

ANNUAL MEETING MINUTES
HIGHLAND PLACE COMMUNITY ASSOCIATION
July 28, 2019

Board Members:

Present:

Steve Donofrio – lot 1
Rand Burgess – lot 2
John & Rona Ayres – lot 3
David Tabor & Carol Vaughn – lot 5
Roger & Bette Gruben – lot 6
Pepper Mann – lot 8

Absent:

Jeff Brown – lot 4
Anita and Joe Baker – lot 7

Quorum present? Yes

Location and Time: 150 Jordan Lane, Kilmarnock, VA 22482

Proceedings:

· *Meeting called to order at 4:00 p.m.* by President, Roger Gruben

Minutes were distributed by email 2019 July 4 and posted to the Highland Place web site. There were no comments on the minutes. MOTION to accept 2019 minutes; seconded and passed.

· *Chief Executive's Report:*

Crushed rock was added to Jordan Lane late in 2018. It appeared to have held up well over the winter. \$425 was budgeted for road maintenance in 2019, but was not used. Roger reminded everyone to please drive on the outside of curves, as people naturally tend to cut inside the curves and it makes the road look worse.

The remaining dead trees removed by an outside service from the strip of community property west of lot 1 after residents removed a couple of them on their own. Some were surprised to learn that community property extended that far. It shows up on the plat, so the association is responsible for it.

Owners are doing a good job of maintaining their lots.

Everyone is happy with the mowing of the common areas. To save money, residents have volunteered to prune the trees along Cobbs Hall and Jordan Lane, and that seems to be going well.

Except for the replacement of a pressure switch a few years ago, community well has been maintained with volunteer labor by property owners. Now that the well is 15 years old, it seems likely that additional maintenance or repairs may be required before long. The need to develop a reserve in the budget to cover future costs was discussed.

One resident reported sand in his home's pressure bladder. The Grubens said that the whole-house filter they installed works well. There was discussion as to whether the association should install a filter in the well house, but did not commit to the expense. Rand Burgess asked if well repair was covered by the association's insurance. Steve Donofrio said he would check.

John Ayres asked if the county might assume responsibility for the maintenance of Jordan Lane. Roger said he would ask.

· *Finance report* provided by Treasurer, Steve D'onofrio:

Current balance in checking account is \$1600 and we were on track to spend all of it by year end, including the \$2300 surplus carried over from 2018. MOTION to accept financial statement; seconded and passed.

· *Meadow Committee's report* provided by Chair, Elizabeth Gruben:

Meadow was burned by Roger Gruben and Dave Tabor and trees were subsequently removed. Donated plants were planted by Rona Ayres, Elizabeth Gruben, and volunteers from Native Plant Society and Master Gardeners members. The wildlife is responding and Bob White Quail seem to have increased as well as other bird populations, such as the Grasshopper Sparrow, which had not been previously seen in the neighborhood.

· *Old business:*

Draft architectural guidelines are posted on the Highland Place web site. The architectural committee has not yet proposed that they be adopted.

· *New business:*

All incumbent officers and architectural committee members were reelected.

President – Roger Gruben

VP & Treasurer – Steve Donofrio

Secretary – Elizabeth Gruben

Architectural Committee: Linda Allori, Elizabeth Gruben, John Mann.

· *Action Items:*

Steve D'onofrio: check on insurance coverage of well repair.

Roger Gruben: check on county willingness to maintain Jordan Lane.

· Meeting adjourned at 5:00pm

· Minutes submitted by Secretary, Elizabeth Gruben.