

Highlands Community Association  
Board of Directors Meeting December 4, 2013  
At the Highlands Country Club

**MEETING MINUTES**

**Meeting Called to Order:**

Mr. Matt Cullather, President, call the meeting to order at 6:32 PM. Quorum was established with Directors Mr. Scott Claus, Mr. Matt Cullather, Mr. Brian Davis and Mr. Terry Petze present. There were no absences.

**Community Members Present:**

Ms. Denise Stewart and Mr. Levitt.

**Approval of the Minutes:**

Minutes of September 4, 2013 meeting of the Board were review. Motion to approve was made by Mr. Cullather, seconded by Mr. Petze. Motion passed unanimously.

**Members Voice:**

Ms. Stewart raised a question concerning the placement of a permanent basketball hoop on her property, indicating that the hoop was put in place by the previous owners. Ms. Stewart indicated that she has received a number of notices for ACS West concerning the placement of the basketball hoop and was looking to the Board for resolution of the issue. Resolution of the issue was discussed in Executive session and Ms. Stewart was notified of the action of the Board by separate letter.

Mr. Levitt present an issue concerning noise from the outdoor pavilion of the Country Club during the summer months. As the Country Club does not fall under the purview of the Board, it was suggested that Mr. Levitt bring his concerns directly to the Country Club management. Mr. Levitt also brought forward an issue concerning his annual assessment payments, which was discussed and resolved in Executive session. Mr. Levitt was notified of the Board's actions by separate letter.

**Reports:**

Treasurer: As of October 31, 2013 the budget is underspent by approximately \$5000 and reserves are up. Bad debts are down, due to the one-time payment plan put in place in 2012. The one-time payment plan for annual assessments will continue in 2014.

The Woodpecker Road entrance sign has been erected and paid for.

**New Business:**

**Street Lights:** Dominion Power has decided not to continue it's practice of providing streetlights and maintenance as new areas of the Highlands are developed. The Developer has agreed to install the new

lights, however, the Association has been asked to provide the funding, on a continuing basis, for the maintenance and payment of utility bills for the new lights. Existing lights will continue to be funded as before. Discussion revolved around the number of new lights this might entail and what the cost to the Association might be. The estimated cost to the Association is approximately \$40 per month per streetlight. Ms. Yaeger was asked to research the potential number of new lights so that a better estimate of the cost could be determined.

**Community Association Institute:** The cost to belong to the CAI is \$300 annually. Mr. Cullather made a motion not to join the association, which was seconded by Mr. Claus. Vote was unanimous not to join the Institute for 2014.

**Schedule for Future Meetings:** It was agreed that future Board meetings would be held on the second Wednesday of every other month beginning February 2014. Announcements of upcoming Board meetings would be posted to the website and the entrance notice boards.

**Executive Session:** Mr. Claus made the motion to move to executive session at 7:45PM, seconded by Mr. Petze. Executive session began thereupon.

The Board has given Mr. Cullather, Mr. Petze and Ms. Yaeger directions on how to respond to alleged violations discussed.

**Adjournment:** The Board, by acclamation, adjourned the meeting at 8:25PM

Respectively Submitted:

Brian K. Davis

Secretary, Highlands Community Association Board of Directors