

# *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.**  
**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. Clubhouse 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 20<sup>th</sup>

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