

DATE: January 9, 2025
TO: Board of Directors, The Highlands Community Association, Inc.
FROM: Strategic Planning Committee
SUBJECT: Quarterly Report

1. 8400 Highland Glen Drive – Update on Building Improvements
 - a. Scope of Work is defined as removing the spiral stairway; infilling the voided area with wood structure & flooring to match existing; removing the large layout table; adding a second toilet in the former break room. Deferred maintenance items (Phil's List) should be included while GC is on-site to achieve best values.
 - b. The Committee is finalizing a Pre-construction Cost Estimate and Construction Schedule. The Committee will submit ALL costs to the BOD for approval before authorizing any work to proceed.
 - c. David is working with a local architect's office to obtain fee to prepare pricing & permit drawings.
 - d. Bidding phase to include soliciting a lump sum, not-to-exceed construction contract with goal of 3 bids if possible.
 - e. David will be responsible for managing each phase of the project and inform the BOD on progress.

2. The Committee requests approval today to proceed with this action plan.

Respectfully submitted,

David Reeves
Chairman