

## The Highlands Board of Directors Meeting

November 18, 2019

### The Reserve

1. Meeting Call to Order: The meeting was called to order at 6:02 PM, by the President, Mr. Matt Cullather. Quorum was established with Directors Mr. Matt Cullather, Mr. Shawn Gitlin and Mr. Bill Donegan and Mr. Rob Laurent present. Ms. Yeager of ACS West was also present.
2. Approval of the Minutes: The minutes of the Board meeting of September 16, 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:
  - a) President: Nothing to report
  - b) Treasurer: The Treasurer reported that the Operating Account holds \$109,319.94 and the Reserve Account holds \$158,681.27
  - c) Developer: Mr. George Emerson reported that the current owners of the lot containing the pool, tennis courts, and sales office have decided to "...exit the pool business" in 2020. Mr. Emerson stated that the owners would prefer to sell the pool to the HOA but will seek other buyers if the Highlands HOA does not make an offer to purchase. Questions were asked by the audience and board about the condition of the pool and repairs that would be made. Mr. Emerson said that he was not sure of the repair list but would be happy to provide it if the HOA was interested in purchasing.
4. Old Business:
  - a) ARC Update of Guidelines: Mr. Cullather made a motion to defer a review of updates to a separate BOD and ARC special meeting on January 13, 2020. The motion was seconded by Mr. Gitlin and approved by unanimous vote.
  - b) 2020 Budget: The proposed 2020 budget was discussed. The budget is based on an annual assessment of \$385 for 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.
5. New Business:
  - a) Confirm ARC Members: Mr. Cullather made a motion to approve a three-year term for Mr. Jason Dickerson and a two-year term for Mr. Hans Pfitzer. Mr. Laurent seconded and approved by unanimous vote.
  - b) Increase ARC Members to 9 Members on the ARC: Mr. Donegan made a motion to approve. The motion was seconded by Mr. Laurent and approved by unanimous vote.
  - c) Lights in the parking lot of LM: Ms. Yeager presented information that the lights should have been installed prior to the transfer of ownership to the Highlands HOA. Mr. Emerson stated that he would check the status on the installation and have an update to Ms. Yeager soon.
  - d) Clubhouse Rules and Regs: Ms. Yeager presented information about the need to develop rules and regulations on the use of the LM clubhouse. Mr. Cullather asked members of the LM

community to develop a draft policy. Ms. Yeager suggested that she could provide examples from other communities.

- e) Purchase Folding Chairs: Ms. Yeager presented a request by several residents to have folding chairs available at the LM clubhouse. Mr. Cullather asked Ms. Yeager to provide a quote and return to the board for approval.
- f) Key Control of LM Clubhouse: Ms. Yeager discussed an ongoing problem with access to the LM clubhouse and the need to have a key control system. Mr. Cullather asked Ms. Yeager to have three non-duplicative keys made and have the locks re-keyed.

a) Member Voice: (16 members of the community were present)

- a) Several members discussed the need to have a standard schedule for the cleaning of the LM clubhouse. Ms. Yeager agreed to check with cleaning company on dates for posting.
- b) Estate Care. Mr. Lacy is concerned over the development of the flower and mulch beds at the LM entrance at Catail road. Mr. Lacy asked if the board would seek legal advice on if the HOA has a vote on receiving deed property.

7. Executive Session: Mr. Cullather made the motion to move to Executive Session at 7:17 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 7:22 PM, seconded by Mr. Gitlin and approved by unanimous vote.

- a) The board unanimously agreed to give the homeowner at 12812 Crathes Lane twelve months (November 2020) to comply with the directives as stated in the letter dated June 06, 2019 from ACS West, Inc., issued on behalf of the Highlands Board of Directors.

8. Adjournment: The meeting was adjourned at 7:43 PM by unanimous vote. The next meeting of the Board is scheduled for January 27, 2020 at 6:30 PM at The Reserve. The special ARC and BOD is scheduled for January 13, at 4:30 PM at the golf snack bar.

Respectfully submitted:

Rob Laurent

Secretary, Highlands Homeowners Association