

September 4, 2012

**Highlands Community Association  
Board of Directors Meeting September 4, 2012  
At The Highlands Country Club Old Clubhouse Snack Bar**

**MEETING MINUTES**

Meeting Called to order by President Keith Shaffer at 4:30 PM.

Keith explained this was a special board meeting with the primary purpose of finalizing preparation for the upcoming membership meeting. He went on to say that the board would still have a member voice portion of the meeting and thanked all residents in attendance for coming.

Quorum was established with Directors Scott Claus, Mark Endries, Terry Patterson and Keith Shaffer present. Director Terry Patterson excused himself at approximately 5:00 to tend with a personal matter.

Community Members Fred Drake, Nancy and Clyde Glasser, Mortessa Grant, Lacey Gray, and George Tindall, along with The Highlands Property Manager Martha Yeager were present.

Keith Shaffer motioned to approve the July 24, 2012 meeting minutes as presented and Terry Patterson seconded the motion. The motion passed unanimously.

**Members Voice**

Lacy Gray from the Landscape Committee asked if the board had seen the comprehensive landscape plan. Mark Endries commented that the final plan had been received, but hadn't been presented to the board. Lacy asked the board to give some direction so the committee can get going on some of the proposed work.

The other residents present stated they were just visiting and wanted to listen.

**Treasurer's Report**

Mark Endries presented the Treasurer's report

- Operating profit is \$18,094 ahead of budget as of July 31st.

**Old Business**

- Terry Patterson led discussion on the Annual Membership meeting. The meeting is to be held at The Highlands Country Club with registration at 6:00 PM, special speaker at 6:30 PM, and the meeting kick-off at 7:00 PM. A total of 3 candidates for the 3 open board position have submitted the proper paperwork. Resumes for the three candidates have been posted on the web site. Meeting notification and materials have been sent out to all residents per the bi-laws along with advertisement on the website and lead-in signs.
- Mark Endries presented the grounds committee comprehensive plan. The plan calls for just north of \$100,000 to be spent over multiple years on improvements and fixes to a number of

different ground areas in the Highlands. The board decided to spend more time reviewing the plan and will take it into consideration while building the 2013 and beyond budgets. Keith Shaffer motioned to allocate \$6,000 out of this year's operating budget for landscaping improvements/fixes from recent storms in front of the tennis court and pool area. The motion was seconded by Mark Endries and the motion carried unanimously.

- Mark Endries presented a draft budget for 2013 and the board decided the dues would not have to be increased in 2013 in order to meet our financial liabilities.
- The Board took up the issues of dues payment and decided to make a change for 2013. With a surplus in the operating budget, the board decided to essentially forgo dues for the first quarter of 2013 and make the following changes: Bills for \$320 (current discounted amount for paying annually) will go out to all residents in January with a due date of March 1<sup>st</sup>. The option to pay quarterly has been removed, but as has always been the case, residents may contact the Property Manager to negotiate a payment plan if necessary. Dues not received as of March 31<sup>st</sup> will be considered late and a \$25 late fee will be added to the resident's dues. These changes will be communicated to residents at the annual meeting as well as in the next communication from the Property Manager.

Before taking this decision, it was determined going to the new process saves approximately \$3,400 annually by reducing the number of coupon books printed, extra mailings, and delinquency filings. Additionally, the Board determined that almost half of all residents were currently taking advantage of the discount and paying their dues annually versus quarterly. One last note, the due date was selected in hopes of slipping between holiday bills and resident's pool membership bills so as to not create any more timing hardship than necessary.

Keith Shaffer made a motion to adopt the above described dues payment process for 2013 and Mark Endries seconded the motion. The motion passed unanimously.

- The landscaping RFP has not yet been received back from 2 of the 3 vendors asked to bid. The Board assumed for budget purposes that future pricing will not increase over the current based on feedback from some of the vendors. A committee of residents will be formed to review the RFP's and make a recommendation to the board on which vendor to choose similar to the way the current contact and vendor was identified.

### **New Business**

- Due to a large portion of our sprinkler system being located in the county right-of-way, we have to repair and/or replace a number of pipes and heads on at the Eastfair entrance where all of the new construction on Nash Road was completed. An estimate was received from our current irrigation provider and Keith Shaffer motioned to approve moving forward with options A, C, & D and also option B but only if we can sufficiently determine this portion of the property had been irrigated in the past. Mark Endries seconded the motion and it was approved unanimously.
- Keith Shaffer noted that the ARC Committee has identified two areas of the ARC Regulations (A1.7 update to prohibit pre-built or pre-fabricated sheds and A9 restore previous wording regarding changes to roofing material or color) which the Board should address. Keith motioned that he would send out updated wording to the board and if each member agreed that the regulations would be updated electronically, posted to the website, included in the fall

newsletter, and presented at the annual meeting. Scott Claus seconded the motion and the motion carried unanimously.

- The next meeting of the Board was set for Wednesday, October 24<sup>th</sup> at 6:00 PM at The Highlands Country Club Old Club House Snack Bar.

### **Executive Session**

- Keith Shaffer motioned that the Board go into executive session at 5:25 PM and Mark Endries seconded the motion. The motion carried unanimously.
- The Board came out of executive session at 5:58 PM with the following two actions: 1. Joe Gagnier of Hadden Hall Drive was approved for membership on the ARC committee, and 2. The Property Manager was directed to send certain residents letters on rules violations at the Board's direction.

### **Adjournment**

- Scott Claus motioned to adjourn the meeting at 6:00 PM and Mark Endries seconded the motion. The motion was approved unanimously.

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