

Highland Place Community Association
PO Box 1603
Kilmarnock, VA 22482

Subject: Disclosure Package

This letter provides the information required by Code of Virginia title 55, chapter 26, 55-509.5.

1. Name of the Association:

Highland Place Community Association
PO Box 1603
Kilmarnock, VA 22482

Incorporated in the Commonwealth of Virginia pursuant to the Virginia Nonstock Corporation Act

2. Assessments approved, in addition to regular assessment for the current or succeeding year:

None

3. Current assessments and mandatory fees:

\$250 annual assessment (this is the 2017 assessment; we have not yet established the 2018 budget)

4. Fees or charges from any other entity or facility:

None

5. Reserve or replacement funds:

None

6. Current budget and statement of financial position:

Attached

7. Pending suits or unpaid judgments:

None

8. Insurance coverage provided by the association:

The association maintains a comprehensive residential community association policy through State Farm that covers association assets and operations. Individual property owners are responsible for all insurance specific to their property.

9. Violations of the declaration, bylaws, rules and regulations, architectural guidelines, and articles of incorporation:

No violations

10. Right of a lot owner placing a sign on the lot advertising the lot for sale:

Section 10.22 of the covenants permits the display of "signs commonly used in the resale of a Lot installed by an Owner."

11. Any restriction, limitation, or prohibition on the right of a lot owner to display any flag on the owner's lot:

Advertising flags are not permitted, per 10.12 of the covenants. Other flags (e.g., a national flag) are not explicitly addressed in the covenants; however, the size and placement of a flagpole would be subject to architectural committee review. The association complies with all state and federal laws affecting the display of flags (e.g., the Freedom to Display the American Flag Act of 2005) and Virginia Code 55-513.1).

12. Right of a lot owner to install or use solar energy collection devices:

The association places no explicit restrictions on the installation of solar collection devices. All structures are subject to review by the architectural committee.

13. Current declaration, the association's articles of incorporation and bylaws, and any rules and regulations or architectural guidelines:

Bylaws, declaration, and articles of incorporation are attached. We have no additional rules, regulations, or architectural guidelines.

14. Approved minutes of the board of directors and association meetings for the six calendar months preceding the request for the disclosure packet:

Attached

15. Any current or pending rule or architectural violation:

None

16. Cover sheet developed by the Common Interest Community Board pursuant to § 54.1-2350:

Attached

17. Certification that the association has filed an annual report with the Common Interest Community Board:

Attached

18. Any known project approvals currently in effect issued by secondary mortgage market agencies:

None

Association complaint procedure:

The HPCA is in the process of developing a formal, written complaint process per the requirements of the CICB cover sheet (item 16 above). A working draft is attached.

Signed: 9 November 2017

A handwritten signature in black ink, appearing to read 'R. Gruben', is written over a horizontal dashed line. The signature is fluid and cursive, with a large loop at the beginning.

Roger Gruben
President, Highland Place Community Association