

**Highlands Community Association  
Board of Directors Meeting April 17, 2013  
At The Highlands Country Club Old Clubhouse**

**MEETING MINUTES**

Meeting called to order by Mr. Matt Cullather, President, at 6:06 PM.

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

Community members Ms. Pat Bigham, Ms. Marlene Lenert, Mr. Pete Henry, Ms. Patty Henry, Mr. Lacy Gray, Mr. Robert Ketchum, Ms. Tanya Ketchum, Mr. Mark Mitchell, and The Highlands Property Manager Ms. Martha Yaeger were present. One member with an unidentifiable signature was also present.

**Members Voice**

- Ms. Lenert requested dates of events be posted on website.
- Mr. Mitchell, Ms. Bigham, Mr. & Ms. Henry, and Mr. & Ms. Ketchum reported problems with their neighbor at 11900 Dunvegan Ct. The occupant of the house in question has a two year history of “dumping” unused furniture, tools, and refuse in the back yard and driveway creating both a nuisance and a health issue. Photos offered to the Board confirmed the unsightly extent of this problem. In addition, the occupant uses power driven tools, e.g., a leaf blower and scooter, creating unacceptable noise levels during late night hours. Repeated requests from the occupant’s neighbors have fallen on deaf ears. Efforts have included community “clean-ups,” again without effective response. The community on Dunvegan Ct is experiencing dropping house values in addition to the public nuisance created. The Board deferred discussion of action available to rectify the situation to Executive Session.
- Mr. Gray reported on the work the Landscape Committee is doing and discussed the status of the landscaping, including irrigation, of the Eastfair and Woodpecker road intersection entrance. The new entranceway will use the same materials as the other two. The information board and Highlands logo will be incorporated into the stone structure. The landscaping part of the project has been delayed until 2014 to target the ideal planting time. VDOT declined our request to install a crossover water feed to the two sides of Eastfair. As a result, two water feed installations will be required. The Landscape Committee is moving ahead with this. There is a water main available parallel to Woodpecker. At ingress to Eastfair, the sign will be installed on the east side. Mr. Claus asked if there is a danger sprinkler heads will be damaged (knocked off) by lawn mowers. Mr. Gray responded the plan will not expose the heads to mowers. Five contractors are preparing bids. Carter Irrigation is one of the bidders. Mr. Gray then noted this is an opportune time to move ahead with the irrigation part of the project and asked if the Board to authorize the project.

**Treasurer’s Report**

- As Mr. Endries was absent due to illness, the Treasurer’s Report was not available.

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**Old Business**

- The Property Manager reported the annual payment of membership fees may have been a success. The once per year rather than quarterly schedule of payments has significantly increased payments. This may be valid or it may prove to be an aberration caused by members receiving an annual bill and getting off the quarterly billing.
- The Property Manager reported she had a source for 50 boat registration stickers costing.
- Mr. Claus requested the Property Manager explore the viability of a sticker system for members' parked vehicles.
- 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 sprint, 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 that 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. Mr. Claus reported for Mr. Endries the Dam had been "taken care of" and he will maintain contact with the Property Manager to follow the situation to ensure compliance.
- The Plat for the Eastfair-Woodpecker entrance has been received and has been made part of the project file.
- After coming out of Executive Session, Mr. Cullather moved and Mr. Claus seconded for the Board to approve the proposal submitted by the Landscape Committee. The motion passed unanimously.

**New Business**

- This information was received shortly after the meeting. It is included here to maintain a sequence of active events. Due to legal considerations concerning the State's oversight of public waterways, the registration process we have selected may not pass the State/County's review.
- The Program Manager reported she has requested two bids for a new Pump Station.
- Mr. Petze had been directed to inspect the pumping station and installed equipment, evaluate the replacement equipment recommended in the Carter Irrigation report, and report back to the board. Mr. Petze presented his findings to the Board and identified five recommendations:
  - Evaluate budget for funds to replace the pumping and electrical systems.
  - Clean the station and secure it against unauthorized entry.
  - Remove, inspect, clear, and repair as necessary the water intake system.
  - Rewrite the contract to require a written schedule of routine, periodic maintenance and onsite reviews.
  - Mr. Petze will maintain contact with the contractor and make periodic reports to the Board on the status of the improvements and maintenance of the system.

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- Mr. Claus, noting Spring is here, asked about members' roof cleaning, wood painting, review of a house with a pup tent in the back yard, and our involvement in a house with two cars (one silver Toyota and one Chrysler) parked in a manner that violated the rules.
- Mr. Cullather reported the SK contract for this year is the equivalent of last year's contract. Mr. Cullather signed the base contract for system-wide maintenance. Mr. Claus moved the action be approved and Mr. Petze seconded the motion. The motion passed unanimously.
- The Program Manager stated the Annual Membership Meeting is nearing and presented a brief discussion on necessary preparations. These included the formation of a Nominating Committee and noted Mr. Endries had served two years and his seat is up for re-election.
- The next meeting of the board was rescheduled for June 23<sup>th</sup> at 6:00 PM at The Highlands country Club Old Clubhouse Snack Bar.

**Executive Session**

- At 7:37 PM Mr. Claus motioned for board to go into executive session to discuss issues relating to individual residents, personnel issues, and the Eastfair-Woodpecker entrance project. Mr. Cullather seconded the motion. The motion carried unanimously. The board came out of executive session at 8:20 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 8:29 PM and Mr. Cullather seconded the motion. The motion was approved unanimously.

Submitted  
Mr. Terry Petze  
Secretary, Highlands Community Association Board of Directors