

HIGHLANDS COOPERATIVE ASSOCIATION

Open Minutes

April 20, 2026

Board Members Present: Heist, Kniffin (virtual), Rodriguez, Smith, Sorrells

Board Members Absent:

Management Present: N. Miller, Lee, Meade

Meeting called to order at 6:34 p.m.

Management Report – Agenda Items

Bylaw Distribution Email Poll

Kniffin moved to approve the email poll conducted on March 19, 2026 approving the letter to be sent to the Member concerning the bylaw changes. The letter was approved 5-0. Heist seconded.

Motion carried 5-0.

Member Flowers

N. Miller asked if Highlands should consider the purchase of flowers for the Members. Members in attendance want flowers. They were very happy with the place in Eaton Rapids which they could pick the flowers they wanted. Rodriguez moved to approve the flower voucher like was done last year. Last year, 89 Members participated in the flower project at a cost of \$18.99 per Member for a total cost of \$1,791.52. We are not sure what the cost per Member will be for 2026. Sorrells seconded.

Motion Carried 5-0.

Annual Meeting Documents

Rodriguez moved to approve the following documents to be mailed to Members for the Annual Meeting on June 14, 2026 with corrections:

- First Meeting Letter (5-18-2026)
- Letter sent with the proxy packet (5-27-2026)
- Meeting Agenda

- Election Procedure Information

Kniffin seconded.

Motion Carried 5-0.

Storm Water Catch Basin

Kniffin moved to approve the bid from Feldpausch Industries for \$5,200 to install a storm water catch basin behind the recycle dumpster. The drainage for this basin will run approximately 200 feet behind the Grounds garage to the open area outside the fenced area to the south side of the Grounds garage. The purpose of this basin is to route the water away from the recycle dumpster. It will also help prevent icy conditions in the winter. This project will be started as soon as possible after approval. Rodriguez seconded.

Motion Carried 5-0.

Charge List Policy

Rodriguez moved to approve the change in the Charge List to add a fine of \$100 for a Trash Policy Violation with correction of the month/date on the bottom right. Kniffin seconded.

Motion Carried 5-0.

Trash Policy Email Poll

Sorrells moved to approve the email poll that was conducted on March 18, 2026 to approve changes to the Trash Policy. Rodriguez seconded.

Motion Carried 5-0.

New

None.

Old

None.

Member Concerns

Marcia Barr, 6320 Haag

Marcia has a one bedroom and is concerned about the fire in the one bedroom on Georgetown. Do we know what caused it? N. Miller said that the official cause has not yet been determined. An expert is scheduled to look at the townhouse later in April.

Terri Adams, 6308 Haag

She is concerned about the fire on Georgetown. What was the cause? N. Miller said that the official cause has not yet been determined. An expert is scheduled to look at the townhouse later in April.

Terri said that her tax lady mentioned that she might qualify for a gas tax credit. N. Miller explained that if there was a tax credit that Highlands would get the credit since we pay the bill.

Kathy McKay, 6342 Haag

Kathy asked if Highlands gets any gas tax credits, can the credit be put towards new windows?

Also, she said that one place on the agenda it says 5 minutes and another place 3 minutes for Member Concerns. N. Miller to make it the same for next meeting.

Kathy commented that she has noticed some outdated license plates in her area. Some Members/people back in so the license plate is not visible from the parking lot. N. Miller told her to get a photo of the plate and car, if possible. Also, if this occurs on a weekend, it could be a visitor.

Kari Burgess, 1608 Georgetown

Kari has many questions concerning condo insurance and the deductible if Member causes the fire. She thinks of herself as a renter, but she thinks she might need more coverage. Her insurance agent didn't really know what to tell her. Dennis Meade will get together some information on insurance for the Members.

Kari also asked who absorbs the cost if there is a fire (and Member not insured) or if the townhouse is trashed? Highlands would initially pay to renovate the townhouse but would pass the cost on to the next Member when sold, if more than the security deposit. This way other Members not affected. Highlands would sell the townhouse for what we put into it to fix.

Kandy Miller, 6148 Balfour

Kandy commented on dogs running around not on leashes. 21 piles of feces also found. How many letters does she need to send concerning this? She said that it has been over a year that this has been happening. N. Miller said that she should give the Office the addresses of the offenders with date and time. The more complaint letters and details will help getting this rectified with the offending Member(s). Also, she will send one of the grounds staff to check out the feces.

Sherry Miller, 6312 Haag

Sherry said that in January three trees were cut down. The stumps still remain. Are they going to be ground down? N. Miller said that the stumps will be ground down when the weather and ground dries and not soft. She also asked if new trees will be planted. That hasn't been decided yet. If so, probably not big trees.

Sue Pride, 6116 Balfour

Sue asked when lawn mowing is done. N. Miller told her that normally the back is done on Wednesday and the front on Thursday. However, early in the season, and depending on the weather, it may be done on different days.

She also commented that it has been 3 months since last open meeting. Smith said that open sessions will be quarterly now.

Amy Jo Powers, 1738 Georgetown

Amy witnessed recently a bunch of kids (7-8) fighting in the park. She called the police (on the non-emergency number), but the kids had left by the time the police arrived. She did notice that the kids left together after the fight. N. Miller said that when things like this that happen in the park, the police should be called.

Meeting Adjourned 7:25 p.m.

Respectfully Submitted,

Mary P. Heist, Secretary, Board of Directors
Highlands Cooperative Association