THE HIGHLANDS BOARD OF DIRECTORS MEETING MINUTES
1/6/2026
Castleberry Room at the Reserve 6:00pm

Agenda

I. **Welcome and call to order/Establish Quorum-6:03 pm**
II. **Approval of the 10/9/2025 Board Meeting Minutes- Unanimously approved**
III. **President's Report- N/A**
IV. **Treasurer's Report-**
V. **Management's Report- Sam**
   a. **Repaired lights in the parking lot at Lake Margaret clubhouse.**
   b. **Repaired front door locking mechanism at Lake Margaret clubhouse.**
   c. **Warranty work completed on the door**
   d. **New Wi-Fi upgrades to be completed on 1/26**
   e. **New irrigation pump installed to correct low pressure issue**
   f. **Trash dumpster to be added in the parking lot**
   g. **Met with the ARC to discuss transition to Vantaca and provided a demonstration. Will meet again on 1/29 and owners will be advised of the transition.**
   h. **Working with the Treasurer on expenses for the past three years to get a better idea of what needs to be updated on the reserve study.**
   i. **Followed up on reports of vandalism by mud boggers on Cattail Road and to rhe signs at the boat ramp.**
   j. **Contacted the contractor to replace the sign at the trail at the tot lot**
   k. **Continues to take homeowner concerns about e-bikes and motor bikes on our trails and sidewalks.**
   l. **Continuing to work on First Branch dam certification.**
   m. **Working on Highlands Lake clubhouse scheduling procedure and access**
VI. **Committee Reports**
   a. **Landscaping Committee -Kathy- Presented the committee's plans for 2026**
   b. **ARC- Cheryl-- Reported that the committee has processed over 350 projects in the past year. She advised the board that the ARC process will transition from Smartwebs to Vantaca during the first quarter with Sam leading the transition and training activities.**
   c. **Pool Committee –Jennifer/Julie- presented a list recommended maintenance items for the board to consider. They were asked to get quotes for those items. The new pool contract has been signed and the former provider was advised that we will make the change.**
   d. **Strategic Planning Committee-David recommended developing a strategic plan.**
   e. **Social Committee-No report**

f. **Lakes & Trails Committee-Fred- Discussed plans to map the contours of First Branch Lake and to conduct a water quality and aquatic life study of the lake. Fred also discussed the pending requirements for completing certification of the dam and the need to understand our emergency action plan. He also presented the cost to add a gate at the boat ramp and recommended lighting should be installed there. Requested that Sam should set up a meeting with Timmons to discuss the requirements for dam certification. We need to develop a plan for keeping dam faces clear of overgrowth and to upgrade the Swift Creek trail. Fred provided the requirements to meet EAP's requirements for dam operation.**

g. **Clubhouse Committee- David- Discussed the need for developing the rental procedure for the Highlands Lake clubhouse and the building access.**

VII. **Old Business-**

a. **Dam work continues in support of EAP 2 year certification**

b. **Reviewing the reserve study to determine which capital repairs will be addressed**

VIII. **New Business-**

a. **New pool contract signed**

IX. **Member Voice-**

a. **Dr. LeQuan Hylton spoke about his plan to run for a permanent position on the Chesterfield Board of Supervisors and shared his vision.**

X. **Executive Session: NA**

XI. **Adjourned- 8:05**

XII. **Next meeting scheduled: 4/16/26**