

March 22, 2012

**Highlands Community Association
Board of Directors Meeting March 22, 2012
At The Highlands Country Club Old Clubhouse Snack Bar**

MEETING MINUTES

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

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

Community Members Mike Bogan, Marice Davis, Alan Francario, Paul Hyland, Barbara Howell, Juan Romero, and Ted Sandelli along with The Highlands Property Manager Martha Yeager were present.

Terry Patterson motioned to approve the January 19, 2012 meeting minutes as presented and Mark Endries seconded the motion. The motion passed unanimously.

Members Voice

There was considerable discussion regarding a rose trellis application and subsequent notice of violation sent regarding the trellis on Mr. Paul Hyland's property. Mr. Hyland stated that the rose trellis is currently partially erected, but was confronted by a builder in the neighborhood with the need to gain approval for the structure. Mr. Hyland stated his confusion with the process after talking with someone in the Sales Center who told him to submit an ARC application, which he did, but which was ultimately sent back to Martha Yeager with no action as the ARC does not deal with structures that are already in place. Ms. Yeager noted that a violation letter asking for the removal of the structure at the Board of Directors attention had been sent prematurely to Mr. Hyland.

Mike Bogan, a member of the ARC committee, clarified that the ARC has historically not taken on applications for structures which are already started/completed and felt as though once started these things are handled through the Property Manager's processes. Mr. Bogan asked the Board of Directors for direction on how to handle this for the future.

Juan Romero, a neighbor of Mr. Hyland, spoke in support of Mr. Hyland's ability to erect the rose trellis and also against the lack of progress on the situation.

Mr. Alan Francario spoke out primarily against the process and the actual new Highlands ARC Regulations on the Agenda tonight for discussion and a potential vote by the Board of Directors. Mr. Francario stated the current ARC Guidelines are hurting the resale value of his current home and the new ARC regulations should be put before a vote of the full HCA Membership.

Treasurer's Report

Mark Endries presented the Treasurer's report

- Operating Income through February is \$7,500 over budget
- Operating Expense through February is \$6,000 over budget

- Operating profit is \$600 or nearly right on track
- Mark reported back findings that all HCA monies are required to be held in FDIC insured accounts, per the Investment Covenant, which limits us to using bank savings accounts and CD's. Mark suggested next steps are to explore other options for the monies as well as finding out what other community associations do with their accounts. A possible outcome of this exploration could be a recommendation at the annual meeting for change to the HCA bylaws which would have to be approved by the membership. It is important to point out the board has made no decision or changes to its current processes for handling HCA monies and is only exploring possible options.

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 forwarded to each board member. After the January Board of Director's meeting, another note was sent out to the membership notifying that the updated DRAFT ARC Regulations had been re-posted to the website with minor changes and the Board's intention to take them up in their March Meeting. Additionally, the entrance signs were once again used to advertise the DRAFT ARC Regulations were posted to the website.

After discussion amongst the Board, Keith Shaffer made a motion to approve the ARC Regulations (January 2012) as written, but with a stipulation that the board will amend section 2 to include a statement that an official plot plan must be included as part of the application. The new wording will be forwarded to all board members via email for approval. The motion was seconded by Terry Patterson and the motion was approved unanimously. The new ARC Regulations will be posted to the HCA website and the Board directed Martha Yeager to mail copies of the ARC Regulations to all HCA Members.

- Keith Shaffer updated the Board on his findings related to the quorum requirements for annual meetings of the HCA Membership. Martha Yeager is recommending a change in quorum requirements for the annual meetings from the current 25% to 10%, which is the statutory minimum. Keith will do some additional work on this initiative before bringing a motion to the Board to include any change on the Annual Meeting of the Membership agenda.
- Mark Endries indicated the first meeting of the new Grounds Committee is TBD but will be in early April. Mark will announce.

New Business

- Martha Yeager reported on her work to find the company which provided the current entrance signs. She was unable to find any records, so she will send out requests for proposals on a similar sign for the Eastfair at Woodpecker roads entrance.
- The Board discussed and directed Martha Yeager to get estimates for updating the playground mulch.
- The next meeting of the Board was set for Thursday, May 24th at 4:00 PM at The Highlands Country Club Old Club House Snack Bar.

Executive Session

- The Board went into executive session at 8:45 to discuss a legal matter and a resident issue
- A motion was made by Keith Shaffer at 9:05 PM, seconded by Terry Patterson and passed unanimously to come out of Executive Session
- Keith will contact the ARC Chairperson in order to resolve a homeowner issue
- Martha will contact the HCA Attorney regarding a contract issue

Adjournment

- Terry Patterson motioned to adjourn the meeting at 9:06 PM and Mark Endries seconded the motion. The motion was approved unanimously.

The next Highlands Community Association Board Meeting is scheduled for May 24th at 4:00 PM in the Highlands Country Club Old Clubhouse Snack Bar.

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