

The Highlands Community Association

Board of Directors Meeting, November 14, 2018

Castleberry Room and The Reserve

1. Meeting Call to Order: The meeting was called to order at 6:31 PM. Quorum was established with Directors Mr. Matt Cullather, Mr. Shawn Gitlin, Mr. Bill Donegan and Mr. Brian Davis present. Ms. Yeager, ACS West, was also present.

2. Approval of the Minutes: The minutes of the August 22, 2018 meeting were read. Mr. Donegan made a motion to approve the minutes, seconded by Mr. Gitlin. Minutes were approved by unanimous vote.

3. Reports:

President: Mr. Cullather announced that the annual assessment for the Association would be raised from \$320 per year to \$350 per year and that assessment notices would be mailed to all homeowners in January 2019.

Treasurer: Mr. Gitlin reported that the Operating Account holds \$49,498 and the Reserve Account holds \$209,876.

4. Member Voice: Eight (8) members of the Association were present. There were no comments.

5. Old Business:

a. Boat Ramp: The Board is still waiting for a plan from the engineering firm as to the design and structure of a new boat ramp in the current location. Ms. Yeager was asked to follow-up with the firm.

b. Basketball Court: The Board has received estimates for increasing the basketball court at the playground from half-court to a full court. The estimates range from \$20K to \$26K and were much higher than expected. The Board decided to table discussion of the issue for the present time.

c. Playground Lighting: The representatives of Dominion Energy and Outdoor Lighting have been asked to meet to discuss adding additional lighting to the playground and pavilion area so the facilities can be used during the evening and nighttime hours.

6. New Business:

a. The ARC requests that the standards for the installation and maintenance of solar collection devices be revised. A copy of the requested revisions is attached. Mr. Cullather made the motion to approve the requested changes, seconded by Mr. Donegan, and passed by unanimous vote.

b. A homeowner with a 4 and ½ acre lot presented a proposal to sub-divide his lot to allow another home to be built in the space. Mr. Cullather made a motion to deny the proposal, seconded by Mr. Donegan, and passed unanimously by the Board.

c. A volunteer has come forward to develop an electronic directory for the Community in lieu of the paper version which was discontinued. Ms. Yeager will work with the volunteer to develop the standards for the electronic version.

7. Executive Session: Mr. Cullather made the motion to move to Executive Session to discuss contracts and legal issues at 6:45 PM, seconded by Mr. Donegan, and passed by unanimous vote.

8. Open Session: Mr. Cullather made the motion to return to open session at 7:00 PM, seconded by Mr. Donegan, and passed by unanimous vote.

a. Mr. Cullather made the motion to explore engaging a new collection attorney, seconded by Mr. Gitlin and passed by unanimous vote.

b. Mr. Gitlin made the motion to explore the feasibility of moving the Reserve Account to an interest bearing account, seconded by Mr. Cullather and passed by unanimous vote.

c. Mr. Cullather made the motion to deny the request of the Social Committee for a \$2000 increase in the 2019 budget, seconded by Mr. Davis and passed by unanimous vote.

9. Adjournment: Mr. Cullather made the motion to adjourn the meeting at 7:15 PM, seconded by Mr. Davis and passed by unanimous vote. The next meeting is scheduled for January 23, 2019.

Respectfully submitted:

Brian K. Davis, Secretary

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