

July 24, 2012

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

**MEETING MINUTES**

Meeting Called to order by President Keith Shaffer at 6:00 PM.

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

Community Members G.T. Hawkins, Marlene Lenert, and Christine Sambricci along with The Highlands Property Manager Martha Yeager were present.

Keith Shaffer motioned to approve the May 24, 2012 meeting minutes as presented and Mark Endries seconded the motion. The motion passed unanimously.

**Members Voice**

Christine Sambricci and G.T. Hawkins detailed the recent vehicle thefts and break-ins around the Kintail neighborhood. Terry Patterson spoke of the Chesterfield County Police Department press release that went out yesterday to HOA's in Chesterfield County detailing the recent rash of burglaries. The Highlands Community Association forwarded this press release to all members subscribed on HighlandsCA.com.

G.T. Hawkins asked about how to handle trespassers on the lake. After calling police for a theft of his property, the officer advised that the owner of the lake must come to court to prosecute. Martha Yeager indicated she was familiar with this process and would handle as the Highlands Community Association lake owner representative. G.T. Suggested the HCA board consider a sticker process for boats and vehicles that either use the lake or launch to help police determine who is and is not trespassing. G.T. offered to help develop this process given his experience with another community.

Marlene Lenert encouraged the board to allocate Landscape Committee funds for the upkeep of signs and entrances.

Marlene Lenert also asked if there was a nominating committee for the upcoming openings on the HCA Board and if so who were the members? Terry Patterson indicated that there was no nominating committee, but that the nomination form had been updated will be posted on the website, an article will be placed on the website home page, and the lead-in sign boards for the community will be used to publicize the process. Keith Shaffer also indicated that any potential board member names provided to him by community members had also received a personal email with nomination form and direction to the website for more information.

**Treasurer's Report**

Mark Endries presented the Treasurer's report

- Operating profit is \$16,500 ahead of budget as of June 30<sup>th</sup>.

### **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 has started drafting a motion and will provide it to the board before its next meeting. Martha will run the motion by our attorney before the meeting so that the full board may discuss and vote on the motion before adding it to the Annual Meeting of the Membership agenda.
- Mark Endries indicated the new Grounds Committee, made up of very committed group of 8-10 residents, is pulling together a five year plan to oversee improvements on the Highlands grounds. The board is looking forward to reviewing the plan and determining how to move forward with the recommendations. This plan will be considered when developing the new budget. Mark will send the Grounds Committee meeting dates and times to the Secretary for addition to the online calendar.
- Martha Yeager has struggled to get updated 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 original quotes either didn't have enough detail or didn't match the materials and style of the current signs. She will continue to pursue options.
- Mark Endries asked the Property Manager at its previous meeting about The 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 this type signage, and after contacting the developer they indicated there are no plans to do an entrance sign at this location.
- Martha Yeager reported on a conversation with the developer about their intentions for the pool. The developer indicated the pool will not be turned over to the HCA until all lots are sold. Currently there are approximately 300 lots still owned by the developer.

### **New Business**

- Martha Yeager put forth a suggestion to move away from the current quarterly dues assessment citing costs to the HCA of printing coupon books, mailing, and follow-up. The HCA Board agreed to look at proposals at its next meeting with possible changes communicated at the Annual Meeting of the Membership.
- Martha Yeager is developing a request for proposal (RFP) for grounds maintenance as the current contract expires in January.
- The 2013 HCA budget was discussed and it was agreed that Mark Endries and Martha Yeager will meet to bring forth a draft budget for the next board meeting.
- The ARC Committee forwarded three applications for projects which were already completed at initial inspection. The ARC process dictates applications are completed and submitted prior to starting construction. Martha Yeager will forward letters to all three applicants indicating the projects are not approved.

- The next meeting of the Board was set for Tuesday, September 4<sup>th</sup> at 5:00 PM at The Highlands Country Club Old Club House Snack Bar.

#### **Executive Session**

- There was no executive session at this meeting.

#### **Adjournment**

- Scott Claus motioned to adjourn the meeting at 7:50 PM and Keith Shaffer seconded the motion. The motion was approved unanimously.

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