

Approved - The Highlands Board of Directors Meeting

August 03, 2020

Location: The Reserve

1. Meeting Call to Order: The meeting was called to order at 6:04 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 January 27, 2020 were approved via email prior to the meeting.
3. Reports:
 - a) President:
 - a. There is no update on the ownership of the pool.
 - b. The developer has signed a contract to resurface the tennis courts and install 4 pickleball courts.
 - c. The HOA will not be installing pet waste stations throughout the neighborhood. Residents are asked to clean up after their pets.
 - d. Life at the Highlands magazine will be discontinued after the September issue.
 - e. The BOD has been notified of the developer's intent on adding Cypress Glen to the Highlands HOA. This will add 90 lots to the HOA.
 - b) Treasurer: The Treasurer reported that the Operating Account holds \$238,940.99 and the Reserve Account holds \$229,199.51
 - c) Developer: (Not present for meeting)
 - d) ARC Report-Out: Kim Dembrosky, the ARC Chairperson, explained the ARC review process. The ARC committee meets the first Wednesday of every month. The ARC committee is asking for volunteers to assist in review of applications.
4. Old Business:
 - a) Clubhouse at Lake Margaret: The BOD reviewed a draft copy of the rules and regulations. The draft will be posted to the HOA website for residents to review and provide comments to the BOD.
5. New Business:
 - a) ARC Committee Members: The BOD approved the request for Heather Sutton to a three-year term and Michelle Clark to a two-year term.
 - b) Sidewalk Repairs: VDOT is responsible for repairing the sidewalks along Eastfair and Highland Glen. They will begin repairs within the next 30 to 45 days.
 - c) The HOA annual meeting, typically held in September, will be postponed due the ongoing covid restrictions. A notice will be sent to residents once a date is selected.
6. Member Voice: (11 members of the community were present)
 - a) A member voiced their concern over the addition of Cypress Glen to the HOA. Mr. Cullather

- b) explained that the HOA lawyer reviewed the action and advised the BOD that it was within the Developers authority to include Cypress Glen in the HOA.
- c) A member asked the Board to post the LM clubhouse rules and regulations to the website for member comments. The BOD agreed.
- d) A member asked the BOD when the Developer was going to transfer the pool to the HOA. Mr. Cullather responded that he did not have an update on the transfer of ownership of the pool.

7. Executive Session: Mr. Cullather made the motion to move to Executive Session at 6:39 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 7:25 PM, seconded by Mr. Gitlin and approved by unanimous vote.

8. As a result of the Executive Session, Mr. Cullather made a motion to request Ms. Yeager to post the proposed LM Clubhouse Rules and Regulations to the HOA website for member review and comment. The motion was seconded by Mr. Laurent and approved by unanimous vote.

9. Adjournment: The meeting was adjourned at 7:45 PM by unanimous vote. The next meeting of the Board is TBD.

Respectfully submitted:

Rob Laurent

Secretary, Highlands Homeowners Association