

**Highlands Community Association  
Annual Members Meeting September 30, 2013  
At The Highlands Country Club Old Clubhouse**

**MEETING MINUTES**

**Meeting Called to Order:**

Mr. Matt Cullather, President, called the Annual Members Meeting to order at 7:02 PM. Directors present were Mr. Scott Claus, Mr. Cullather, Mr. Mark Endries, Ms. Martha Yaeger, and Mr. Terry Petze. Mr. Cullather introduced the members of the Board of Directors and the Manager.

A Quorum and Proof of Notice of the Meeting were certified.

**Community members present:**

Members who addressed the meeting included: Mr. Parrish Crenshaw, Mr. Cullather, Mr. Endries, Ms. Yaeger, Mr. Claus, Ms. Marlene Lenert who presented the Landscape committee report, and a representative who presented the Developer's Report.

**Approval of the Minutes**

September 30, 2012 minutes were presented to the attendees. Mr. Claus moved they be approved. Mr. Crenshaw seconded the motion. The motion passed unanimously.

**Reports**

**The Developer's Report**

The Developer's Report concentrated on the new building effort in the Sundial Farms area. Specifically,

- Mr. Emerson is working on the installation of the marking pillars and expects to have them completed within 30 days.
  - Ms. Lenert noted the pillars impact the 35 foot minimum easement and their location needs to be re-assessed.
- Expansion of the existing 1050 lots by 100 will provide a total of 1290 total homes in The Highlands.
  - Lots smaller than one acre will not support a septic system.
  - Ryan Homes is the builder.
    - Ryan Homes typically builds smaller homes on smaller lots than current practice in The Highlands.
    - Ryan Homes is a tract builder, not in the style of current homes in The Highlands.
    - Prices of Ryan Homes are, on average, lower than price of existing homes in The Highlands.
    - All of this raised a question regarding the requirements in the community ByLaws.

**The President's Report**

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Mr. Cullather welcomed those in attendance and thanked them for their support throughout the year. He then reported,

- The new pumping station has been installed and is providing lake water to the Eastfair entrance.
- There have been several vandalism incidents with at least one to community property. Where appropriate, repairs are being made.
- The Landscape Committee continues to provide significant improvements to the trees and shrubs in the common areas, enhancing the visual impact of the community. This is a major plus for prospective buyers.
- The ACS Management and several grounds-keeping contracts have been renewed.

### **The Treasurer's Report**

Mr. Endries reported the Association had a good year. As a non-profit organization the Association is required to document its income and expenses to a near-zero bottom line at the end of the year. The BoD has done this. Specifically,

- The new annual payment program has been highly successful. This has resulted in,
  - Increased Assessment receipts, showing residents like the annual system.
  - Decreases late fees, again showing residents like the annual system.
- Expenses
  - Careful management of funds has provided flexibility in developing contracts for large projects and will continue in 2014.
  - Judicious selling of Reserve assets has facilitated lower fixed expenses, e.g., taxes and fees, and is expected to continue into 2014.
- The Association is required to have a study of its Reserves every five years. The last review was conducted in 2010.
- Questions raised the following issues,
  - Some facilities are ready to turn over to the Association, e.g., the tennis courts, but this does not include the Sales Center.
  - The depiction of reserve sub-accounts needs to be shown with regard to good accounting practices.
  - Prudence in the dispersal of assessment income needs to continue.
- The Association has avoided general assessments for specific purchases, e.g., the pool.

### **The Ground's Committee Report**

Ms Lenert reported several projects in the common areas have been completed or are in progress. These improvements have produced significantly improved visuals, especially to potential home buyers entering The Highlands.

- The committee will be submitting an increased budget request for 2014.
- The entrance to The Highlands from Woodpecker is ready for planting of trees and shrubs.

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- The project on Eastfair came in under budget and the replacement irrigation system is up and running.
  - The developer has declined to pay for the signage at the Woodpecker entrance. The Committee will develop a request for proposal and choose the best option. This will be included in the 2014 budget.

**Elections – Part I**

Mr. Claus briefed the election for BoD members this year would be one new member to replace one retiring member for a two year term.

- Two candidates were nominated for this position. There were no additional nominations submitted from the floor.
  - Mr. Brian Davis and Mr. Mike Bogan were nominated. Mr. Davis addressed the members. Mr. Bogan was out of town.
  - The ballots were distributed and Mr. Lew Del Vechio volunteered to help Ms. Yaeger count the votes.
- The results will be announced later in the meeting.

**Volunteer of the Year Presentation**

Mr. Claus presented the Volunteer of the Year Award. This year was precedent setting as two volunteers received the award. Recognized were,

- Ms. Joanne Barreca for her single-handed work producing the Members Directory.
- Ms. Barbara Howell for her work over many years as a member of the ARC.

**New Business**

During the time for counting the ballots, Mr. Cullather addressed the membership and took questions from the floor.

- A member noted the common (county maintained connector) and the local (Highlands maintained) roads need repairs.
  - Trash trucks seem to be causing some of the damage.
  - Mr. Cullather noted one trash collection company has been identified to service the community and pick-up all trash and garbage once per week.
    - Residents need ensure their trash and garbage is in approved containers.
    - The need for a study on the particulars of this was recognized and Mr. George Tindle volunteered to help.
- The status of the dam was discussed.
  - An engineering study has been completed and identified some minor fixes needed.
    - Reserves would have to be used to budget for any big effort.
  - The dam meets the new state standards.
  - At Lake Chesdin, the quality of the water being used on the grass will be evaluated.
  - If required, the status of building the dam higher will be considered.

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- A member asked if it would be possible for ACS Management to establish an office at The Highlands to address homeowners' questions.
- There will be a community meeting with representatives from Shoosmith, Chesterfield County, and DEQ to address concerns
  - The target date for this is October 16<sup>th</sup> in the Old Community Club
  - This is a long-standing problem, having lasted at least eleven years.
- The Shoosmith Community Outreach Group (SCOG) will meet November 5<sup>th</sup> at 4 PM at the Chesterfield Airport.
  - We will be in attendance as will several volunteers from the ad hoc committee. Members are encouraged to attend as well.
  - Residents who have problems are welcome to contact Shoosmith directly.

**Elections – Part II**

The results of the election are: Mr. Brian Davis has been elected to the Board of Directors. Please welcome Brian to his new position.

**Adjournment**

At 7:59 PM the meeting was adjourned by acclamation.

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