

**HIGHGATE II**  
Condominium Association, Inc.  
**Board of Directors Meeting**  
Saturday, February 6, 2021, 10:00 a.m.  
Online Zoom Meeting (Recording available on [highgate2.com](https://highgate2.com))

**MINUTES**

**1. OPENING**

- a. A Quorum was established. Present were Bill Piper (President), Howard Levine (Vice President), Connie Pearson (Secretary) and joining John Saffran (Director).
- b. Bill Piper called the meeting to order at 10:05 a.m.
- c. Motion was made by Connie Pearson and seconded by Howard Levine to approve minutes for Dec 2, 2020 meeting. Motion carried.

**2. OFFICERS' REPORTS**

- a. Treasurer's Report – no changes since the Member's Meeting.
- b. President Piper commented on how nice the units look since the letter describing the importance of following the bylaws for carport items.

**3. OLD BUSINESS**

None

**4. NEW BUSINESS**

- a. Motion was made by Gary Krcil and seconded by Howard Levine that we recognize the automatic resignation of Jan Caruthers as a Highgate II director in accordance with ARTICLE IV, section 5 of the Bylaws. The resolution was also made that Highgate II thank Jan for her service to the community during this past year. Motion carried.
- b. Connie Pearson made the motion and Gary Krcil seconded it that the Highgate II Board of Directors appoint John Saffran to fill the vacancy of director Jan Caruthers, which terminates at the 2022 election. Motion carried.
- c. Howard Levine moved made the motion and Gary Krcil seconded it that the Highgate II Board of Directors approve and accept the design and specification of the two-sided screen porch enclosure with a screen roof, Motion carried. See attached schematic.
- d. Motion by Connie Pearson, second by Howard Levine to approve the operating procedure for notifying homeowners when the personal property on their carport is noncompliant with the bylaws. See attached.
- e. John Saffran made the motion and Gary Krcil seconded that units with an atrium or porches adjacent to the carports may have additional outside furniture. A unit with an atria may have a table with an umbrella and 4 chairs. A unit with a roofed porch may have a table with 4 chairs, but no umbrella. Both may have an accessory. All units may have an outside wall decoration, no more than 2'x2' across. Motion carried.
- f. Motion by Connie Pearson to allow no more than 2 bicycles stored on the carport, second by John Saffran. No additional bicycle equipment is allowed. Motion carried.

**5. ADJOURNMENT**

Howard Levine made the motion and Gary Krcil seconded it to adjourn the meeting at 10:45. Motion carried.

Respectfully submitted,  
Connie Pearson, Secretary