

The Highlands Community Association  
Board of Directors Meeting, January 23, 2019  
Castleberry Room at The Reserve

1. Meeting Call to Order: The meeting was called to order at 6:32 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 November 14, 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 reported that the Lake Margaret clubhouse has been deeded over to the Homeowners Association.

Treasurer: Mr. Gitlin reported that the Operation Account holds \$11,046 and the Reserve Account holds \$182,334.

4. Member Voice: Eighteen {18} members of the Community were present.

5. Old Business:

a. The Social Committee made a request to add an additional \$2000 to their annual budget. After discussion, Mr. Cullather made a motion to approve the request seconded by Mr. Gitlin and approved by unanimous vote.

b. Revisions to the 2019 Annual Budget. Ms. Yeager reported on the following revisions to the 2019 budget:

1. Insurance was increased to cover the Lake Margaret clubhouse;

2. The line item for maintenance was increased to include the Lake Margaret clubhouse.

3. The grounds contract was increased to include the common areas added from Lake Margaret.

4. Mr. Cullather made a motion to approve the revisions, seconded by Mr. Donegan and approved by unanimous vote.

c. Updates to the ARC Charter: Ms. Dembrosky made a presentation on the updates to the ARC Charter (copy attached). Mr. Cullather made a motion to approve the revisions, seconded by Mr. Donegan and approved by unanimous vote.

d. ARC Appointments: Ms. Dembrosky and Ms. Rivet were appointed to the ARC for three year terms effective November 23, 2018. Mr. Cullather made the motion to approve the appointments, seconded by Mr. Davis and approved by unanimous vote.

e. Update to ARC Regulations: Section A14.4, concerning the use of Dutch Gap siding on homes in the Highlands was deleted from the ARC regulations. Mr. Cullather made the motion to approve the deletion, seconded by Mr. Gitlin and approved by unanimous vote.)

f. Electronic Community Directory: The Community will move forward the an electronic directory which can be password protected for those member who would like to list their information (Name, address and phone number). The minimal cost will be included in the IT line item of the annual budget. A letter will go out to community members when the volunteer is ready to begin collecting information).

6. New Business:

a. Management of the Lake Margaret Clubhouse. There was discussion of the management of the clubhouse at Lake Margaret. The Board will gather more information before establishing the rules and regulations for the use of the clubhouse.

b. Dam Certification. Discussion of the recertification of the dam was tabled until more information can be gathered.

7. Executive Session: Mr. Donegan made a motion to move to Executive Session at 7:38 PM, seconded by Mr. Cullather and approved by unanimous vote. Mr. Cullather made a motion to return to open session at 7:55 PM, seconded by Mr. Davis and approved by unanimous vote.

a. Mr. Cullather made a motion to decline contractor cleaning of the Lake Margaret clubhouse due to insurance issues. Seconded by Mr. Davis and approved by unanimous vote.

b. ARC Chairwoman and President of the HOA will try to resolve an ARC issue with the homeowner.

8. Adjournment: Mr. Cullather made a motion to adjourn the meeting at 7:59 PM, seconded by Mr. Davis and approved by unanimous vote. The next meeting is scheduled for March 27, 2019.

Respectfully submitted:

Brian K. Davis, Secretary  
Highlands Community Association

Revision of ARC Regulation Section A14.4

A14.4: Vinyl siding (if applicable) must match the color and type of the house. No double dutch lap is allowed.

In March 2017 the BOD revised regulation A9.3 which resulted in removing the "no double dutch lap is allowed" clause because we have an entire neighborhood within the highlands that has double dutch lap. It was an oversight that this clause is used under another regulation and not modified at the same time as A9.3.

THE HIGHLANDS COMMUNITY ASSOCIATION, INC.  
THE ARCHITECTURAL REVIEW COMMITTEE CHARTER  
ADMINISTRATIVE RESOLUTION #6

WHEREAS, The Highlands Community Association (HCA) has been organized to take acts or actions to promote a community which is aesthetically pleasing, as provided in Part I of the Covenants and Restrictions and its duty of The Board of Directors to enforce and uphold the covenants and restriction; and

WHEREAS, the Board of Directors has the power to establish, adopt and enforce rules and regulations with respect to use of the common areas and with respect to such other areas of responsibilities assigned to the association by the Declaration and Covenants and Restrictions, as provided in the Virginia Properly Owners Association Act, Section 55-513; and

NOW, THEREFORE, in consideration of the foregoing, the Board of Directors of The Highlands Community Association, Inc. pursuant to Section 55-513 (A) of the Code of Virginia and Article IV, Section 3 (c) of the Declaration hereby adopts the following Charter:

i. Purpose:

- A. This Charter will be used to define how the Architectural Review Committee (ARC) is established, governed and dissolved.
- B. The Charter will assist the Board of Directors to govern the Association in a consistent and equitable manner.

ii. Formation:

- A. The ARC will consist of at least three (3) members, but not more than seven (7) members. All members must be residents and homeowners of The Highlands Subdivision.
- B. At the first Board of Directors meeting following the annual meeting, the Board of Directors will appoint up to seven (7) members to ARC. Three members will be appointed to one two year term. These members can be reappointed by the HCA board for one additional two year term. These members must leave ARC following the completion of the second two year term for at least two years before being eligible to be reappointed by the Board of Directors. The remaining members will be appointed to one three year term. These members can be reappointed by the HCA board for one additional three year term. These members must leave ARC following the completion of the second three year (3) term for at least three years before being eligible to be reappointed by the Board of Directors. Should a member/position become vacant with no applicants, the clause requiring a two consecutive term member ineligible for reappointment does not apply. Instead the departing member may continue to serve until a replacement is appointed up to a maximum of 12 months.
- C. The Board of Directors can remove members of ARC with cause, by majority vote.
- D. The ARC will maintain a Chairperson, Vice-Chairman and a Recorder position. The Chairperson will be elected annually by members of ARC at the first meeting in January. The Vice-Chairperson will be appointed by the Chairperson. The Vice-Chairperson will take over the duties of the Chairperson during his/her absence. The Recorder must maintain and submit minutes to members prior to the next scheduled meeting. The Chairperson must have at least

one year of experience on ARC.

E. Members resigning or being removed will be replaced by the Board of Directors. Names of potential new members can be created by ARC, HCA and any resident who volunteers for a position. The ARC will rank any candidates and list their preferences to the Board. A potential candidate should present statements of their interest and qualifications for the position. The HCA would select the new members from the rankings and advise the ARC of the selection.

### III. Governance:

A. The ARC will meet the first Wednesday and third Thursday of each month. The ARC reserves the right to cancel with proper and ample notification of at least seven (7) days, barring an emergency, any meeting or change the schedule of meetings. The ARC will use the website and/or marquees to advertise the meeting date, time and location.

B. The meetings will be conducted according to Robert's Rules of Order.

C. The ARC will use The Highlands Community Association Architectural Guidelines, ARC policies as a guide to their operational procedures. All correspondence to and from the ARC will be in writing. The use of e-mails and computer reports are an acceptable form of writing.

D. If committee membership consists of 3 or 4 members a quorum will consist of 2 members. If the committee membership consists of 5-7 members a quorum will consist of 3 members.

### IV. Dissolution:

A. This Charter shall remain in effect until amended or rescinded by the Board of Directors.