

Approved - The Highlands Board of Directors Meeting

August 30, 2021

Location: The Reserve

1. Meeting Call to Order: The meeting was called to order at 6:05 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 and Mr. King, of ACS, were also present.
2. Approval of the Minutes: The minutes of the Board meeting of July 14 were not available for review and approval. The review and approval will be conducted via electronic communication in accordance with VA HB29.
3. Reports:
  - a) President: A contract to replace the gazebo roof on the fishing pier has been signed and work is scheduled to start on September 3.
  - b) Treasurer: The Treasurer reported that the Operating Account holds \$106,329.66 and the Reserve Account holds \$453,452.28
  - c) Grounds Committee: The grounds committee report will be posted on the HOA website.
  - d) ARC: The ARC Chairperson has resigned. Michelle Clark has been appointed chairperson.
  - e) Developer: (Not present for meeting)
4. Old Business:
5. New Business:
6. Member Voice: (5 members of the community were present)
  - a) A member wanted to discuss the process for submitting an ARC application for an exterior home renovation. The member received a violation letter for not having an approved application on file prior to beginning the work.
  - b) A member voiced concern about the streetlights in the neighborhood. Ms. Yeager explained that the county is responsible for maintenance of the streetlights.
  - c) A member requested the BOD to create a nomination committee for the upcoming election of 3 seats on the BOD.
7. Executive Session: Mr. Cullather made the motion to move to Executive Session at 6:31 PM to discuss legal items and the proposal on a security system at the Lake Margret Clubhouse, seconded by Mr. Gitlin. Motion approved by unanimous vote. Mr. Cullather made the motion to move to Opn Session at 7:15 PM, seconded by Mr. Gitlin and approved by unanimous vote.
8. Motions from Executive Session: The BOD directed ACS West to seek legal advice on pending litigation and to execute a contract to install key fobs at the LM clubhouse at a cost of \$3,421.59.
9. Adjournment: The meeting was adjourned at 7:18 PM by unanimous vote. The next meeting of the Board is scheduled for September 27, 2021 at 6:00 PM at The Reserve. This will be an annual meeting to elect new members.

Respectfully submitted:

Rob Laurent

Secretary, Highlands Homeowners Association