

October 24, 2012

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

MEETING MINUTES

Meeting Called to order by Treasurer Mark Endries at 6:08 PM.

Mark Endries explained normally the President would call this meeting to order, but since officers have not yet been elected, he would preside over this meeting at the other HCA Board of Director's direction. Mark welcomed new board members Matt Cullather and Terry Petze who replaced board members Terry Patterson and Keith Shaffer.

Quorum was established with Directors Scott Claus, Matt Cullather, Mark Endries, and Terry Petze present.

Community Members Lee Harlan, Jane Healer, Joan Jackson, Marlene Lenert, Betty Stearn, Mark Thompson, Terry Troxell, and Robert Ward, along with The Highlands Property Manager Martha Yeager were present.

Mr. Claus motioned to approve the September 4, 2012 meeting minutes as presented and Mr. Endries seconded the motion. The motion passed unanimously.

Board Position Election

A slate was put forth to elect Scott Claus – Vice President, Matt Cullather – President, Mark Endries – Treasurer, and Terry Petze – Secretary. Mr. Endries motioned to approve the slate as presented and Mr. Petze Seconded the motion. The motion passed unanimously.

Members Voice

Terry Troxell spoke on a plan by the Golf Course Management to remove 586 trees. Terry and others spoke on their concerns with this plan as it would negatively affect golf course homeowner's view, shade, noise, and ascetics for a number of residents. Terry noted that the trees to be removed are primarily near the cart path and are marked with a white or yellow painted square box. Terry went on to report that two trees he identified were on his neighbor's property and was concerned that more trees could be on homeowner's property.

Terry also reported on a conversation he had with George Emerson. George stated to Terry that the roots of these trees are causing problems with heaving in the cart path and that they are also having issues in certain areas growing grass due to the shade. Separate from his conversation with George, Terry contacted a certified arborist who told him there are options to cut the roots without removing the tree and that any tree more than 5-7 feet back from the path will never cause a heaving issue.

A number of other residents relayed similar accounts and concerns with the situation and asked to the board to do everything in their power to stop the cutting of the trees. Additionally, they asked the

board to contact Mr. Emerson to see if he would provide for an open meeting of residents to speak their concerns and also to notify the community of the proposed tree cutting plans.

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

Treasurer's Report

Mr. Endries presented the Treasurer's report

- Operating profit is \$20,600 ahead of budget as of July 31st.

Old Business

- Ms. Yeager reported that in order to for the board to invest reserve funds in anything other than FDIC insured accounts, 66% of the membership must approve the change and the board must send all banks with mortgages in The Highlands a certified letter explaining the changes to the HCA by-laws. Mr. Endries motioned to defer a decision on this action and Mr. Cullather seconded the motion. The motion passed unanimously.
- Mr. Claus presented the following revised ARC language for approval.

A1. Accessory Buildings (Sheds)

Detailed drawings, land surveyor plot plan, and building permits must accompany the application for ARC approval. **The requirements of this section exist for all accessory type buildings (sheds) including but not limited to site built, pre-built, and/or pre-fabricated structures.** A copy of the building permit can be forwarded after the approval of the project but should be available prior to the final inspection.

A9.5 All roof color and/or material changes are subject to ARC approval. ARC approval is not required to replace a home's roof with the same color and material.

Mr. Endries motioned to approve the ARC Regulation revisions as presented and Mr. Cullather seconded the motion. The motion passed unanimously. The changes will be made to the official copy of ARC Regulations on the website as well as Martha will include the changes in the upcoming fall newsletter.

- Mr. Endries made a motion to increase the current year special operating budget item for the landscaping committee from the \$6,000 approved at the September 4, 2012 meeting to a total of \$20,000. After discussion around the need to have the money at this time of year to take advantage of the planting season, and the ability to absorb in this year's operating budget, Mr. Claus seconded the motion and the motion passed unanimously.
- Mr. Endries presented another draft budget for review. The board discussed a number of areas including asking Mr. Endries if the Landscape committee could take their current five year comprehensive plan down to a three year plan. Mr. Claus motioned to defer further discussion on the budget and take it up at the December meeting. Mr. Cullather seconded the motion and the motion passed unanimously.

- All three bidders for the HCA Landscaping Contract submitted bids since the last board meeting and the board reviewed them during its meeting. The original plan was to have used a group of residents to review the bids and provide a recommendation, but due to the relatively small differences in the three bids submitted, the board decided this was unnecessary. After a discussing the three bids, and the service we are currently receiving from Estate Care, Mr. Petze made a motion to accept the Estate Care's three year proposal. Mr. Cullather seconded the motion and the motion passed unanimously. The board directed Ms. Yeager to finalize the contract with Estate Care.

New Business

- The neighborhood watch program was discussed. The board asked Martha to contact Kevin Smith about taking on the leadership role and also to find out what support and resources he will need from the Board.
- A discussion was held on resident concerns surrounding the planned cutting of trees on the golf course. It was decided that Mr. Cullather would contact Mr. Emerson immediately to relay the concerns expressed and ask Mr. Emerson for a meeting with all interested residents to discuss the concerns. Additionally, the board directed Mr. Claus to post a blog item on the website as well as push out an email to all registered residents by 10/29/2012 summarizing the conversation with Mr. Emerson and any next steps.
- The board discussed items to be included in the fall newsletter and directed Ms. Yeager to provide a draft copy to the board before sending to the membership
- The board discussed our current website and the provider. It was decided to table the discussion with no action at this time to allow for the new board members to begin using the site and have a better understanding of the current concerns.
- The next meeting of the Board was set for Wednesday, December at 7:00 PM at The Highlands Country Club Old Club House Snack Bar.

Executive Session

- Mr. Claus motioned that the Board go into executive session at 8:35 PM and Mr. Endries seconded the motion. The motion carried unanimously.
- The Board came out of executive session at 9:15 PM with the following two actions: 1. Direct Ms. Yeager to contact a homeowner with an alleged rules violation for more information and to report back to the board her findings, and 2. Mr. Cullather to follow-up with Ms. Yeager regarding a proposal to extend the management contract with ACS West.

Adjournment

- Mr. Claus motioned to adjourn the meeting at 9:20 PM and Mr. Endries seconded the motion. The motion was approved unanimously.

Respectfully Submitted,
Scott F. Claus

Vice President, Highlands Community Association Board of Directors