



MEETING NOTES

THE HIGHLANDS COMMUNITY ASSOCIATION STRATEGIC PLANNING COMMITTEE (SPC)

8400 HIGHLAND GLEN CONFERENCE ROOM

OCTOBER 14, 2024; 5:15 PM
(FINAL – NOVEMBER 4, 2024)

CALL TO ORDER: The meeting was called to order at 5:18 PM.

PRESENT: Mike Thompson; Lynn Herman; Lacy Gray; Jim Hale; David Reeves

ABSENT: Hans Pfitzer

AGENDA

NO.	ITEM	DISCUSSION / ACTION
1.	ANNEXATION AMENDMENT	<p>The Board has asked the Committee to prepare a draft document pertaining to a proposed amendment to Part V of the Declaration of Covenants and Restrictions so that the Board may submit it to legal counsel for review, comment and recommend a path forward. After much discussion, the consensus of the committee was it may not have enough information at this point to submit the proper document. Members had questions about exactly what is necessary so that the attorney can render a valid opinion to the Board. Therefore, in considering the best interests of the HOA, the committee agreed to table generating any document to the HOA to avoid unnecessary time and expense in a protracted exchange back and forth with the attorney. David will discuss options with Ed Dentel to bring clarity to the committee.</p>
2.	REQUEST BY BOD FOR THE SPC TO PROVIDE A STRATEGIC REVIEW OF THE 8400 BUILDING AND PROVIDE RECOMMENDATIONS FOR ITS USE.	<p>The Committee agreed to begin with collecting data and information on the existing building. Concurrently, David will contact Sam King (AC West) to determine the status of the PO with the Professional Engineer and his evaluation, report, and certification pertaining to removal of the spiral stair and integral steel column that supports the stair and possibly the roof structure.</p> <p><i>(Subsequent to the meeting, David determined from Sam King that the PO has yet to be issued given the fact the PE had a prior engagement with a client out of the country. David requested Sam expedite the PO and coordinate with him on the PE's start date as that information is integral to the strategic plan for that building.)</i></p>
3.	OTHER BUSINESS:	<p>The Strategic Planning Committee (The Committee) discussed the Board's specific request for a strategy for the 8400 Building. In that discussion The Committee</p>

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agreed that the HOA should have an overall strategic plan before developing plans for specific assets.

To develop that overall strategic plan, the first step would be to contact independent, professional Strategic Planning firms to determine what should be included in the HOA strategic plan.

One question that was discussed at the meeting was - What kind of neighborhood do we want the Highlands to be? If that question was submitted to the residents of the Highlands, it was expected that the answers/passionate opinions would cover the entire spectrum. As a result, it was the consensus of The Committee that an outside firm should be hired to perform the task of preparing a HOA strategic plan.

Our action item if the Board approves will be to contact AC West to invite no less than 3 firms to present to the Board and The Committee a strategic planning process, a typical plan and an estimated fee. These presentations will be the basis for developing options and a scope of work that can be used to obtain bids and schedules. The Committee will assist AC West in selecting these firms.

(FYI, as background information, David has significant experience in both VA and NC with the public procurement process of preparing RFQ's and RFP's and managing the process from invitations to final completion of projects. He will "assist" AC West if, or when, they need assistance.)

4. NEXT MEETING:

To be determined

5. ADJOURN:

Approximately 6:15 PM