

May 24, 2012

**Highlands Community Association
Board of Directors Meeting May 24, 2012
At The Highlands Country Club Old Clubhouse Snack Bar**

MEETING MINUTES

Meeting Called to order by President Keith Shaffer at 4:00 PM.

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

Community Members George Tindall, Marlene Lenert, and Chris Caldwell 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

Marlene Lenert voiced concern over meeting changes not being communicated. She stated that the last board meeting was on HighlandsCA.com to start at 6:00 and didn't start until around 7:00 after the ARC meeting. Keith Shaffer pointed out the meeting time was changed on the HCA website calendar on April 5th per the time stamp of the entry and wasn't sure what Marlene viewed saying the meeting was still at 6:00 PM

In addition, Marlene brought up a concern around upkeep on builder owned lots. The Property Manager is holding the builders responsible to maintain at least 10 feet from the road. The Property Manager used to have the grass cut when the builder was in non-compliance and then charge back the builder for mowing, but our attorney has since advised against this practice. The Property Manager now contacts the county which puts these lots on their mowing schedule and assesses the charges to the lot owner's tax bill.

Finally, Marlene reported that the SCOG sponsored dumpsters put out during the highlands community yard sale were both widely used and filled to capacity. All agreed this was a good time to use the donated dumpsters.

Chris Caldwell asked about the status of the pool seeing as it was still being constructed on only days before the Memorial Day weekend opening. Keith explained that the pool continues to be owned and operated by the developer and is not in any way controlled by the Highlands Community Association. The discussion turned to the developer's long term plans for the pool and Terry suggested the Property Manager invite George Emerson or his representative to a future board meeting to keep the lines of communication open regarding the pool and other potential property that could be transferred to the community association in the future.

Treasurer's Report

Mark Endries presented the Treasurer's report

- Operating profit is \$54 under budget or nearly right on track as of April 30th even with the cost of postage and copies to mail out the new ARC guidelines not included in the budget at ~\$1,200 unplanned.

Old Business

- Keith Shaffer again 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 new Grounds Committee met twice since the last board meeting and has another scheduled for June to review a multi-year proposal to enhance the Highlands roadways. There are currently 8-10 resident members on the committee
- Mr. Paul Hyland's request for hearing of his ARC request was moved for discussion to executive session.

New Business

- The Property Manager provided quotes from Holiday Sign and Carousel to provide a marquee lead-in sign at the Eastfair and Woodpecker Roads entrance similar to those currently located at the other Highlands entrances. The board asked for additional detail on the quotes as well as for the quotes to exactly replicate the current signs.
- Mark Endries asked the Property Manager about Highlands general signage at the entrances and who was responsible for providing. The signage referred to here are the ones with the Highlands' Logo built into stone pillars or hanging from decorative posts. The concern is all entrances except East Fair at Woodpecker have nice signage and the grounds committee would like to see something similar at this entrance. The Property Manager indicated the developer provided that signage and will contact the developer to see if there are plans to do anything additional in this area.
- Board openings to be voted on at the annual meeting were discussed. Seats currently held by Keith Shaffer and Terry Patterson come to an end at this year's annual meeting and neither Mr. Shaffer or Mr. Patterson are planning to seek re-election to another year term. Additionally, the position currently held by Scott Claus was a mid-term appointment by the board after the elected member was unable to fulfill his term, and as such will be up for election to fulfill the remaining two years of the term. Mr. Claus has not indicated if he will seek a seat in the election. The board directed the Secretary to post a notice of election from the Vice President on HighlandsCA.com as well as to advertise the openings on the lead-in marquee signs.
- Keith Shaffer made a motion to approve the nomination of Highlands resident George Tyndall to the ARC. The motion was seconded by Scott Claus and approved unanimously.
- The Property Manager stated the General Assembly wants HOAs to have a formal records review policy. She will draw something up for review by the board at a future meeting.
- The results of the dam inspection were shared with the board. There are some minor repairs needed to stay in compliance. The engineering company that completed the inspection helped

the Property Manager complete an application for a state grant which could cover 50% of the cost. The Property Manager is currently developing a request for bid to complete the repairs which will be mailed out to qualified contractors. Due to the changes in the dam regulations, the Property Manager also requested an extension from the state on our recertification deadline of March 1, 2012 and received a two additional years to complete.

- The next meeting of the Board was set for Tuesday, July 24th at 6:00 PM at The Highlands Country Club Old Club House Snack Bar.

Executive Session

- At 5:10 PM Keith Shaffer made a motion for The Board to enter executive session to discuss a resident issue. Terry Patterson seconded the motion and it was carried unanimously.
- A motion was made by Keith Shaffer at 5:50 PM, seconded by Terry Patterson, and passed unanimously to come out of Executive Session
- Keith Shaffer motioned to accept Mr. Highland's Rose Trellis application with stipulations and conditions. Terry Patterson seconded the motion which passed by a vote of 3-1. Scott Claus opposed the motion.

Adjournment

- Scott Claus motioned to adjourn the meeting at 6:05 PM and Keith Shaffer seconded the motion. The motion was approved unanimously.

The next Highlands Community Association Board Meeting is scheduled for July 24th at 6:00 PM in the Highlands Country Club Old Clubhouse Snack Bar.

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