

**Highlands Community Association  
Board of Directors Meeting July 31, 2013  
At The Highlands Country Club Old Clubhouse**

**MEETING MINUTES**

**Meeting Called to Order:**

Mr. Matt Cullather, President, called the meeting to order at 6:01 PM. Quorum was established with Directors Mr. Scott Claus, Mr. Cullather, Mr. Scott Claus, Mr. Mark Endries and Mr. Terry Petze.

**Community members present:**

Mr. Pat Serrill, Ms. Marlene Lenert, Mr. Elliot Siegel, Mr. George Cozens, Mr. Tom Enge, and Ms. Martha Yaeger.

**Approval of the Minutes**

April 17, 2013 – Approved pending corrections concerning removal of contract numbers from the text. These are found in the budget report. Motion to approve was made by Mr. Endries, seconded by Mr. Cullather, and passed unanimously.

**Members Voice**

- Ms. Lenert requested the Board consider not putting addresses in the minutes.
- Mr. Enge owns and lives in a house in Isadora area of the Sundial Farms Section. Parts of this area are currently under construction. Mr. Enge presented several deficiencies in the preparation of the road and upkeep of the section.
  - Specifically,
    - The signage and pillars denoting the Isadora section have been promised repeatedly by the developer but not constructed.
    - Basic traffic control signs have fallen off and need to be replaced.
    - Mowing is irregular and general grounds maintenance has been neglected.
    - Landscaping improvements have been promised on several occasions but remain "...in the works" and largely neglected.
    - Rhetorically, Mr. Enge does not see a return on his dues.
  - Mr. Endries responded the developer has traditionally arranged and paid for the items Mr. Enge noted, but the problems remain neglected. It is not part of the HCA's budget. The developer, by phone, email, and face-to-face meetings has agreed as to responsibility but has not fixed the problems.
  - Discussion brought up the topic of the sale to Ryan Homes of a number of parcels by the developer. Questions include:
    - What will these homes look like when compared to the other homes in The Highlands community?
    - What size lots will be allocated to these homes? The rumor is ½ acre, significantly less than the rest of the community.
    - What impact will this have on the existing homes in The Highlands?

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- A question remains for review of the covenants for additional clarification when, as Mr. Claus noted, the property is sold.
- Ms. Yaeger noted the developer owns the community and retains rights to home design until it is sold to the first owner. At that point it becomes a community issue. Furthermore, the state mows alongside country roads once per year. If the owner is not performing this requirement, the county can be contacted, will cut the grass, and will assess a fee on the owner.
- On a new topic, Ms. Lenert reported the water lilies in the lake are overwhelming. In the past, the Board of Directors has supervised this requirement.

**Reports**

**Grounds Update – Entrance at Woodpecker and Eastfair**

- Mr. Pat Serrill attended the meeting and substituted for Mr. Lacy Gray to provide a report on the status of the Woodpecker Road entrance to The Highlands. Mr. Serrill made the following points. Quote:
  - During our last update we gained approval to implement the irrigation system installation...This project has been completed by Richmond Irrigation [under budget].
    - Savings were realized by including five bidders.
    - Meeting with the County and gaining support to run water piping underneath Eastfair to eliminate[d] the need for dual permitting, meters, back-flow and other system controls. Mr. Claus noted the County was asked to approve the underground irrigation and this brought VDOT on board. Mr. Serrill then noted half of the cost was county and VDOT fees.
  - We are now in a position to move forward with the planting plan approved in our initial three year plan including red bud trees, nandina, and Hoogendorn and Steeds hollies; on each side of the entrance.
    - We'd like approval tonight to allow the committee to bid these plantings, select the vendor and implement the plantings in October 2013.
    - We were given an original estimate...but feel we can find vendors... [in a lower] range.
    - The Committee will manage the installation with the selected vendor.
  - George Emerson has been given the design/plan and cost quotes...to build the needed stone encased information at this entrance situated on the East side of Eastfair. He has discussed with his board and he is [sic] delaying at this time. Matt has been involved with discussions with George on this need. Unquote
  - Mr. Cullather again met with Mr. Emerson regarding the developer's contribution to the signage cost. Mr Cullather noted to Mr. Emerson the entrance at Woodpecker is long overdue and with him opening the new section proximate to the Woodpecker entrance it will be a win-win for the community and the developer. During this discussion, as a sidelight, Mr. Cullather stated the Board is glad to hear the pillars at Sundial will be done by June.

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- During the same basic conversations in February 2013, Mr. Cullather noted Mr. Emerson had committed to putting up the stone pillars at the Kalliope and Isadora sections asap. Mr. Emerson agreed they should have been done before now.
- Also during the February meeting, Mr. Emerson said he would look at the proposal for the big signage at the Woodpecker/Eastfair entrance. He requested the “design” for review. And, Mr. Emerson said he would help with the sign but would not do any of the irrigation, plantings, etc.
- An initial email report carries the same basic discussion back to December 2012.
- Mr. Emerson recently said Eastfair is a “connector road” and he only approved these as entrances.

### **Treasurer’s Report**

Mr. Endries presented the Treasurer’s Report.

- The treasurer’s report is in the July 2013 packet and reflects data through July 31, 2013.
- The Operating Net Profit is slightly ahead of the 2013 Budget. The actual figures are in the Financial Report.

### **Officers**

Mr. Claus discussed the upcoming HCA Board of Directors election.

- The election is held at the Annual Members Meeting tentatively scheduled for Monday, September 30, 2013 in the Highlands Community Club.
- One of four BoD positions is open.
- Voting procedures, information sources, and nomination forms are available on the Highlands website.
- Ms. Yaeger confirmed the Highlands Community Club is available for the Annual Members Meeting on September 30.
- Mr. Cullather asked Ms. Yaeger to develop statistics on the nomination and election. Mr. Endries and Ms. Yaeger will do this.
- Mr. Keith Shaffer has responses from last year. He said it was a time problem and to be sure to manage it this year.
- Mr. Endries said he would develop a budget for the event.

Ms. Yaeger, the Property Manager reported the annual payment of membership fees may have been a success.

- Ms. Yaeger reported overall the response has been very positive. The once per year rather than quarterly schedule of payments has significantly increased payments.

### **Old Business**

#### **Boat Registration**

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Ms. Yaeger reported 79 boat registration stickers have been issued.

- Volunteers will monitor boats on the lake for stickers.
  - If there is no sticker on the boat, call the police.

Mr. Claus noted Mr. Petze asked for stickers on cars. This was determined to be in the “too hard” category.

Mr. Cullather asked about fishing alongside the lake. Only members may fish alongside or on the lake.

### **Dam Responsibilities**

Ms. Yaeger reported “Dave” knows a person who can care for the Dam and Spillway. Maintenance is the responsibility of the State/County.

Mr. Endries noted a water level gauge needs to be installed on the Spillway.

- We have to be able to put an emergency plan into effect in the event of a high water or dam failure incident.
- Homeowners maintain their areas within a flood zone.
- Mr. Endries further noted the drain was inspected and passed; however, vegetation needs more attention.

### **Pump Proposals**

The discussion of the proposals received for the pump station repairs was deferred to Executive Session.

### **Annual Meeting Preparation**

This discussion was held during the Officer Reports agenda item.

### **New Business**

#### **Neighborhood Watch**

- Mr. Siegel and Mr. Cozens representing the Nifty Fifties Plus are familiar with the Crime Stoppers program. An associate of theirs, Ed, not present at this meeting, has experience working with Crime Stoppers.
- Crime Stoppers provides a mechanism to report problems.
  - The Nifty Fifties Plus organization has about 200 members.
  - Ed’s proposal is a little bit of a change in approach.
- Ms. Yaeger noted an effective program requires 60% of the community to get signs and other advertisement of the program in The Highlands.
- Florida has created problems with similar programs.
  - Florida has increased legal retainer if there is a Neighborhood Watch present in the community.
  - Mr. Siegel says this is an information transfer situation.
- Mr. Endries reported legal says no to Neighborhood Watch or BoD involvement.
- Ms. Yaeger suggested we put a hyperlink button on the website to report suspicious activity.

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- Mr. Siegel suggested adding a blast email to raise awareness of the situation.
- Mr. Claus added the blast should go to everybody on the Member List.
- Mr. Cullather asked if there had been any serious problems.
  - Mr. Siegel said there had been some problems.
- Mr. Claus noted the Neighborhood Watch “guy” said there needs to be one leader and two significant assistants to conduct a proper watch.
  - The Nature Trail has had “suspicious” people there.
- Mr. Endries suggested the Nifty Fifties Plus drive this program, and gather and report back knowledge they learn.
  - Basically, evaluate what we can do.

### **2014 Budget**

- Ms. Yaeger reported on her review of the preliminary 2014 budget.
  - There appears to be very little change.
  - Regardless, the 2014 budget is certainly not locked in.
  - Unless a major unforeseen budget requirement surfaces, dues can stay the same.
  - As noted above, the annual dues program has been highly successful.
  - Ms. Yaeger will continue to work with the Treasurer.
- Mr. Endries asked if the various Highlands committees e.g., the Architecture Regulations Committee, could include the Board in the distribution list for their reports.

### **Additional Comments**

- Ms. Yaeger and Mr. Endries advised the Board home sales in The Highlands have been slow.
- A member noted the scouting program is a large effort here.
- Mr. Claus asked,
  - The Board to consider bringing up the Landscaping effort for the Woodpecker project at the Annual Meeting.
  - The Board to consider having the Architecture Regulations Committee announce it has several openings and adding this to the agenda at the Annual Meeting.
- After coming out of Executive Session,
  - Mr. Claus moved and Mr. Petze seconded for the Board to approve the proposal submitted by Richmond Irrigation subject to Board recommended changes, to repair the pumping station. The motion passed unanimously.
  - The Board decided to move ahead on obtaining proposals for planting at the Woodpecker entrance.

### **Executive Session**

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- At about 7:45 PM Mr. Claus moved the Board move into Executive Session. Mr. Endries seconded and the Board approved unanimously.
- There were several items of a financial and personal matter to discuss, including problems attendant to the Landscape effort at the Woodpecker entrance, contracts being considered, and clean-up of a property owned by a Member.
- The Board evaluated the three proposals received for the Pumping Station project.
- The Board came out of Executive Session at 8:17 PM.

**Adjournment**

- Mr. Claus motioned to adjourn the meeting at 8:22 PM and Mr. Endries seconded the motion. The motion was approved unanimously.

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