

**HIGHLAND PLACE COMMUNITY ASSOCIATION  
ANNUAL BOARD MEETING MINUTES  
JULY 31, 2021**

LOCATION: 150 Jordan Lane, Kilmarnock, VA

ATTENDEES: Lots 3,6,7,& 8 were present, lots 1,2,4,& 5 participated by proxy

A quorum was reached.

Minutes from our 2020 virtual annual meeting and the 2021 financial report were voted to be approved and seconded.

**ELECTION OF OFFICERS**

Election was held and the results are as follows:

- President - Roger Gruben
- Vice President - David Tabor
- Treasurer - Steve Donofrio (we originally had a tie between Steve and Rand; Rand graciously conceded on 8/4/21)
- Secretary - Elizabeth Gruben
- Architecture Committee - Rand Burgess, Elizabeth Gruben, & Carol Vaughn.

A vote was taken to accept the election results and was seconded.

**PRESIDENT'S COMMENTS**

*Property maintenance*

Overall, the road and common areas seem to be holding up pretty well, but we should expect some extra wear on Jordan Lane this year as construction progresses on lot 4. I am very grateful to the individual property owners who have quietly performed some road maintenance on their own, but I think the HPCA needs to budget for additional rock and possibly power raking. We also discussed the age of the well and the possibility that we will need to spend some money on its maintenance in the next few years.

*Annual budget*

As shown in Steve's financial report, we are currently on track to finish the year with a balance of \$45.56, assuming we have no expenses beyond those planned for electricity, grass-cutting, and insurance. The likelihood of future road and well expenses argues for financial reserves in our budget (what John Ayers referred to as a sinking fund). We have been boosting the annual assessment by 10% each year for the past 4 years, but this hasn't created an adequate reserve. When we build the plan for 2022, we need to consider an increase that would create a reserve of at least \$1200. The alternative is to respond to any unplanned expenses as they occur with special assessments. Anyone with strong feelings about either approach should contact Roger with their ideas. Otherwise, we will raise the amount of the annual assessment to allow for a surplus so that we are ready for emergencies and large maintenance expenses.

### *HPCA covenants*

Changes to the HPCA covenants and bylaws were discussed at Annual Meetings in 2015 and again in 2017. Changes to the bylaws were approved in January of 2018, however, a consensus on the covenants was not reached.

Some requirements of the original covenants are overly restrictive and not fully compatible with a small, rural, waterfront community. Some of the requirements are unclear, and some are just obsolete (e.g., the developer no longer has any role in the HPCA). I would eventually like to take another crack at simplifying the covenants, but until then, we need figure out how to live with them. We noted that the covenants, as they now stand, give the architectural committee the authority to approve exceptions. We discussed exceptions that the architectural committee might consider, for example: an owner could use landscaping to conceal a trailer or boat stored outside; an owner could request approval to erect a prohibited dock structure (e.g., a kayak rack, or a canopy).

### OLD BUSINESS

The possibility of installing a water filtration system in the community well house was discussed. Carol Vaughn and Dave Tabor (lot 5) asked Water Pro to take a look at our well when they came out to talk with them about a whole-house filtration system. Dave and Carol couldn't attend this HPCA annual meeting, but Bette recalled that Water Pro told them that a well filtration system was impractical because it was likely to reduce community water pressure too much. John Mann thought this might be due to the size of the pressure tanks we have in the well house, and compared them to much larger pressure tanks used at one of the Lancaster county schools to maintain water pressure for seven bathrooms (I think that seven was the number).

We also revisited an old question about whether the county would consider taking over maintenance of Jordan Lane. Per Philip Marsten, the county wouldn't actually assume maintenance responsibility, but could recommend that VDOT do so. However, the road would first have to be resurfaced with asphalt, and we would have to arrange for an as-built survey to verify that the road is where it's supposed to be, utilities are outside the right of way, and drainage meets standards. We agreed that these requirements would probably cost us more than we would want to pay.

### NEW BUSINESS

John Ayers suggested that we put up a "go slow" sign on Jordan Lane. We all seemed to like this idea.

The meeting was adjourned at 4:45pm