

BOD Approved - The Highlands Board of Directors Meeting

January 27, 2019 [2020 - webmaster]

Location: The Reserve

1. Meeting Call to Order: The meeting was called to order at 6:30 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 and Andrew Elmore of Chadwick, Washington, Moriarty, Elmore & Bunn P.C. were also present.
2. Approval of the Minutes: The minutes of the Board meeting of November 18, 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 new to report
 - b) Treasurer: The Treasurer reported that the Operating Account holds \$46,700.04 and the Reserve Account holds \$188,609.05
 - c) Developer: (Not present for meeting)
4. Old Business:
 - a) ARC Update of Guidelines: Mr. Cullather made a motion to approve the updates to the Architectural Review guidelines. The motion was seconded by Mr. Laurent and approved by unanimous vote.
 - b) Clubhouse at Lake Margaret: The BOD discussed the need to have approved rules and regulations regarding the community usage of the clubhouse at Lake Margaret. Mr. Cullather asked Ms. Yeager to provide examples from other community clubhouses for discussion at the next BOD meeting in March.
5. New Business:
 - a) ARC Membership: Mr. Cullather made a motion to decrease the ARC membership to 7 as stated in the HOA declarations. Mr. Elmore advised the ARC to allow helpers to assist in inspection workload of the ARC members. Mr. Laurent seconded and approved by unanimous vote.
 - b) Annexation of Cypress Glenn into the Highlands HOA: Mr. Cullather asked Ms. Yeager to seek the Developer's intent on annexing Cypress Glenn into the HOA. The outcome of the inquiry will be added to the agenda on the BOD meeting in March.
6. Member Voice: (12 members of the community were present)
 - a) Several members requested the BOD to publish draft meeting minutes prior to the BOD meeting where they are approved. Mr. Elmore advised the board not to post draft minutes prior to the BOD approving the final version. Mr. Elmore advised the BOD to post the approved meeting minutes within sixty days of approval by the BOD.
 - b) A member asked the Board about the status of Swim RVA operating the pool this summer. Mr. Cullather responded that he was not aware if Swim RVA would operate the pool.

c) A member asked if the Developer would put a light at the corner of Woodpecker. Ms. Yeager stated that she could add that on the agenda for the next meeting.

7. Executive Session: Mr. Cullather made the motion to move to Executive Session at 6:57 PM to discuss legal items, seconded by Mr. Gitlin. Motion approved by unanimous vote. Mr. Cullather made the motion to move to Open Session at 8:00 PM, seconded by Mr. Gitlin and approved by unanimous vote.

8. As a result of the Executive Session, Mr. Cullather made a motion to direct Mr. Elmore to respond to Mr. Emerson's attorney's recent letter in the manner consistent with prior communications to Mr. Emerson's attorney. The motion was seconded by Mr. Laurent and approved by unanimous vote.

9. Adjournment: The meeting was adjourned at 8:03 PM by unanimous vote. The next meeting of the Board is scheduled for March 23, 2020 at 6:30 PM at The Reserve.

Respectfully submitted:

Rob Laurent

Secretary, Highlands Homeowners Association