

Highland Colony Homeowners Association

Board of Directors Quarterly Meeting Minutes

Date: January 22, 2026 (rescheduled from 12/19/2025)

10:00 am

Location: #8 Fairway Dr. (home of Cindy White)

PRESENT:

Directors: Kate Coupe, President; Steve Kelly, Treasurer; Cynthia White, Secretary.

Attending via Zoom: Annie Hoyer, Director; Hiram Ely, Director

MANAGEMENT: Nancy Ehlers, Managing Agent, LCMG, LLC

1. Call to Order

President Kate Newell Coupe called the meeting to order at 10:06 AM.

2. Meeting Minutes

The minutes of the September 2025 Board of Directors Meeting were approved by vote.

3. President's Report – Kate Newell Coupe

Kate provided a president's welcome statement. (sent as email with agenda)

4. Treasurer's Report – Steve Kelly (John Carpenter not present)

(see attached financial reports) While the major maintenance budget line is currently low due to recent and anticipated septic-related obligations, no funds were withdrawn from the reserve account for the inspection expenses. These costs were covered using available operating savings.

5. Secretary's Report – Cynthia White

A correction was made to the agenda for this meeting. The minutes to the September BOD meeting were approved and voted on, NOT the minutes to the Annual Meeting as the agenda indicated. Those minutes will be voted on at the next annual meeting.

6. Managing Agent's Report – Nancy Ehlers gave an oral report, these minutes will attempt to summarize as accurately as possible.

Plowing- there have been a few complaints, but in general, it's been mostly positive feedback for our new team. The roads are plowed early during a storm, then the team return midmorning for driveways. Please move cars so driveways can be plowed. Nancy will bring to their attention that more frequent walkway shoveling is needed.

Chimney Inspection and Cleaning – our management will take over all chimney inspections and cleaning. Armstrong will be contracted to take over all chimney work and inspections. Homeowners will be notified when inspections are scheduled. Access to your home will be required. Please stand by, more information will be made available once Nancy has set up a plan with Armstrong.

Tree work – money will need to be allocated in the budget each year for the extensive tree work needed on property.

Clubhouse – the rot in the basement is currently not a top priority given how much work is needed to the property. It has been noted on the rot repair list.

Rowell Septic – attached is a summary of the findings from Rowell’s septic inspection. We will tackle a little at a time, but the issues are extensive. The expenses to date have been attached so homeowner’s can see the expenses we have incurred.

7. Committee Reports

Reserve Fund Committee – Steve, Kathy Boyle, Bob Tuveson and John Carpenter have all met together once. The committee of homeowners have met two additional times. The first stages of the project have begun. This involves listing all of our reserve fund items. John and Nancy will then review and approve.

Bylaws Committee – We will be receiving a draft of our Bylaws from the attorney very soon. Once we receive them, the committee will have to establish a thorough and comprehensive breakdown of which expenses are homeowner responsibility and which are association responsibly. Such things as wiring, internal and external expenses need to be addressed and updated as they were never very well spelled out in our previous ByLaws.

Habitat Committee – see attachment from Gregg Pitman

Land Usage Committee - see attachment from Gregg Pitman

8. Old Business

Dryer Vents - After the initial work completed with Hall’s for dryer vent cleaning, they have been impossible to contact. We will attempt to re-connect with them in the Spring to get them to finish the work that they promised. However, moving forward, we are recommending that homeowners contact Armstrong for dryer vent cleaning as we will now establish a new contract with them for chimneys.

Clubhouse Internet - on-hold for now

Mini split - on-hold for now, however, Nancy is expecting an estimate for the wiring.

9. New Business

Once again, a huge thank you goes out to Gregg Pitman. The work and time he put in to cleaning out the lower level of the clubhouse saved the association a great amount of money. His efforts have not gone unnoticed. Thank you, Gregg.

10. Announcements

Board of Directors Meetings: March 12, 2026 9:30 am (Location TBD)

Annual Homeowners Meeting: June 20, 2026 10:00 am (Location – HC Clubhouse)

REMINDER: be aware of phishing emails that appear to be coming from homeowners and BOD.

12. Adjournment

Meeting adjourned at 11:02 AM.

Attachments:

Financials: Balance Sheet, Profit & Loss Budget Performance (2 pgs.)

Rowell's Septic: summary report, expenses (6 pgs.)

Committee Updates: (1 Pg.)