



Highlands Clubhouse Committee

Charter and Areas of Responsibility

9/7/23

Background: The Highlands HOA is responsible for the care and upkeep of our two clubhouses: Lake Margaret and the 8400 Pool Building (herein “8400”). Since development of new homes in the Highlands is nearing completion, the entire property at 8400 Highland Glen was purchased by the Homeowners association in 2022. The operation of the pool is under a separate committee, but no use has been defined for the upper level of the "Sales Center," and it currently sits as storage for HOA related projects.

Committee Terms – the Clubhouse Committee shall have an odd number of members, for voting purposes. The committee will recommend one Committee Chair to be approved by the Board. Committee Chair shall have a term of no more than 3 years, with a vote required for a new chair at the end of the term. There are no term limits regarding any of these positions.

8400 Building

- This property is included in our 2023 Capital Reserve study and suggested asset replacement projects over the next ten years are in excess of \$500,000.
- This committee’s goal is to identify a use for this facility that can potentially produce revenue to offset maintenance costs, as well as provide income for the HOA.
- The Chair person will identify other resident volunteers to act as resources to serve on the Committee, to work on short-term items that might decrease our operating costs, review the 2023 Capital Reserve study items identified for this site, and have a plan for Board approval regarding how we meet these needs, in-line with a potential use of the building.
- The Committee will explore potential rental uses to insure they are in-line with our by-laws, and Chesterfield County laws. Each evaluation must include the cost of proper modifications to the structure for proposed usage.
- A quarterly activity report will be prepared for use at the HOA Board meeting and posted on the HOA web site for residents.
- The committee shall also monitor the current state of the building, including needed repairs or cleaning not outlined in the Reserve Study.

Lake Margaret Clubhouse

- The Lake Margaret clubhouse has a primary use for social and entertainment gatherings for HOA residents. The rules and regulations surrounding usage are outlined in the Lake Margaret Reservations document.
- The Clubhouse Committee will similarly monitor the current state of the building, including needed repairs or cleaning not outlined in the Reserve Study.



- The Lake Margaret Reservations Manager is a separate position, not within the overall Clubhouse Committee. This committee should be in frequent contact with the Reservations Manager regarding any needed repairs or future goals of the clubhouse, but the Reservation Manager will be responsible for day to day upkeep such as, but not limited to, ordering supplies and ensuring prior rental guests leave the space in an orderly manner. See the Lake Margaret Clubhouse Rental Agreement document for further information on the reservation process.