

Highlands at Mechums River
Highlands Detached Home Owners Association, Inc.
PO Box 429 Crozet VA 22932-0429

<http://avenue.org/hdhoa>

Minutes of the Annual Meeting of the Highlands Detached Home Owners Association

Date: 20 March, 2012

Time: 1900 – 2000 EDT

Venue: Crozet Elementary School Cafeteria

Participants:

Jim Hooker, JH (Co-Director of the Association, President of the Association, ACB)

Lori Boles, LB (Co-Director of the Association)

Dan Dunsmore, DD (Vice President of the Association)

Kamaljeet Saini, KS (Treasurer of the Association, Entrance Committee)

Steve Rayle, SR (ACB)

Marcy Hooker, MH

Rhonda Jones, RJ

Joan & Peter Munger, JM & PM

Jennifer Nelson, JN

Lisa Provence, LP

Cynthia Rikhye, CR

Proceedings:

The HOA president called the meeting to order at 7:05 pm, and the meeting began with an introduction of the officers.

The annual financial statement was presented by the HOA treasurer, following which there was a general discussion. Landscaping contractor costs for routine maintenance of the entrance landscaping (mowing, maintaining flower beds, mulching around the trees) which ranged from \$365 to \$400 per month during the past year, were discussed. These expenses are shared with other associations in the sub-division. Other shared expenses include water, electricity, insurance as well as improvement projects. (Editor's Note: See FAQ#3 at <http://hdhoa.avenue.org/treasurerspage/faq/faq.pdf> for further details on this topic.)

Association dues for 2011 (which were not invoiced last year) will be collected along with the dues for 2012.

There was a discussion about the landscaping at the entrance. JN suggested replacing the trees being removed with shrubbery rather than like trees. Currently, the old trees are in the process of being removed, but the selection for replacements has not yet been made. (Actionable Item #1) This request will be communicated to the Highlands entrance committee, which is seeking such input (Editor's Note: See <http://hdhoa.avenue.org/entrancecmte/faq/HighlandsEntranceLegacyInformation.pdf> for further details.)

Highlands at Mechums River
Highlands Detached Home Owners Association, Inc.
PO Box 429 Crozet VA 22932-0429

<http://avenue.org/hdhoa>

The Highlands Place sign is rotting and no longer visible through the pine branches. (Actionable Item #2) A motion to remove it was made, seconded and approved.

The issue of mowing and maintaining the two common areas along Highlands Place was discussed. Currently, our HOA does not have a contract for maintenance of common areas located within our HOA. The topic has been reviewed at previous annual meetings and bids have been solicited in the past for such a contract. However, after reviewing those bids, it was agreed at the time that the best course of action was to stay with the current arrangement of having the nearby home owners maintain these areas (they were reimbursed for any expenses incurred). (Actionable Item #3) At this meeting, it was agreed to once again solicit quotes from contractors who are already maintaining yards in the neighborhood and thereby attempt to realize some cost savings. Payment(s) for this maintenance shall be made from our treasury.

(Actionable Item #4) A determination as to who is responsible for the upkeep of the pine trees located on the common area near the Highlands sign (individual home owners or the association) needs to be made. This will depend on whether the trees are situated on the common area or located on the individual properties.

A topic of vehicles parked on common areas was raised. Additionally, several home owners were concerned about commercial vehicles being parked on these areas. (Actionable Item #5) Home owners will be reminded that our covenants require that each household is limited to one more vehicle than the number of licensed drivers in the household and that commercial vehicles are prohibited. Also, commercial businesses are not supposed to be run out of one's residence. In addition, no vehicle should be parked in a common area without the permission of other homeowners, and even so, this can only be done on a temporary basis.

There was also a concern about regular and frequent advertizing for church services along the streets in our neighborhood. Home owners shall be reminded that the use of any signage in the neighborhood is restricted.

Homeowners are also to be reminded of the following restrictions:

- Mailboxes – they are supposed to be uniform in size and color. (Editor's Note: See [covenants](#) and FAQ #1 at <http://hdhoa.avenue.org/acb/faq/faq.pdf>)
 - No fence may be erected upon any lot except with a written approval from the [Architectural Control Board](#). (Editor's Note: See [covenants](#).)
 - Dog walkers need to bring bags to pick up after their pets.
 - If a home owner plans to re-paint their house in a color other than the original color, they need to seek prior approval from the [Architectural Control Board](#). (Editor's Note: See covenants. Note also that the Duron Paint Company located in the Staples shopping center has a list of acceptable colors on site.)
 - Residents need to observe the speed limit of 25 MPH in the sub-division for safety.
 - Parents need to be mindful of their children when they are playing near the streets.
-

Highlands at Mechums River
Highlands Detached Home Owners Association, Inc.
PO Box 429 Crozet VA 22932-0429

<http://avenue.org/hdhoa>

-
- Advance permission needs to be secured before any tree that is 2 inches or larger is cut or removed (even if it is situated on an individual's private property). (Editor's Note: See [covenants](#).)

(Actionable Item #6) A motion was made, seconded and approved to purchase butterfly bushes for planting along the guard rail near the cul-de-sac. This will help beautify this area and screen from the growth on the slopes of the hill. At the outset, up to \$200 shall be allocated for this project. If this initial trial phase is successful, additional planting could be proposed in the future.

Continuation of the tradition of the annual spring gathering was discussed. (Actionable Item #7) A convenient date will be chosen to hold this event. In addition to meeting and greeting the neighbors, this opportunity could be used to plant the butterfly bushes discussed earlier.

The following slate was presented for officer election:

President: Mr. Jim Hooker.

Vice-President: Mr. Daniel F. Dunsmore.

Treasurer: Mr. Kamaljeet S. Saini.

Secretary: Mr. Peter Munger.

There being no further business, the meeting was adjourned at 8:00 pm.

Summary of Actionable Items:

Actionable Item #1: Suggestion about replacing the trees on Highlands Drive with appropriate bushes instead of like trees. (Responsible: Highlands Detached HOA's representatives on the Highlands Entrance Committee.)

Actionable Item #2: Removal of the Highlands Pl sign. (Responsible: DD, PM)

Actionable Item #3: Solicit quotes for mowing on common areas. (Responsible: PM, MH)

Actionable Item #4: Determination as to who is responsible for the upkeep of the pine trees located on the common area near the Highlands sign. (Responsible: KS)

Actionable Item #5: Send letter reminding home owners regarding items discussed at the annual meeting (as described in the minutes above). (Responsible: JH, PM)

Actionable Item #6: Purchase and coordinate planting butterfly bushes near cul-de-sac. (Responsible: MH)

Actionable Item #7: Schedule, announce and organize the annual spring gathering event. (Responsible: DD, SR, MH)
