

The Highlands Board of Directors Meeting

September 16, 2019

The Old Clubhouse

1. Meeting Call to Order: The meeting was called to order at 4:03 PM, by the President, Mr. Matt Cullather. Quorum was established with Directors Mr. Matt Cullather, Mr. Shawn Gitlin and Mr. Bill Donegan and Mr. Brian Davis present. Ms. Yeager of ACS West was also present.

2. Approval of the Minutes: The minutes of the Board meeting of July 10, 2019 were read. Mr. Cullather made the motion to approve the minutes as read, which was seconded by Mr. Donegan. The minutes were approved by unanimous vote.

3. Reports:

Treasurer: The Treasurer reported that the Operating Account holds \$182,793 and the Reserve Account holds \$188,571.

4. Old Business: The President reported that ARC had completed their comprehensive review of the Guidelines and presented the to the Board for review and approval. The Guidelines were referred to the Association's attorney for review and will be discussed at a future meeting following the attorney review.

5. New Business:

a. Mr. Lacy Gray presented information on the Grounds Committee's project to improve the appearance and maintenance of the mulch beds on the common areas of the Highlands. The presentation outlined the extent of the mulch beds on the common areas and some of the highlights of the issues of maintenance and appearance. The Committee has prepared a long term plan for improving the mulch beds, within the constraints of their annual budget and requested the Board's approval to proceed. Mr. Cullather made the motion to accept the Committee's report and approve their plan, which was seconded by Mr. Gitlin and approved by unanimous vote.

b. Mr. Lynn Herman made a presentation concerning the holiday lights for the community and requested additional funds to replace broken or damaged items from the 2018 holiday season. Mr. Cullather made a motion to approve the request, seconded by Mr. Donegan and approved by unanimous vote.

c. Ms. Yeager presented information on the cost to install and maintain dog waste trash stations within the community. The stations cost in excess of \$300 each to purchase and install with an \$85 monthly maintenance fee. The Board felt the collection of dog waste was in individual dog owner responsibility and tabled the idea of installing collection stations. Ms. Yeager was requested to include a reminder in the next community newsletter.

d. Ms. Yeager presented a single estimate for the enlargement of the basketball court in the pavilion area. The Board felt one estimate was insufficient to proceed and requested Ms. Yeager to attempt to obtain additional estimates.

e. The proposed 2020 budget was discussed. The budget is based on an annual assessment of \$350 for an estimated 1276 homes in the Highlands and the Lake Margaret areas and the present common areas.

Mr. Donegan made a motion to approve the proposed budget which was seconded by Mr. Cullather and approved by unanimous vote.

f. The annual meeting of the Home Owners Association is schedule for September 30, 2019 at 7:00 PM at The Reserve.

6. Member Voice: (Twenty-one (21) members of the Community were present.)

a. Cleaning Procedures for the Clubhouse at Lake Margaret. Ms. Yeager explained that the current contract for cleaning the Clubhouse provides for one cleaning per month for a fee of \$100. Several members felt this was insufficient. Mr. Cullather made a motion to extent the contract to two cleanings per month not to exceed \$300 in payments, which was seconded by Mr. Gitlin and approved by unanimous vote.

b. Several members indicated that the bocce ball court needs to be refilled on a regular basis and that a supply of material should be near-by for future refills. Ms. Yeager was requested to investigate the feasibility of having a handy supply of refill material stocked next to or nearby the bocce ball court.

c. The outdoor lighting for the Clubhouse has been approved by the County and should be installed by month end.

d. Security at Lake Margaret. Several members expressed concern about security issues in the over-55 portion of Lake Margaret to include trespassing on the lake and lack of lighting in some areas leading to late night use of the areas. Ms. Yeager was requested to pass these concerns on to the developer for resolution.

Mr. Cullather made the motion to move to Executive Session at 5:25 PM, seconded by Mr. Gitlin, to discuss alleged violations. Motion approved by unanimous vote. Mr. Cullather made the motion to move to Open Session at 5:41 PM, seconded by Mr. Gitlin and approved by unanimous vote.

Ms. Yeager was requested to seek legal advice concerning the violations in the 7400 block of Rosemead Lane and the 12000 block of Crathes Lane.

The next meeting of the Board is scheduled for November t 18, 2019 at 6:30 PM at The Reserve.

The meeting was adjourned at 5:44 PM by unanimous consent.

Respectfully submitted:

Brian K. Davis

Secretary, Highlands Home Owners Association