

# *The Highlands, Inc.*

## OPEN BOARD MEETING MINUTES FOR 2024

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 ANNUAL BOARD MEETING

January 17th, 2024  
10:00 a.m. Clubhouse

**Call to order** (Please silence phones)

**Roll Call: Present:** President, Sara Danville- Gelhaus, Vice President, Rich Vertel, Treasurer, Elizabeth Hinds, Secretary, Yvonne Kuhlman, Compliance Director, Chuck Ardingo, Compliance, Linc Keilman, Maintenance Director, Gary Wilkinson, Communications Director, Connie Rose, Absent; David Armstrong

**Pledge of Allegiance/Moment of Silence**

**Reading of protocols**

**Revisions to the Agenda-** None

**Approve Minutes from Decembers Open Board Meeting as posted:** *Motion by Rich Vertel and seconded by Gary Wilkinson.*

**Correspondence, Secretary Yvonne Kuhlman:** Two letters were summarized: one letter regarding a petition signed by community members to raise the hot top temperature. The issue has been taken care of and the temperature is now 104 degrees. The second letter was from a community member requesting new letters for the message board in the front of the office. The community member mentioned that another member would purchase it as a donation. President Sara Danville- Gelhaus stated that The Highlands would pay for them, and the donor could reimburse The Highlands if they wish.

**President's Report- Sara Danville- Gelhaus:** President, Gelhaus commended the maintenance department for getting the awning and pool pump house rebuilt. Thank you, H.O.R.A.C for the concert yesterday which appeared to be a big success.

**Vice President Report- Rich Vertel:** Two people have volunteered to be appointed to the board of directors. Matt Roth and Mike Cook stood and introduced themselves. Vice President, Vertel stated the importance of turning in ballots.

**Secretary Report- Yvonne Kuhlman:** No Report.

**Treasurer Report- Elizabeth Hinds:** Treasurer, Hinds states that the books are balanced each month and that they will be audited (in house) quarterly. A portion of reserve funds were not moved in December; they will be transferred in January. Treasurer Hinds suggests changing banks to get a higher interest rate on THI accounts. There was an issue with the bank that was discovered when the transfer of the Reserve set aside took place. The bank quoted that THI had \$152,000 less than THI records. It took two business days and two personal visits to find out what the issue was. It appeared they did not merge the Reserve account correctly. The bank has assured us that the funds are there, and there is also proof of funds. Also looking into getting a new accounting firm, since they charged us late fees for taxes when we received the submitted tax forms late last year. The first month of covering the pool THI saved over \$1000.00. *Motion approved by Rich Vertel, seconded by Linc Keilman, to approve Decembers Treasurer Report.*

**Maintenance – Gary Wilkinson:** The pool pumphouse roof and awning are in the process of being replaced. Donato has done an amazing job cleaning out the wash, hauling away debris. Also, a backhoe will be brought in to clean up the trench at the end of Highlands Dr.

**Compliance- Chuck Ardingo:** There were two HIRs for the month of December and were approved. Compliance has received inquiries regarding tiny homes. There are calls into City of Oro Valley for clarification on square footage and classifications. A copy of the letter regarding the wash was handed out to the community members to view and petition our local and state representatives to seek funding assistance for the wash that runs through the community. Ardingo asked if someone could step up to obtain signatures.

**Contracts- Sara Danville- Gelhaus:** Several board members met with Aaron Workman, regarding the bathroom remodel project. We are going forward with the project. The contract from Workman Company has been received and will be reviewed. Once the contract is signed, the project will move forward.

**Social Committee- Cindy Bennett:** No report

**Security- Linc Keilman:** Unlocks on the weekends. Additional checks in the evenings include the pump room and spa gate.

**H.O.R.A.C Committee- Ron Wehl:** Recapped what their funds provide and encourages continued support. Thanked those who stepped up to help on the community. Pickle ball is at 9:00 on Monday mornings. The Highlands Olympics is Thursday, Feb 15<sup>th</sup> at 10:00 a.m., hoping for 8 teams. Concert March 26<sup>th</sup>, Tuesday, with Cochise County Allstars. Firepit is available; use pool key to access. Treasurer, Hinds asked about the value of the mural for tax purposes to depreciate annually.

**Communications- Connie Rose:** Nine people have submitted pictures and volunteered to stay after the meeting to take photos. Need pics by Feb. 2<sup>nd</sup>.

#### **OLD BUSINESS:**

**Elections- Rich Vertel:** No report.

**Rental Caps- Chuck Ardingo:** The meeting on January 10<sup>th</sup> was very well attended. There was a lot of excellent feedback. They will continue to work on the project.

**Tree Report- Connie Rose:** There have been 8-9 contributions to the tree project. Will soon be going to the nursery to purchase trees since there is enough money in the budget to do so. Would like to plant shade trees where concerts are held.

*President, Sara Danville Gelhaus encouraged more communications in the form of letters so that they could be read at meetings to encourage future discussions.*

*Maintenance Director, Gary Wilkinson thanks Chuck Ardingo and Patrick Yurczyk for painting the pieces for the pump room roof.*

**Storm Water Management- Linc Keilman:** The committee meets every other month and meets the day after The Highlands Board meetings. They are trying to get financial support from FEMA.

Meeting adjourned at 12:40 p.m.

Reviewed by Secretary, Yvonne Kuhlman, Submitted by Lynne Jordan

# THE HIGHLANDS, INC.

## OPEN ANNUAL BOARD MEETING

February 2, 2024

**Call to Order** (Please silence phones)

**Roll Call: Present:** President, Sara Danville- Gelhaus, Vice President, Rich Vertel, Treasurer, Elizabeth Hinds, Secretary, Yvonne Kuhlman, Compliance Director, Chuck Ardingo, Compliance, Linc Keilman, Communications Director, Connie Rose, Maintenance Director, David Armstrong

**Pledge of Allegiance/Moment of Silence**

**Reading of protocols**

**Revisions to the Agenda-** Add Executive Meeting after open board meeting to agenda.

**Approve Minutes from January Open Board Meeting as posted:** *Motion by Linc Keilman, seconded by Rich Vertel to approve January minutes. Unanimously, the motion passed.*

**Correspondence, Secretary Yvonne Kuhlman:** A petition from community members to raise the pool temperature to 88 degrees and uncover at 65 degrees was read. 50 Signatures were collected. Discussion under maintenance report.

**President's Report- Sara Danville- Gelhaus:** President, Gelhaus stated that board maintenance director, Gary Wilkinson has resigned. Election results will be announced at the end of the meeting. Compliance, Linc Keilman will be leaving the board today. President Gelhaus thanked Linc for his service to the board.

**Vice President Report- Rich Vertel:** There are two board appointees, Matt Roth who introduced himself last week and Tony Bettens who introduced himself today. At the end of the meeting appointments will be announced as well as election results

**Secretary Report- Yvonne Kuhlman:** No Report.

**Treasurer Report- Elizabeth Hinds:** No Report.

**Maintenance – David Armstrong:** The pool pump roof has some issues that are being discussed with the contractor. The office roof is deteriorated. There will be 3 or 4 companies quoting on the roof repair. If anyone knows of maintenance items that need to be done, contact David Armstrong. Maintenance is investigating solar energy for the pool. There is currently an incentive of \$21,000.00 and a cost analysis will be performed. Treasurer, Hinds mentions that the pool was set at 88 degrees and was not covered at night. This would be the 2<sup>nd</sup> time in two weeks that the pool was not covered and that the pool heaters would not be able to maintain 88 degrees. The east wash seems to be a simple solution, a survey will be done, and a wall will be built. The property is owned by Rivers Edge and Oro Valley Water, Rivers Edge gave the Highlands \$60,000.00 17 years ago to maintain the wash.

**Compliance- Chuck Ardingo:** Compliance is currently working with rental owners for better communications. A Letter was sent out last week regarding the expectations that relate to Statue 33-1806-01 for rental property. The Highlands CCR's does contain information for rentals, so this leads to reverting to Statue 33-1806-01. This legal description describes what an owner is required to do such as provide information and what the Highlands is required to do such as register renters and access a \$25.00 fee per lease. There was 4 HIR which were approved. THI needs to obtain waivers of liability for volunteers such as pool covering etc. Ardingo presented a petition to send to the Governor of Arizona,

John Kelly, Kyrsten Sinema, Juan Ciscomani and the Mayor of Oro Valley, the petition is for funding for the wash at the end of Matterhorn.

**Communication- Connie Rose:** Collecting photos for the directory. They can be submitted by email to Connie Rose. A community member has asked about publishing board minutes, they are published on THI's website under documents. The Fling is also available by email, contact Connie Rose.

**Contracts- Sara Danville- Gelhaus:** One Contract signed for the Workman Company for the bathroom remodel.

**Social Committee- Jamie Horst:** The Highlands Derby was very successful 72 tickets were sold. Men's breakfast is coming up. Community yard sale is Feb 17<sup>th</sup> and White Elephant Sale is Feb 24<sup>th</sup>. The club house will be locked on Friday the 23<sup>rd</sup> at 12:00. Please do not enter the clubhouse until the sale opens.

**Security- Linc Keilman:** Security is a group of 4 people including Linc Keilman that make sure the facilities are locked and unlocked on the weekends. Linc will be giving up his duties on the community and the Board of Directors will decide who will chair the committee. Neighborhood watch, Elizabeth Hinds mentions that Oro Valley Police have mentioned violent break-ins in Oro Valley. Please call Oro Valley Police if you notice people in the community that should not be there.

**H.O.R.A.C Committee- Ron Wehl:** Thank you to Cheryl Stafford for leading a hiking group next Friday at 8:30 am. The hike is at the Ram Canyon Trail, which is an easy to moderate, 4-mile hike. Thursday, Feb 15 at 10:00 am is The Highlands Olympics. There are 6 teams, two more are needed, 4 people to a team. Medals will be awarded. On Tuesday Feb 20<sup>th</sup> there will be a free concert by Ruckus at pool side. The firepit is installed, unlock using the pool key. Pickle ball is on Monday and Thursdays at 9 am at River front park. Bocce ball court needs repair. Treasurer Hinds states that the bocce ball court is in the reserve account for repair.

**Brian Tomac:** The cactus identification project is coming along. There are 36 plaque stands that were created, working now on signage.

## **OLD BUSINESS:**

**Bathroom Remodel- David Armstrong:** Workman Company has set up a communication portal. By next meeting there should be more to report.

**Wash Committee- Linc Keilman:** There was no city meeting last month. The Highlands have a 3-person committee and will attend the meeting once every other month. They are working with the city to get money from FEMA for to take care of the wash. In the next election, we will need to place on the ballot, a motion to grant the City of Oro Valley a utility easement.

**Rental Cap- Chuck Ardingo:** No report

## **OPEN FORUM**

- Community member states that they are also having drainage issues on Appalachian St. and would like to be involved and kept informed on the wash wall project.
- Community members asked about Security cameras. Will they be replaced? Maintenance, David Armstrong stated that THI is looking into security cameras for the

community. Neighborhood watch, Elizabeth Hinds is working with Oro Valley Police on cameras that will notify the police if someone is in the park that the police are looking for by license plates read.

- Community members asked about solar installations in other parts of the community besides the pool.
- Community member would like the current pool and spa temperatures in the minutes. The pool is set at 84 degrees and the spa is set at 104 degrees. Rich Vertel asked who has access to the pool pump, Elizabeth Hinds states security is now checking to make sure that the pump house is locked so that no one can change the temperature of the pool. More volunteers are needed to cover and uncover the pool. President Gelhaus suggested that the pool gets set to 88 and that the people who signed the petition make sure it gets covered. Will revisit next month.
- Community member offered to donate funds to help with cost of heating pool.

**Election Results- Rich Vertel:** Elizabeth Hinds and Sara Danville Gelhaus were both elected. The Rental Cap amendment did not pass. There was a very good voter turnout. Sara Danville Gelhaus asks if there were votes that were not to able to be counted. Rich Vertel states that there were no ballots that were not eligible. Members who owed dues were not eliminated from voting. Matt Roth will be appointed to a 3-year term and Tony Bettens will be appointed a 3 year term.

Meeting adjourned at 2:10

Reviewed by Secretary, Yvonne Kuhlman, Submitted by Lynne Jordan