

THE HIGHLANDS COMMUNITY ASSOCIATION, INC.
ANNUAL MEETING
SEPTEMBER 27, 2011
7:00 PM

- I. The Highlands Community Association held its annual meeting on Tuesday, September 27, 2011, beginning at 7pm in the Country Club at The Highlands. Board members Keith Shaffer, Terry Patterson, Giovanni Tonti, Arnika Hoover, and George Emerson were present.
- II. Prior to the start of the meeting, Chesterfield County District Supervisor (Dale District) Jim Holland and County Transportation Director John McCracken were present to answer resident questions.
 - a. **Mr. Holland started the meeting with an introduction and stated that he was here to answer all the questions the Highlands residents have.** The first question came from Valerie Harris who lives on Arabella. They discovered when they went to vote that they were no longer in the Dale District and that they had been reassigned to the Bermuda District. All of the Highlands residents are part of Dale with the exception of a small tip, which includes Arabella. Mr. Holland said he cannot change boundaries, but he will research to learn why the change happened.
 - b. **Mr. Holland then introduced the Director of the Transportation Department, Mr. John McCracken.**
 - i. Mr. McCracken was here to give us an update on the road project on Nash Road and surrounding areas. The Nash Road project is on schedule to be completed by Spring/Summer 2012. Residents asked what the work schedule is, because the workers seem to work a very light schedule. Mr. McCracken did not get into details about the work schedule but did agree that there are always issues regarding working schedules (weather, other projects, etc.). Mr. McCracken also commented about the widening of Route 10 around the area when you make a left turn onto Beach from Route 10.
 - ii. Mr. McCracken also stated that the County only gets \$1 million/year for roads. The stimulus funds received last year (\$15 million) went into a project on Route 10, east of I-95.
 - iii. George Emerson raised the question of why the County won't just buy the house that is for sale at the corner of Beach and Nash and just extend Nash Road straight up towards Route 10. Mr. McCracken did not have a ready answer for the question.
 - iv. Mr. McCracken also stated that residents can look on the VDOT website, go to the specific county, and see what projects are currently being worked. Or anyone may go and visit the office at the Chesterfield Courthouse Offices, and they will show you the current plans.
- III. At 7:05 pm, Keith Shaffer brought the regular meeting to order. He started by introducing all the current Board Members then thanked all The Highland residents for their help in

establishing the required quorum. Keith then introduced George Emerson for a Developers update.

IV. Reports

a. Developer's Update

- i. 2011 has been a slightly better year than 2010. Property values have increased approx \$4,000. In 2005, we sold 110 homes in The Highlands; we have sold 26 lots to builders so far this year.
- ii. Current cost per square foot is between \$118 & \$120.
- iii. 23 lots are left in Sundial Section as it is currently developed.
- iv. Average price of Highlands home is currently \$396,700.
- v. Residents asked George what is being done with the section behind Arabella where people are dumping trash and limbs and a tractor and truck have been abandoned. George will drive back there tomorrow and take a look and will also have the tractor removed.

b. President's Report

- i. Keith discussed the meeting minutes from the 2010 annual meetings. Copies of the draft minutes had been provided to all attendees. The minutes were then approved on a voice vote without changes.
- ii. Keith then presented an award for the 2011 Highlands Community Volunteer of the Year which went to Larry Wyland. Larry came forth and gave thanks and a short speech.
- iii. Keith then made some comments regarding the Resident Directory and thanked Joanne Barreca and Martha Yeager for the development and the new binding of the directories.
- iv. He next commented on the current status of our Committees and the need for volunteers. We have cancelled events due to the lack of volunteers already for this year. Valerie Harris asked if we can post up on the website a current copy of all our committees with a brief description and contact information. She is interested in serving on a committee as well. We will post to the website.
- v. Then Keith went on to the storm update and that the policy for tree removal will be reinforced the beginning of next month. The residents immediately asked for more time. Keith and the Board agreed to extend that till January 1, 2012.
- vi. The ARC (Architectural Review Committee) has completed updating their guidelines and has sent those to the Board for review and approval. We will publish a draft onto the website to allow community feedback before finalizing the update.
- vii. Lastly, Keith discussed the reduced assessments and billing policy adopted this year. Residents are encouraged to pay the full annual bill at the beginning of the year to obtain a roughly 10% discount over previous rates. Assessments paid quarterly have also been reduced, but by a smaller amount. Reduced assessments have been made possible through renegotiating the property management and landscaping contracts plus completion of an assessment of long-term expense projections against our reserve account. The primary goal in having residents pay

annually is to lower the administrative expenses associated with payment coupons, late payments, and sending accounts for collection.

c. Treasurer's Report

- i. Gio provided a financial update. With currently available figures, the association is slightly behind budget for income (due to accounts at collections) and slightly behind budget for expenses (primarily due to accounting for insurance paid annually but expensed monthly). If the insurance payment was recalculated based on the portion of the year completed, we are actually ahead of budget by a small amount. Several residents asked that we look into changing the insurance charge accounting.
- ii. A resident asked what the reserve funds contribute towards. This account is used for the maintenance of existing association property. It cannot be used to add new items or features – those expenses must come from the current account.
- iii. The tennis courts have been turned over to the Association, and we are currently in the process of making improvements. A resident commented that many residents do not know that anyone can use courts now and that you do have to be a member of the pool to use the courts.
- iv. Residents also asked that we make available the 5-Year Grounds Improvement Plan either by mail or on the website.

V. Election Process

- a. One Board seat was up for election. This vacancy was for a two year position.
- b. Introduction of Candidates
 - i. Mark Endries was the only resident who volunteered to seek election to the Board. Mark introduced himself and spoke of his background and current employment and how much he feels he can help the Board, especially with the Grounds Committee.
 - ii. Keith then opened the floor for additional nominations. None were made.
- c. With one person running unopposed, a voice vote was taken. No opposition was stated, and Mark was elected.

VI. Constructive Comments from the Membership

- a. Residents wanted to get an updated list of Block Captains. Keith stated that we will make a new list available, but we do not want to openly publish personal information on the website.
- b. Comments were made regarding kids and residents speeding and drag racing down Eastfair due to the entrance now open on Woodpecker. Terry Patterson recommended contacting the Chesterfield County Police at the non-emergency line (748-1251).

- c. Residents asked about getting additional streetlights and current streetlights fixed. New lights are normally handled by the developers as neighborhoods are built. Adding lights later is cost prohibitive. For non-functioning lights, Martha said to get the street address closest to the light and call Dominion or call Martha. A resident stated that we could also just write down the serial number from the base of the light, and Dominion will know exactly which light needs repaired.
- d. Another resident said that the Nature Trail needs to be cleaned up from storm debris, but Keith and Arnika both said that trees have been removed from the trails, but agree that there are still many trees are down in the woods and will look into getting some cleared.
- e. Rhonda Lubbe asked what the status was on the grounds close to Erinton in regards to the 5-Year Grounds Plan. Keith assured her that that area is part of the plan and will be maintained soon.
- f. Another resident asked if we were going to replace all the trees by the tennis courts and sales center that came down in the storm. Estate Care completed initial clean-up following the hurricane and will replace all as they come back through with detailed work.
- g. Signboards need to be repainted. We recently power washed them all to see if they were just dirty. Painting is scheduled for this fall.
- h. Elliot Siegel made some suggestions on Safety and Security of The Highlands. Nifty Fifties are aiding in awareness the best they can but would like to know what we are planning to do. Terry Patterson, who works for the Chesterfield Police Dept (Investigations), does not think that Neighborhood watches are very effective due to the lack of support and that The Highlands is one of the safest developments in the area. We are working to add a crime section to the website so anyone can get information on crimes reported in the neighborhood.
- i. Another resident asked about if the county was planning on building an additional fire station closer to The Highlands so our Homeowners Insurance rate could be reduced. If you have a station within 5 miles from your house, there is a significant discount. Another resident stated that Firehouse #13 has been upgraded to a first responder and residents can contact their insurance company to report that.
- j. Another resident would like to see a Welcoming Committee developed. He stated that when he moved in, he received a letter from the Association (ACS West) and thought it was a welcoming letter. When he opened the letter it was a violation notice. He thought it was a bit unfair being that he just moved in. We told him that we need Community Volunteers and that was a great suggestion.
- k. Other residents asked about how we can repair potholes and that there are huge problems on Chandon Court, Whitley Manor near Highland Glen, and on Brechin Lane

at Applecross.

- l. Ronda Lubbe asked about the current status of the pool ownership and if we had any control of the current safety issues members are having. Rhonda has written down several complaints from parents that need to be addressed. Keith told her that Donna Castleberry handles the swimming pool and to please contact her.
- m. Another resident complained that when the parents drop off their children at the corner to wait for the bus, the parents are parking on both sides of the road and blocking traffic for residents that want to get through. Terry Patterson stated that if they are blocking traffic that they can report that to local police.
- n. Barbara Howell asked what we can do in regards to a beaver problem she is having on her property which is located on the lake. She can try DEQ (Dept of Environmental Quality), but they may direct her to contact a pest control company.

VII. New Business

- a. IRS Ruling 70-604 allows not for profit businesses (including our association) to move annual excess income to a reserve account without incurring income taxes. A motion was made to utilize this ruling again this year. The motion passed on a voice vote with no opposition.

VIII. The meeting was adjourned at 8:30pm.