

MINUTES OF THE JULY 2018 ANNUAL MEETING OF THE HIGHLAND PLACE COMMUNITY ASSOCIATION, INC.

The meeting was called to order at 6:15 pm at 150 Jordan Lane, Kilmarnock, VA (lot 6).

Determination of a quorum

Proxy statements in hand from the owners of lots 1, 2, 3, 4, 5, and 8 and the physical presence of the owners of lot 6 comprised a quorum.

Minutes of the last meeting

Draft minutes of the 27 January 2018 special meeting were distributed by email 4 February 2018 and posted to the Highland Place web site:

<http://highland-place.com/CommonArea/MINUTES/MINUTES01-27-2018.htm>

There being no objections raised or changes proposed, the minutes are approved and will be entered into the minutes book.

Financial Report

Treasurer Steve Donofrio reported via email to president Roger Gruben that the association currently holds approximately \$3500 in the checking account. Barring any surprises, Steve expects us to end the year with total expenses comfortably below the plan distributed in January of 2018.

President's Comments

At our 2017 annual meeting, we discussed the need to transition from volunteer labor to paying for mowing the common areas along Cobbs Hall Lane and Jordan Lane. We have completed that transition, and I'm happy with the quality and cost of the service.

Also discussed at the 2017 annual meeting was the need for the owners of undeveloped lots to keep their lots mowed, rather than depending on the brush-hogger hired by the HPCA to maintain common areas. After one more pass by the brush-hogger, all owners are doing a good job of maintaining their properties.

We are still using volunteer labor for some maintenance. At the beginning of this year's mowing season, volunteers pruned the trees along Cobbs Hall Lane and Jordan Lane, and removed two dead trees from the narrow strip of common area between lot 1 and the Jones's property.

Old Business

The Meadow

A meadow report was distributed to the membership prior to the meeting, and is posted to the HPCA web site:

<http://highland-place.com/CommonArea/MeadowReport2018.pdf>

Outsourcing the mowing of the roadsides

After getting bids from two other mowing services, the HPCA president and VP/treasurer agreed to contract with John Mann for calendar year 2018. John has been mowing the common areas (except for the meadow) and the Association is paying him as he invoices the treasurer.

Establishing architectural guidelines

At our 2017 annual meeting, we agreed that the architectural committee should publish guidelines, so property owners (and AC members) know what to expect from AC reviews. We have not finalized these guidelines, but AC member Elizabeth Gruben has developed a draft that she will distribute for review by the other two members of the AC.

New Business

Elections

In-person and proxy votes from seven of our eight lots yielded the following selections.

Officers

- Roger Gruben (President)
- Steve Donofrio (VP and Treasurer)
- Elizabeth Gruben (Secretary)

Architectural committee members:

- Linda Allori
- Elizabeth Gruben
- John Mann

There being no further business to discuss, as agreed by all present, the president adjourned the meeting.