dept., where in the past it always did go thru Flood Plain, but this time the approval got stuck in Flood Plain. After a city engineer decided that this site was in a 100 yr. flood plain. So, Oro Valley came back and wanted Homes Direct to then follow the usual flood plain requirements, which would cause the total height of the structure to exceed THI's CC&R's height limitations, not including, putting in a ramp if needed. Venise showed a map of THI and areas affected by the Flood Plain

study. The study would affect 147 spaces in The Highlands under this “Highlands Wash Basis Flood Plain study”. There were studies found from 2012, 2016, there is a letter from the town of Oro Valley flood plain to Pima county flood plain, requested Pima County to finish the wash basis study and commit the funds to finish the study. Pima County did not to commit to any findings found by Oro Valley Flood Plain engineers. Pima County did say that the local municipality rules over decisions concerning flood plains. Venise said the flood plain study requires THI residents to carry flood insurance, and the Highlands CC&R’s would have to be changed and voted on to reflect the change in overall height requirements. Venise asked Oro Valley flood plain reps if any of the newer building occurring around The Highlands affects the wash study, their reply was no, it has no affect. Venise said she made contact with the President of Manufactured Home Industry of Arizona (MHIA), had a meeting with MHIA along with another dealer that sells into The Highlands, and explains as to what is going on, so politically the President is ready to take action on our behalf to get whoever he needs to get as far as a politician involved to help mitigate this. Venise also spoke with the constituent representative for Oro Valley, Jessica Hind, who seemed more amicable about finding solutions concerning different housing heights, carports, value of homes.

Craig thanked Venise for her input and asked the Board if they had any questions to ask for our guests. Carole Alberda asked with the developments that have risen around The Highlands, could that have affected our current status?. Venise said that question was asked of the Storm Water Engineer, he’s claiming no, also asked Pima Co. and they said no. Venise plans to ask that same question among other items to the Flood Plain staff and the town of Oro Valley Direct Development. Bill Bohrer asked is this strictly thru Oro Valley or part of FEMA?. After listening to her explanation of the forum to fill out, it looks like Oro Valley imposed the flood plain study, not FEMA. Dan Wojdyla asked how long the flood plain study has been in effect, and is that thru Oro Valley?. Venise said it was from a 2012 Oro Valley study. Even though it’s a study, Oro Valley wants to impose the flood insurance, the higher footing placement of homes brought into the Highlands due to the reason of “life

safety". Rich Staska spoke of history of the washes within the Highlands, and what's occurred in the past, and current actions so the guests can have more insight to the Highlands and surrounding area. Rich also said that when they developed along the eastside wash, they had to install grass rolls to stop the runoff. They failed to maintain them, and have been in negligence ever since causing many problems in the Highlands. Carol Hastings asked if a mortgage company insists on flood insurance, can they get it thru FEMA at the reduced cost?. Her answer was they have not gone back to the lender and notified them of the property in question, is now in a flood plain study, because she wants to fight the permits first. Kent Hinds inquired that 27 luxury homes were going to be built near the Highlands and he's already getting dirt, debris into his backyard from the current homes that overlook his home in the Highlands. Venise went on to say that we need to settle this issue sooner than later so it's fresh in every one's mind. She said we have many supporters behind on this flood plain issue with Oro Valley.

Craig ended the meeting by saying the BOD will have meetings with government officials mentioned, and they will not be opened to the residents, the residents will be kept up to date with minutes taken at each meeting. If anything needs to be voted on, we will bring the vote to Highland residents. A subcommittee may be formed to take care of this business within our group, so when we have meetings we don't have to have all nine people. Meeting adjourned at 11:15am.

The Highlands Inc.

Board of Directors Executive Meeting

February 12, 2018 10:00am

Present: Craig Bennett, Carol Hastings, Rich Staska, David Cruz, Carole Alberda, BernieLee, Dan Wojdyla, Bill Bohrer, Kent Hinds

Meeting was called to order.

Craig introduced all Board members and the positions they hold including appointee Kent Hinds, Craig told Kent, he is assigned Contracts.

Craig said the reasons the meeting was called for, Clubhouse Renovation Survey, asked members if all had a chance to review it.

Dan W., Secretary, spoke about Brenda Henderson resigning from THI BOD as of February 2, 2018 after the Directional BOD meeting was adjourned. The minutes from BOD meeting held 2/5/18 didn't include the resignation of Brenda from the Board. Dan wanted to clarify at this meeting, if a correction was needed. Carol H. then mentioned that Brenda's resignation wasn't covered at 2/5/18 Board meeting, but covered and mentioned at today's Board meeting. All other Board members agreed to include the resignation within the minutes of today's meeting. Carol H. brought up resignation letters and where they may be kept on file. Carol H. asked Carole A. if she may know about a resignation file. Carole said we could call Pat Yurczyk, past President, about letters of resignation. Craig mentioned that Linc Keilman developed an Excel program with a chronological listing of Board members back to 2008. Indicating start and end dates of each member serving.

Dan spoke about the AZ Statutes of posting all BOD meetings, all future meetings, as well as this one, will be posted in advance of the meeting. Carole A. said to remember that our governing documents trump the state documents. She went

on to say that if our governing documents that tell us what to do and the State's are different, we have to abide by our documents. Dan explained that within our By-Laws that he didn't see anything that one can't post meeting notices. Craig said that these meetings were having are informational, not making decisions to spend money, to make changes to anything, were getting business done. Craig doesn't believe residents need to be here, because if we feel they should be here then we have to open the meeting. Dan added that if a meeting falls within 5 elements within the statutes, it can be a closed meeting, What Craig said, it doesn't fall under those statutes. Further discussion went on concerning issue.

Craig brought up the Clubhouse Renovation Survey, Bernie mentioned to leave out the Pool stuff for consideration. Craig was noting items to remove or add from Survey, "Note" at bottom of Survey, changes to pool area. Much discussion on what the total cost of renovation could be, so sentence at top of Survey; changed to add "up to" \$16,100 on 1st page, top paragraph and larger font. Discussion concerning how after Board makes changes to the Survey will be distributed including mailing out and, put in circular tubes to home owners. Craig went on to say that the Renovation Committee did reach out to have three bids, one bid being the \$16k, second bid was for \$40k range, and third bid request never responded back to the Renovation Committee. A decision to mail out the Survey to homeowners permanent mailing address with paid return envelope was made, and the BOD will conduct the tabulation of returned Surveys. Returned Surveys will be due back to the Highlands NLT 3/15/18.

Craig brought up the wash on the West side of the Highlands concerning its problems. Input from Rich S. gave the Board some background history of the wash, the developers putting in subdivisions on the west side, utility contractors, and past agreements to manage the wash. Rich also explained in detail past occurrences with cleaning the West wash and the bridge built by the Highlands. Discussion led to weather or not if Highlands, or the developers of the west side, have any further responsibility to correct the West side wash. Rich indicated the Highlands was grandfathered in regarding wash problems occurring with subdivisions and the Highlands. Rich advised we contact the developer about the safeguards the developer put in years ago for reducing runoff, that the safeguards

THE HIGHLANDS, INC.
ANNUAL OPEN BOARD MEETING
February 2, 2018
10:00 a.m. Clubhouse

Call to Order at 10:10 a.m.

Present: Pat Yurczyk, Bill Bohrer, Carol Hastings, Carole Alberda, Bernie Lee, Rich Staska

Absent: Brenda Henderson (there are presently only seven Directors)

In Attendance: Unavailable

Pledge of Allegiance
Moment of Silence

Pat announced four corrections to the minutes of the Open Board Meeting held on January 17, 2018:

- 1) The Board approved the repair of the old pool heater at \$949. It has been repaired and is in place.
- 2) The Board approved the request to purchase gravel for around the clubhouse and in the easements at a cost of \$2900.
- 3) The comments regarding our need for a Reserve Study was omitted.
- 4) The owner of the dog on Adirondack Street has been contacted and asked to keep his dog under control. There was a shock collar on the dog and the owner is building a fence to contain the dog.

Correspondence: Bill Bohrer

One letter was read regarding the buy-out of Joanie Mauger's contract with Account Temps. This issue should have been addressed at an Open Board Meeting; it does not qualify as an issue to be discussed at a closed meeting.

President's Report: Pat Yurczyk

- Last month there was an issue regarding young adult guests being in the pool room. The signs outside the clubhouse indicate the facilities are for "Residents and House Guests". The Board will make the rules clear with new signs at the entrances and in the pool room.
- The Board was contacted regarding the flag near the clubhouse not being properly lit. A brighter spotlight was installed, but the flag was still not very well lit. It was decided to remove the rope lights from the two trees near the flag allowing the spotlight to show up better.

Treasurer's Report: Carol Hastings

Carol presented written Profit and Loss Statements for 2017 and a proposed Budget for 2018. The total in our deposit accounts at this time is \$356,209. We do not have a Reserve Study at the present time. She indicated that some expenses have increased in the 2018 Budget but we should be able to stay within the numbers.

Compliance: Bill Bohrer

- Residents have been busy repainting, remodeling, etc. Everyone is doing a good job maintaining their property.
- Several new homes will be coming into the community soon. There have been no major issues.

Rich Staska

- Rich indicated that Compliance pre-measures for new homes and stakes are placed where the house should be located. The Board does not sign off until after the home is bolted down.
- Rich also announced that several residents have volunteered to clean the pool tiles saving the community \$900.

Maintenance and Contracts: Bernie Lee

- Waiting for two additional bids on filling the cracks and resealing the roads.
- Nothing to report on contracts.

Unfinished Business:

- 1) Clubhouse Renovation – The Board feel the scope of this project is too large for them to make a decision. They will be sending out a mailing for input from the residents. This will not be an official vote; just getting the thoughts from all residents. Pat thanked Jamie Horst and the committees who worked so hard on this project.
- 2) Handicapped Bathroom – Bill has gotten three bids ranging from \$27,000 to \$67,000. The middle bid of \$45,000 is the most sensible. He wants to add this project to the letter regarding the clubhouse renovation to see what the residents think. Our lawyer has stated we are not required to build a handicapped bathroom.
- 3) Raising HOA Monthly Fees – Originally the Board was going to table this issue. Pat received 26 e-mails regarding the issue; 20 against, 6 only if there is a special project we want to complete, zero for raising the dues. Bill motioned that the Board vote to maintain the fees at \$58 per month. The motion carried three to two.

Animal Policy: Carole Alberda

- There were 14 people at the meeting. The policy states reasonable accommodation shall be given to service or assistance animal per the Federal and State Laws. Requests must be submitted on letterhead of the doctor or a prescription form.
- Service Animals only will be allowed to accompany anyone staying in the RV area. The ADA Registration Card must be presented at registration.

New Business:

- 1) Election Results – There were 268 eligible voters; 90 votes required for a quota; 160 ballots were received making this a valid election. Craig Bennett 124 votes, Bill Bohrer 92 votes, Dan Wojdyla 100 votes, David Cruz 85 votes, Kent Hinds 74 votes. Craig, Bill and Dan are the new Directors. Pat thanked Tom Stevens and the election committee for their service.

Comment Period:

- Linc Keilman disagreed with the buy-out of Joanie's contract. This was not a proprietary issue; it was regarding a contract with Account Temps.

- Harold Haas requested that the Board consider reinstalling cable and wi-fi in the clubhouse.
- Carol Richards suggested we have a Parliamentarian to help the Board with Arizona Statutes, etc. She would also like to see continuity between outgoing and new Boards. Carol believes the office person should have property management experience.
- Carol Coville is new to the community and loves being here. She thanked the Board and other volunteers for a great job.
- Pat Yurczyk thanked the present and past Board members for their feedback and advice.

Adjourned at 11:00 a.m.

Respectfully submitted,

Dan Wojdyla, Secretary

Next Open Board Meeting will be March 21, 2018 at 10:00 a.m.

THE HIGHLANDS, INC.

OPEN BOARD MEETING

JANUARY 17, 2018 @ 10:00 am CLUBHOUSE

Call to Order (please silence cell phones)

Roll Call: Pat Yurczyk ,Bernie Lee, Carol Hastings, Carole Alberda, Rich Staska, and Brenda Henderson

Absent: Bill Bohrer

Pledge of Allegiance

Moment of Silence

Additions to Agenda – No

Additions/Corrections to minutes of Open Board Meeting December10, 2018 – No

Correspondence – Brenda – 7 letters & 1 American Legion flyer

REPORTS:

President – Pat

1. Connie Rose to be recognized as assistance for the web site.
2. Announced Joanne Mauger as new employee for THI's Office Support position.
3. THI's no cash policy
4. THI's new directory will be done after February's election

Treasurer – Carol

1. Checking Acct. =\$23,028.69
2. Savings Acct. =\$122,248.63
3. CD wash Acct. =\$66,210.68
4. Money Markey =\$135,868.07 (Reserve Acct.)
5. Total of Year End Assests is \$306,304.92

Maintenance – Bernie

1. Gravel for areas of flag pole, pump house, & easement walkways \$3,401.15 of which

a resident would donate \$500.00

2. Tiles cleaned for spa & pool would be \$900.
3. Cost for new hot water heater \$800.00

Compliance – Bill (Pat read Bill's report)

1. Ten Improvement requests – 9 approved & 1 denied
2. Six compliance letters – all six complied
3. Three title lot measurements done

Social Committee – Jamie

1. Financial Report – Starting reserve acct Jan 2017=\$5532.39, 2017's event income =

\$21,348.57. Event expenses =\$18,521.78. Total profit 2017 = \$2,826.79

Starting reserve account 2018 = \$8,359.18. Event income \$625.00 with total expenses being

\$686.68. with a negative of \$61.68. Current Reserve Account is \$8,297.50

Jamie announced future events & also ask for volunteers to assist.

Unfinished Business :

1. Bernie – Pool Heater -\$2200 for new one verses \$949.53 to repair
Motion for discussion
Motion to vote on repair -Vote carried & will be repaired.
2. Clubhosue renovation – Jamie has contacted three vendors & awaiting their bids.
3. Remodel of clubhouse bathroom – Bill posted the plans in thr clubhouse. He is awaiting the bids at this time.
4. THI's Wash drainage- Bernie announced he is still waiting on engineer's report.
5. Title transfer fee – Brenda gave her report per info from 2 agencies. Made a motion for discussion.Motion denied and issue dropped.
6. Security camera system for clubhouse – Brenda read her reports covering cost and detailed info for the system. Topic was dropped and not pursued for the future.

7. THI's Monthly HOA's fee – Brenda justified the purpose of increasing monthly fee 10%,
 which per By-Laws allows the Board to do without a vote. In consideration of our residents,
 we open this topic for their comments. President stated the Board would not vote at this time;
 however, vote will be taken when all Board members are present.
8. Review of THI's Financial report – Carol -Treasurer reported ending balance in December
 for checking & savings =\$319,689.05 reserve, acct. receivable \$306,304.92, fixed assets \$557,324.35, bottom line of cash and fixed assets \$870,340.75

New Business:

Bernie – Road repairs – placed on February's agenda meeting

Carole – Pet Policy update will be completed after January 20th

Jamie – Net replacement for ping pong table stated the Social committee will incur cost.

Pat – Introduction of candidates for annual election in February. Announced Tom Stevens will

chair election committee. Pat stated that we prefer that absentee ballots be returned to office by the deadline.

Comment Period: Several residents complained about pets. One resident's complaint of minors (absent resident) hanging out in clubhouse. A resident suggesting a neighborhood watch program for THI, and one resident praised the Board for numerous jobs performed.

Meeting Adjourned @ 11:22 am

Respectfully,

Brenda Henderson, Secretary