

January 19, 2012

**Highlands Community Association
Board of Directors Meeting January 19, 2012
MEETING MINUTES**

Meeting Called to order by President Keith Shaffer at 7:05 PM.

Quorum was established with Directors Keith Shaffer, Mark Endries, and Scott Claus present. Terry Patterson was absent.

Mark Endries motioned to approve the December 14, 2011 meeting minutes as presented and Keith Shaffer seconded the motion. The motion passed unanimously.

There were no community members present at the meeting.

Mark Endries presented the Treasurer's report

- Mark passed out copies of both the Highlands Community Association, INC "Balance Sheet as of 12/31/11" and "Income / Expense Statement for the period 12/01/11 to 12/31/11."
- Assets were \$365,304.59 made up of \$127,302.33 in Operating Assets and 238,002.26 in Reserve Assets.
- 2011 was finished with an operating income surplus of \$4,465.37.
- The board asked Mark to explore the need for holding the current ~\$110,000 balance in the operating accounts versus moving some portion over to the Reserve accounts and to report back at the next meeting.

The meeting was opened for Old Business

- Keith Shaffer reported that the "DRAFT Highlands Community Association Architectural Guidelines January 2012" had been posted to the website in December. An email was pushed to all registered members notifying them of the posted document and asking for feedback on the guidelines. Additionally, the entrance signs were used to advertise the DRAFT guidelines and ask for feedback. Keith reported that 13 community members had sent in comments and those comments were all forwarded to each board member.
- The board took the community comments into consideration and made minor wording changes along with the three changes listed below
 1. Changed title to "Highlands Community Association Architectural Regulations January 2012"
 2. Added paragraph 2.7 copying paragraph 7.3 and making the special circumstance rules apply to both decks and screen porches
 3. Edit section 12 bringing back into the current document the allowance for free standing flag poles as contained in the 2006 guidelines.
- A vote on the new ARC Regulations was deferred to the March 2012 board meeting. The updated Draft will be re-posted to the website as soon as possible. An email will be pushed to the entire website's registered users informing them of the newly posted updated draft and the board's intention to vote on the draft regulations at the March meeting.

The meeting was opened for New Business

- 2012 Community directories will go to the block captains in February for distribution to the community
- Martha Yeager provided an update on the tennis court improvements including the purchase of 2 each squeegee/sweepers, trash receptacles, and benches, which will be ordered and put in place as soon as possible
- The next Shoosmith SCOG meeting will be held Tuesday, February 7th at 4:00 PM in the Chesterfield Airport. This meeting is open to any interested resident.

The next Highlands Community Association Board Meeting is scheduled for March 19th at 6:00 PM in the Highlands Country Club Old Clubhouse.

Keith Shaffer motioned to adjourn the meeting at 8:50PM and Scott Claus seconded the motion. The motion was approved unanimously.

Respectfully Submitted,
Scott F. Claus
Secretary, Highlands Community Association Board of Directors