

THE HIGHLANDS, INC.
DIRECTIONAL BOARD MEETING

February 1, 2019

2:20 p.m. THI Office

Present: Craig Bennett, Carole Alberda, Bill Bohrer, Carol Hastings, Bernie Lee, Dan Wojdyla, Kent Hinds, Mary Rausch, Jamie Horst.

Absent: David Cruz, Rich Staska, Morris Coville

Observer: Laurie Hartman

Directional Board meeting called to order.

Craig announced positions open within the Highlands Board of Directors (BOD)

and asked who wants to volunteer for what position. Carol Hastings elected

to stay on as Treasurer, Craig B. stayed on as President, Bill Bohrer will stay with Compliance,

Bernie Lee with Maintenance, Kent Hinds will stay with Contracts. Dan Wojdyla requested a change to

Vice President, and or Compliance.

Some items were discussed within Directors positions, duties. Craig passed out ballots for BOD

positions, the resulting votes tally as: President - Craig Bennett, Vice Pres. – Dan Wojdyla,

Secretary - Mary Rausch, Compliance - Bill Bohrer, Jamie Horst, Dan Wojdyla, Mainenance – Bernie

Lee, Morris Coville, Treasurer - Carol Hastings, Contracts - Kent Hinds.

Motions were passed for approving voted Directors positions. Meeting Adjourned at 3:10.

Submitted,

Dan Wojdyla, Secretary

The Highlands, Inc.

ANNUAL OPEN BOARD MEETING

Feb. 1, 2019

1:00 p.m. Clubhouse

AGENDA

Call to Order (Please silence all phones)

Roll Call

Pledge of Allegiance / Moment of Silence / Read Protocols

Additions to Agenda

Additions or corrections to the minutes as posted for Jan. 16, 2019

Correspondence: Dan Wojdyla

REPORTS:

President – Craig Bennett

Vice Pres. – David Cruz

Treasurer – Carol Hastings

Maintenance – Bernie Lee

Compliance – Bill Bohrer, Carole Alberda, Rich Staska

Contracts – Kent Hinds

Social Committee - Jamie Horst

Unfinished Business

- Final Pool Bids / Refinishing
- Quotation for Clubhouse AC w/Baffles for Evaporators
- Consulting with THI Attorney concerning minor residing within Highlands

New Business

- Clubhouse / Resource Room usage & fees
- New Phones in Clubhouse & Pool Cabana
- Surveillance Cameras, Clubhouse & Pools
- Election & Voting results

Comment Period / Adjournment / Next Meetings: Agenda 3/13/19, 1pm

Open Board Meeting: 3/20/19, 10am

The Highlands, Inc.

OPEN BOARD MEETING

Jan. 16, 2019

10:00 a.m. Clubhouse

Call to Order

In Attendance: 44

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

Pledge of Allegiance / Moment of Silence / Read BOD Meeting Protocols.

Additions to Agenda: None

Additions / Corrections to 12/19/2018: None

Correspondence: Dan W. read 2 letters, 1. Dated 12/21/18, concerning 7 Post lights around the NW side of the Clubhouse not being lite in the evening hours. Dan checked with THI's maintenance person about outage, and the next evening, and thereafter, all lights around Clubhouse have stayed on thru the night. 2. Dated 1/9/19, concerns potential changes to THI CC&R's, in regards to "no variances shall be given". Speaks further about AZ law of, latches and selective enforcement, prevails over this change. Concludes that the Board could find itself going to court over this amendment or for not giving a variance that has been given in the past. Asked about "grandfathering" in AZ, does not apply, or did that change?. Member also CC'd THI attorney on this issue.

Reports:

- President – Craig Bennett: Brought up issues with voting and returned ballots not being signed on back of envelope. According to Craig, thirty percent received in weren't signed on the back, as per required by AZ Revised Statutes Sec. 33-1812. which make them invalid if not signed by COB, 1pm, 1/29/19. Craig stated the Highlands need 33.3% to have a quorum (95 ballots) to make the overall voting legitimate. If the Highlands doesn't meet that quota, we have to start all over again. Craig further added that there may be a solution to this, we'll be investigating this after this meeting. If you sent your ballot in and don't feel you signed the back of it, stop at the office and ask Joanie, she'll retrieve the ballot which is locked, and the person can then sign it. All envelopes need a signature on the back, before they can be opened up and then separate the inside ballots on Feb. 1, 2019.
- Treasurer – Carol Hastings: Bank balances are as follows: Checking, \$75,338, Savings,\$122,493, Money Mkt, \$136,157, and CD,\$66,655.

- Compliance – Bill Bohrer: Doing some title transfer inspections, some remodeling inspections, people are doing a good job with their yards, but the weeds are coming due to the winter, fall rains.
- Contracts – Kent Hinds: Waiting on the vote for the street signs.
- Maintenance – Bernie: Nothing to report.
- Social Com. – Jamie Horst: Ending balance for Social Committee was \$8359, total income was: \$22,691, Event expense: \$19,451, Non-event expense:\$2,104. Total for 2018: \$1,135. Balance for end of '18: \$9,494, which has been accrued over the years. Jamie added that SoCom supported some purchases, \$340 pool table fund, \$171 new ping pong table, and Fireworks \$400. Jamie discussed the upcoming Derby event, at the Clubhouse, Jan. 26, with a catered meal at 5pm. Other events: Karaoke & Pizza, Jan. 20 at 5pm, Community Sale in Feb, White Elephant sale in Feb. See sign-up sheets for all events in Clubhouse.

Unfinished Business

Non-Profit Credit Card, Craig explained that were looking to get a credit card for the Highlands that can be used for staff needs without using their own monies and getting reimbursed. Dan mentioned he called Canyon Bank about non-profit cc's, and was told by the bank that we have to give them a tax number instead of a ssn. Craig added that we would have safeguards and limits to the card, when we do apply for it.

Street Signs, Bernie discussed bids after the Board decided last month to only have the signs needing a decal to be re-placed. Metal cast signs will be painted by volunteers. The new bids for the signs are: Sign-o-Rama, \$1156.57, for the decal type sign, which was voted on unanimously for approval.

Pool Seal & Crack repair, Craig said that getting vendors to re-submit bids is taking longer and to address this thoroughly, propose at the next Open Board meeting for more discussion and action.

THI Policy's on Website, Craig explained that THI has policy's in place printed in a folder at the office, but for convenience, we need to publish the policy's on the THI website for everyone to access. David suggested we have a Policy committee to ensure that all the policy's posted are up to date before putting them on the website. David C, Dan W., Bernie L. and Carol Nadeau volunteered to form committee. Biil B asked who would post the policy's, and Bob Beck who oversees the site said he would post them.

Appearance of Men's Bathroom, Kent addressed the appearance of the Men's room and suggesting getting floor mats for the urinals, new PVC pipes, painting, a better fragrance, replace shower drains/mats to give a cleaner appearance. Kent said he would look into costs for items addressed. Further discussion entailed by audience members, and Board, concerning re-doing bathrooms, handicap bathroom, public access. Bill B mentioned that we've had bids in the past on the bathrooms, 27-30k, but after the Survey Questionnaire was sent out to owners population, it was dropped at that point due to the money. Carol Nadeau brought up the point that our THI attorney, David McEnvoy, in

writing, that we are a private facility, and we're not regulated by the ADA, we are regulated by HUD, and we do not have to do anything that would present a financial hardship to the community. Craig added more comments concerning the bathrooms, showers being refurbished. Linc Keilman spoke up that Kent's proposal sounds like more of a maintenance issue, and if these updates fall within the \$250 already allowed without needing further approval. If this is the case then go ahead and complete what's needed. Laurie Hartman brought up the ADA bathrooms, needing new stalls, seats are too low, and felt for the individual in the audience needing that type of assistance.

Driving 15 MPH within The Highlands, Craig reiterated the need for driving the 15 mph within the community, if one sees a vehicle exceeding the limit, try to get the license plate #, description of vehicle, and notify Oro Valley PD, 520-229-4900.

New Business

Delinquent membership dues, Before voting occurs, every address will be checked that's delinquent in dues, fees, outstanding fines. If one is on that list, that member will not be able to vote. All dues, fees, have to be up to date for the voting. A member who finds they are delinquent, may bring themselves up to date so they can vote. Carol H. added that at this point, five members are currently delinquent in payments.

Ballot Counting, Craig brought up that we need to volunteers to open envelopes, count ballots, work in pairs, check off what's being recorded, etc..

2109 Proposed Budget, Carol H. already had passed out 2019 Budget handouts to the Board and members in audience. Carol discussed that at this point we have enough revenue to pay our bills, therefore we don't need an increase dues. At the end of the day, the projected net income is 50k, so that paying all our bills, and having money left over to put into the reserve account. Bob Beck didn't feel this budget accurately reflects the Reserve Plan in the dollars and cents. Bob went on to say that in the expense category, there should be a set aside amount of \$30k, that is money that is going to be put in to the Reserve Plan next year and there after, we'll be putting money aside for the Reserve Plan, and were going to be recognizing expenses as Reserve Plan expenses. Bob's suggestion is to put an expense item in, or reserves set aside, and to reflect all of the projects the Reserve Plan is planning for next year, and not just the road repair project (awaiting member approval). Monte Hartman brought up an electric utility question, having different meters running different parts of the Park. Bill B. said that this budget is based on historically what its cost in the past years. Bernie L. added that the Highlands have 3 electric meters, one for the office, one for the RV lot, and one for the Clubhouse and grounds, including the pool. Monte further questioned how are these monies paid, or "what bucket it goes into". The Board was reexamining the budget costs, further examining of utilities and extracting the correct information will come at a later time, Craig stated.

One more comment from member Lynn Fuller, asking why there is a school bus that comes into the Highlands at about 7:15am?. Craig replied that there is a family caretaker on Appalachian Street, she is taking care of an elderly resident. The caretaker has a son special needs, therefore the bus is coming in to pick that child and take him to school. She brings her son with her when she's working, Craig thinks she's a single parent, so in

the morning she brings her son with her to work while she's taking care of this individual, special needs bus comes in picks the student up, brings him home after school. They won't drop him off on Lambert and walk back in. Next comment was by Carol Nadeau, who said, when she was a single parent, she had to get child care for her children. Carol added she does not believe, I think we are taking a huge risk having a child in here in many ways. Brenda Henderson spoke up about this, agreeing with Carol N., Brenda has seen this child biking, skateboarding with other friends within the Highlands. Craig then said, in that case, Craig would recommend here, is someone on Compliance would address that situation with that resident. Bill B. said we'll have to talk with them and see what's going on. Craig added that because it was brought up here and it seems to get a lot of concern, we will bring it up at the next meeting to let you know how it was resolved. Rich S. and Bill B. spoke that it was against our CC&R's to have a child (under 18) reside at a residence. Dan W. brought up the point to contact our attorney on this issue?. Craig said that if Compliance goes and talks with the resident. Carol N. spoke and said, that if the school bus is coming in here and picking that child up, they have given the school this address (Highlands), as their address, otherwise the school bus would be picking that child up some where else, where ever their address is, so they may not be sleeping here, but their telling the school that this is where they live. Craig said that could be the same having a latchkey, if they drop the child off at a latchkey thing, and went to work somewhere else where they couldn't take the child, they would tell the school, my son or daughter is going to be at this latchkey. Carol N. added if that kid falls on his skateboard or gets hit by a car with his bike, we are going to be responsible. Craig summed up that we addressed the fact, that Compliance will find out, and we'll resolve it. Craig asked for any other comments. David C. added that he thinks Compliance should call our attorney to make sure we're on the up and up before we talk to these people, so we know what we're talking about. Another member brought up that last summer, this child was asking someone to let him in to the pool by himself. Craig added, that at this discussion with the resident, we've got to let them know the restrictions that if this child is going to stay here during the day, especially in the summer when there is no school, how do we cover that. Craig motioned to adjourn meeting, was seconded, Meeting adjourned at 11:15 AM. Next Agenda meeting: 1/23/19, 1pm, Annual Open Board: 2/01/19, 1pm, voting 8-10am

Respectfully Submitted, Dan Wojdyla, THI Secretary