

**Draft of The Highlands Community Association
Board of Directors' Meeting
June 1, 2009**

A regular meeting of the Board of Directors of The Highlands Community Association was held on June 1, 2009 at the Old Club House.

Call to Order: President Katherine Trent called the meeting to order at 5:30 PM

Present: The following Board members were present: Gwen McCorvey, Keith Shaffer, Marlene Lenert, George Emerson and Robert Small, Community Manager

Owners' Forum: Many residents expressed concerns about the regular and certified mail letters they received regarding their trash cans.

Marge Burkell – Certified letter not necessary-waste of money-over \$1100 spent – procedures need to be reviewed and voted upon. Requested board comments.

Charlene & Cary Shade –The community manager (CM) has the wrong address. They submitted numerous photos showing location of their trash cans. Phone call to the CM was not satisfactory.

Bill Smith – Homes were built without trash can enclosures. The use of power mowers, repair needed to curb at entrance, and need for an improved Woodpecker entrance was expressed.

Jim Glaser – Phone call with CM was positive. Will discuss pool questions with George

Debra Crew – Property needs to be maintained around vacant homes and lots.

Mike Wellman – Questioned the date that he was cited for violation. Chronic violations should receive certified letters. The new procedures need to be defined and revisions made. No solicitation signs are being ignored.

Eddie Ring – Certified mail not necessary. Suggested using e-mail to send a digital image of the violation. We are in a neighborhood and need to be neighborly.

Betsy Thompson – Questioned the amount the CM could spend without board approval.

Carolyn Gilbert – If people had read the letter sent by the CM we would not be in this position

Sherry Ball – need to be clear about expectations. Tighten up on rules and regulations

Robert Small – residents who received letters are not being fined. If cans are exposed again, they will be fined. He requested the name and address of residents attending the meeting.

Approval of Minutes: Gwen moved to approve the minutes of April 6, 2009. George seconded the motion. Motion passed.

Treasurer's Report: As of April 30 we were +\$2,208 for income, -\$8,548 for expenses, +\$10,756 overall. As of 30 April, there was ~\$56,000 in unpaid association dues. As of June

2nd, that number was down to \$16,977.

Officer/Committee/Manager Reports: Any comments are attached to the reports

1. SCOG Report – Marlene - attached
2. Director at large report- George Emerson – Comments during the meeting.
 - a. Currently working on turning Eastfair to Woodpecker over to VDOT
 - b. Has a punch list of items to complete before VDOT accepts road.
 - c. Confirmed grass seed is sowed on top of existing weeds
 - d. Not doing a good job with the Woodpecker entrance. It will be upgraded but not tomorrow.
 - e. Maintenance crews are being checked for immigration status
 - f. Currently 44 homes on market in Highlands—31 are resales
 - g. In 2008, 33 homes were sold. In a good year 100 homes are sold. Hope to sell 42 homes in 2009, There is a decline in price per square foot.
 - h. No new neighborhoods will open in the next two years.
 - i. He can send out a newsletter to Highlands residents from Highlands Realty and include an article from the CM. See Meadowville Landing web site for sample.
3. Dam Committee- Jeff Collins - attached
4. ARC- Len Jackson – attached
5. Social Committee- Kerry Smith - attached
6. Welcoming Committee – request has been placed on web page.
7. Web Page – Special thanks to David Wilmer, Web Master

Manager's Report

1. We are still waiting for the guard rail at Dunnottar to be fixed by VDOT.
2. I have been in contact with two owners who drive school buses and park them in the community. One bus returned and was parked in the sales center lot. I called the bus supervisor and he had the driver relocate off site. Discussion: Bus is being parked at the Sales Center
3. Do we have any volunteers for the Welcome committee? Discussion: An article was just placed on the web page.
4. Wells Coleman is still working on the 2008 audit. They anticipate its completion by mid June.
5. According to the By Laws, we need to establish a nominating committee not less than 5 months prior to the annual meeting. Keith has volunteered to chair this committee.
6. At what point do downed trees become yard waste? I have received several complaints about downed trees on lots. At the last meeting the board agreed that any downed tree is considered yard waste and must be removed. Over the next month I will be inspecting for standing dead trees and downed trees. What time frame should I give owners to remove dead or downed trees? Discussion: The board approved a time frame of 30 days.
7. The newsletter proposals are here. Ms. Rigney can no longer do the newsletter. I have the billing break down for Ms. DeCoste. She will charge .16 per page that the association uses and prints. She would like a two year contract and will provide quarterly newsletters

- with advertising. Discussion: The board would like to pursue George's offer to include an article in the quarterly newsletter Highland Realty mails out.
8. The county and VA Power have had the lighting on order and it is on the way. Speed limit signs are also on the way on East Fair between Woodpecker Road and Highland Glen Drive.
 9. Carter Irrigation has the system up and running. I have not heard of any problems with it yet. Discussion: The system is still not working properly.
 10. The CAI local chapter is holding a Legislative Update. Andrew Elmore will be speaking. June 30 from noon to 1pm. \$20 per person.
 11. I have written a violation notification and appeals policy for the board to review. Cassie Craze has reviewed the policy and has given it to Mr. Elmore for his final review. We can still use the existing documents to enforce all violations. The board had requested I remove the "hand deliver" part of the violation notification. We need this ability for certain situations. Discussion and Motion: Katherine made the following motion: The board and CM will proceed with the current violation policy in place until the new document is approved. Gwen seconded the motion. The motion passed. Robert expressed willingness to meet or talk with residents who have procedure or violations questions.
 12. I have spoken with Cassie Craze at Chadwick Washington law firm. The developer has the right to convey property to the Association, Article IV, Section 2, Title to Common Properties. Book 2221, page 1981. The developer would like to convey the tennis courts. Cassie Craze is currently writing the legal opinion on whether or not we have to take the tennis courts. Discussion: George stated that the courts have been resurfaced.
 13. Violations will be discussed in executive session. I have a lengthy print out that was previously emailed to the board.
 14. Delinquency status will be reviewed in executive session.
 15. I spoke with the real estate agent who advertised depreciating property values in the Highlands. She said she would refrain from that type of advertising in the future.
 16. I wrote VDOT asking about the Nash Road improvement and got this reply: Mr. Small, I have received your letter dated 4-09-2009 inquiring about the Nash Road project. As we stand today we are on schedule for the February advertisement date as planned at the public hearing. I hope this answers your question and if you need further information on this project please contact me at this address. Sincerely, Charles D. Ledford P.E
Discussion: Bids will be sent out in early 2010. Work could begin in June or July.
 17. Bids to paint the Pump House and fix the retaining wall at the boat slip: Finer Line \$1,600; First Class \$1,750; VA Building \$1,700. I am also expecting bids to paint the street sign posts. Discussion and Motion: Marlene made a motion " We accept the \$1,600 bid of Finer Line to paint and make needed repairs around the Pump House. Gwen seconded the motion. Motion passed.
 18. A Finer Line Painting Contractor has bid on the mailbox refurbishment project. \$25 to scrape, prime and paint the post. \$42 to replace the metal box. \$6 per number. \$27 to replace the paper box (if any part is rotten). The hand delivered notice will include this information and owners will be made aware of any extra charges before the work begins. Discussion and Motion: The refurbishing costs applies to residents who choose not to maintain their mail box. Residents will receive a letter and given 14 days to repair the structure. They will also be given the option to discuss the problem with the CM or the

- Board. Gwen made a motion “We accept Fine Line Painting’s bid to repair and replace mailboxes.” Keith seconded the motion. Motion passed.
19. I need the signature cards signed for Capital One and Peoples Bank. The First Market Bank CD rolled over at 1.101%, we could not get access to the account, Jennifer Dodd is still the only signer. Please go to the closest FM Bank and get new signer cards. The People’s Bank CD rolled over at 2.5% and we could not find a better rate. The Capital One CD rolled over, however, the statements that come to our office don’t have the full account number or interest rate. Discussion and Motion: Katherine has signed the First Market transfer card. It was suggested that the board adopt a standard resolution. Gwen made a motion that “A standard resolution form be obtained from a bank for board members to sign.” Marlene seconded the motion. Motion passed.
 20. I am still working on the reserve study bids.
 21. The board and I have been reading the documents to find where the 35’ buffer is defined. I could not find anything and neither could Marlene. Discussion: George stated that it is defined on the plot plan.
 22. I am expecting a bid to add mulch to the Applecross entrance.
 23. I have been collecting block captain info and need to set a time with Marlene to organize the info. Discussion: A new captain was found for Dunnottar. The list should now be correct. A few additional flyers should be added to new neighborhoods.
 24. Properties on either side of 12125 Glen Kilchurn Drive have tall grass, however I can’t identify the owners of these areas. Will the board inspect and let me know their thoughts. On the Highlands map, there are 6 lots defined, but there are actually 7 properties. Discussion: The property at the end belongs to the developers.
 25. 11412 Lyndenwood Court is now bank owned. The neighbor is cutting the grass however, we need to clean up the trash on the lot. Discussion: Send a letter to the bank
 26. Who is responsible for the tall grass between 10619 and 10625 MacAndrew Lane? Discussion: Information was provided on #26-28. Robert will check on it.
 27. Who is responsible for the tall grass between 8130 and 8136 Seaview Drive?
 28. Who is responsible for the lot next to 11802 Glendevon Terrace? Grass needs to be cut.
 29. I still need to take a tour of the community via the golf course.

Unfinished Business:

1. Violation policy – See #11 under Manager’s Report
2. ARC Charter – Still being worked on
3. Newsletter, Ms. DeCoste – See #7
4. Tennis Courts – See #12
5. Mailbox restoration project. – See #18

New Business:

1. One CD matures in June and two CD’s mature in July.
2. An RFP needs to be developed for the Landscape Contract that expires in 2010. The grounds/landscape committee of master gardeners will be in charge.
3. Katherine made a motion: The board and CM will proceed with the current violation policy in place until the new document is approved. Gwen seconded the motion. The motion passed.

4. Marlene made a motion “ We accept the \$1,600 bid of Finer Line to paint and make needed repairs around the Pump House. Gwen seconded the motion. Motion passed
5. Gwen made a motion “We accept Fine Line Painting’s bid to repair and replace mailboxes.” Keith seconded the motion. Motion passed
6. Gwen made a motion that “A standard resolution form be obtained from a bank for board members to sign.” Marlene seconded the motion. Motion passed.
7. PODS or oversized storage containers placed on property for over five days must have the approval of the CM and the ARC

Next Board Meeting:The next regular meeting of The Highlands Community Association, Board of Directors will take place **Monday, August 24, 3:30 PM at the Old Clubhouse.**

The Annual Meeting will be held Monday, September 21, 2009 at the Country Club.
Doors will open for sign in at 6:00 PM. The meeting will begin at 7:00 PM?

Adjournment: Gwen moved to adjourn to Executive Session for the purpose of matters involving violations of the declaration of rules and regulations, personnel matters, delinquency status and ARC appeal. Keith seconded the motion. Motion passed

Prepared by: _____
Marlene Lenert, Secretary

Date approved: _____