

February 27, 2013

**Highlands Community Association
Board of Directors Meeting February 27, 2013
At The Highlands Country Club Old Clubhouse Snack Bar**

MEETING MINUTES

Meeting Called to order by President Matt Cullather at 7:04 PM.

Quorum was established with Directors Scott Claus, Mr. Cullather, Mark Endries, and Terry Petz present.

Community Members Marlene Lenert, and Keith Shaffer along with The Highlands Property Manager Martha Yeager were present.

Mr. Claus motioned to accept meeting minutes which are to strike comments II.1.a "Average per home allocation of \$6.39, block Captain favors for 30 supports of the festival, and a band", II.1.b the portion of the sentence reading "and include the addition of a game station at a cost of \$320 for 2 hours. Estimates of anticipate 2013 funding requirements reflected the 2012 budget plus \$320 for a total of \$2402.51", II.2. the portion of the sentence reading "The BOD thought this would be an annual requirement, there would be little control over it, and it might become expensive, III.2.a, b, and c strike all and replace with "Mr. Claus reported on two shed questions before the ARC, and finally VII strike and rewrite "board went into executive session at 8:30 PM to discuss a Contract Proposal. The board came out of executive session at 8:50 PM. The Motion further stipulated that the Secretary would provide advance copy to other board members before posting on the website. Mr Cullather seconded the motion. The motion passed unanimously.

Members Voice

Marlene Lenert reported that she is listed as the SCOG Leader in the new Highlands directory and it should be her husband Ken instead. She would like a note on the website to help clear up confusion. The next meeting of the SCOG is in May. Marlene went on to report there have been no messages posted for months on the Applecross entrance sign board. She asked if there was a lack of letters, would it be maintained, should it be maintained. Mr. Petz acknowledged that he didn't realize there was a sign board at that entrance and would start maintaining it with the other boards. Marlene went on to say that the website needs to be more informative. Meeting dates, events, etc. are not posted and the minutes of meetings are not posted or up-to-date.

Keith Shaffer asked the Property Manager to keep an eye on the playground parking lot as it seems to be used as a commuter/car pool parking lot. His concern was as the weather gets nicer, there will be lack of parking for residents wishing to use the playground and nature trail.

Treasurer's Report

Mark Endries presented the Treasurer's report

- As of January 31st, 2013 Operating profit is \$1,6609 ahead of budget and expense is \$932 under budget. Bad debt expense is running well ahead of plan as a foreclosure in the neighborhood required the discharge on one property of significant dollars as uncollectable.

Old Business

- The idea of a boat registration was discussed with some new information on costs and challenges presented. A discussion ensued and the Property Manager and Mr. Endries will continue to refine the plan and bring forward again at another future board meeting.
- The Property Manager discussed our responsibilities for the Dam. These include providing the info from the Timmons study to the state and county, preparing to do maintenance in the spring, and appointing 1-2 residents of the community to be spotters in case of heavy rain. The spotters job will be to watch an as yet uninstalled lake level gauge and call 911 in case the gauge goes over "X" feet. The county will have our dam plan which calls for actions based on certain prescribed circumstances and events. The Property Manager will take these items and report out on progress at the next meeting.

New Business

- The Property Manager presented a quote from Carter Irrigation to replace 2 of our irrigation pumps in the tree line near the gazebo. There was an attempt to repair the pumps last fall that failed. The board directed Martha to get two additional quotes and also ask Carter Irrigation to be more detailed and turn-key in their quote. The Property Manager will provide the other irrigation contracts to Mr. Petz so the board can call on his engineering skills to help evaluate the proposals.
- Mr. Cullather reported on his meeting with George Emerson regarding signage and landscaping. George has agreed to put entry pillars on the Sundial neighborhoods ASAP at his cost. George will also help with signage at the Eastfair and Woodpecker road intersection entrance, but is not interested in additional landscaping, mulch, etc. George asked for a sign design from the grounds team to review.
- The ARC team nominated Rick Seyler for full membership on the ARC Committee. Mr. Petz and Mr. Claus both spoke positively on Mr. Seyler and Mr. Petz made a motion for election. Mr. Claus seconded the motion and the motion carried unanimously.
- The next meeting of the board was set for April 17th at 6:00 PM at The Highlands Country Club Old Clubhouse Snack Bar.

Executive Session

- Mr. Claus motioned for the board to go into executive session to discuss issues relating to individual residents at 8:30 PM and Mr. Endries seconded the motion which carried unanimously. The board came out of executive session at 8:46 PM with direction to the Property Manager to contact the affected residents and continue discussion based on direction from the board.

Adjournment

- Mr. Claus motioned to adjourn the meeting at 8:47 PM and Mr. Cullather seconded the motion. The motion was approved unanimously.

Respectfully Submitted,

Scott F. Claus

Vice President, Highlands Community Association Board of Directors