

**Highlands Community Association
Board of Directors Meeting September 4, 2013
At The Highlands Country Club Old Clubhouse**

MEETING MINUTES

Meeting Called to Order:

Mr. Matt Cullather, President, called the meeting to order at 6:11 PM. Quorum was established with Directors Mr. Scott Claus, Mr. Cullather, Mr. Scott Claus, and Mr. Terry Petze.

Absent: Mr. Mark Endries

Community members present:

Mr. Lacy Gray, Ms. Marlene Lenert, Ms. Sarah Martin, Mr. Richard Swinson, and Ms. Martha Yaeger. Members raised issues including:

Approval of the Minutes

July 31, 2013 – Approved pending correction recommended by Ms. Lenert to not include addresses in the minutes. Motion to approve was made by Mr. Cullather, seconded by Mr. Petze, and passed unanimously.

Members Voice

- Ms. Lenert requested the Board and the Architecture Requirements Committee take action to have residents move and not park cargo vans where they can be seen from the street. This problem has continued over a 15 year period and repeated notices have been ineffective.
- Mr. Gray discussed the long range plan for plantings.
 - Planting has been deferred pending developer support for the plan.
 - This will delay planting, possibly beyond the optimal part of the fall season.
 - The pear trees will be removed and replaced with one row down the center.
 - Plans are in development to upgrade the vacant side of Applecross Way.
 - Details will be discussed in Executive Session.
- Ms. Yaeger noted there would probably not be another Board meeting before the Annual Members Meeting September 30.
- Mr. Rick Swinson approached the Board with a parking issue for his car trailer. This was deferred to Executive Session.

Reports

Grounds Update

Entrance at Woodpecker and Eastfair

- Mr. Gray discussed the status of the plantings at the Eastfair/Woodpecker entrance.

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- Two bids (proposals) have been received.
- Planting has been deferred pending a decision from the developer.
- The remainder of the discussion was deferred to the Executive Session.

Treasurer's Report

Ms. Yaeger presented the Treasurer's Report.

- The treasurer's report is in the August 2013 packet and reflects data through August 31, 2013, found in the Financial Report.
- Expenditures are slightly below budget and could be applied to other projects. These were discussed in Executive Session.

Officers

Mr. Claus requested a Blast Email be sent to the membership with the BoD Nomination Form attached to it. Other election information is included in Old Business and some was deferred to the Executive Session.

Old Business

Dam Responsibilities

- Work on the dam has been completed except for some caulking and cement to finish the repairs.
 - Water is too high to do the final work.
- Need to build and install a high water marker.
 - May be able to paint a high water line on the dam.
 - Put the two BoD members POC information on the marker.
 - Explain the line to the community so they know what is happening.
 - Blast Email with instructions attached.
 - "If you can't see the white line, call one of the POCs."

Annual Meeting Preparation

Mr. Claus is in charge of the election. Mr. Claus discussed the Annual Members' Meeting and the HCA Board of Directors election. This is scheduled for Monday, September 30, at the Highlands Community Club. Information packages are being repaired and will be sent out Friday and Monday.

Nominations for the vacant Board of Directors position will continue to be accepted up to the meeting and may be made and seconded from the floor.

The meeting will feature presenting the Volunteer of the Year award, raffles throughout the evening, presentation of the Financial Report by Mr. Endries, and the election of one new Board of Directors member.

2014 Budget

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- Current reviews of the 2013 and 2014 budgets indicate there is very little change from 2013.
- There will be a briefing of the projected 2014 budget at the Annual Members' Meeting. The discussion will include:
 - The net profit at the end of the year.
 - No requirement for an increase in assessments.
 - The Social Committee's schedule.
 - Preparations for a final review from October through the end of the year.

New Business

Executive Session

At 7:40 PM by acclimation the Board moved into Executive Session.

- Replacing the pear trees will be a budget issue tied to the available funds and proposals received. We are entering the optimum planting season. To date two proposals have been received. Mr. Cullather moved to approve landscaping for the plantings and other items. Mr. Petze seconded. The motion passed 3-0.
- Additional items discussed during Executive Session included:
 - Procedures for the Annual Members' Meeting.
 - A variety of raffles will be conducted during the meeting.
 - The winner of the Volunteer of the Year Award will be recognized.
 - Violations of the Architecture Requirements.
 - Vendor maintenance, repairs, and warranties necessary to satisfy their contracts.
 - Connector roads, e.g., Eastfair Drive, are controlled by the County.
 - Requests and requirements before the Board to budget for these and other items.

At 8:00 PM Mr. Claus moved and Mr. Petze seconded for the Board to come out of Executive Session. The motion passed 3-0.

Adjournment

Mr. Claus motioned to adjourn the meeting at 8:12 PM and Mr. Petze seconded the motion. The motion was approved 3-0.

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