

## Highland Plantation Homeowners Association Board of Directors

Regular Session on 12/15/2024 called to order at 3:11 PM EST

Attendees:

Jay Enck - Present

Raheen Harris - Present

Keith Sylvester - Present

Shawn Greiner - Present

Trevallon- Present

Agenda:

### **Standing Items (every meeting)**

Reading of the minutes and they were accepted as read

Treasurer Report was given by

### Topics

#### **Committees:**

Topic: Formation of the Landscaping Committee

Sponsor: Shawn

Motion: Motion to adopt the attached charter for the formation of the Landscaping Committee

**Results/Discussion: Unanimously accepted**

Topic: Formation of the Playground Committee

Sponsor: Shawn

Motion: Motion to adopt the attached charter for the formation of the Playground Committee

**Results/Discussion: Unanimously accepted**

Topic: Discussion of Neighborhood Watch

Sponsor: Keith

Motion:

**Results/Discussion: Shawn will discuss overall Neighborhood watch liability with the association Attorney**

## **Management**

Topic: Reserve Study update and current status

Sponsor: Shawn

Motion:

**Results/Discussion: All required information has been sent to GSP. Onsite inspection date is still TBD.**

Topic: Planning/Discussion for 2025 Annual Election and Meeting

Sponsor: Shawn

Motion: Motion to accept to the following time for the 2025 Annual Meeting

- 31 Jan 2025 - Deadline for Board nominations
- 16 Feb 2025 - Have a meet the candidates event Q&A at the Board Meeting
- 28 Feb 2025 - Member voter eligibility finalized
- 7 March 2025 - Voting Cutoff
- 16 March 2025 - Annual meeting

**Results/Discussion: Unanimously accepted**

Topic: Neighborhood Camera Discussion

Sponsor: Keith

Motion:

**Results/Discussion: Shawn will follow up with the Board Attorney for further discussion, specifically relating to a camera comparable to the Flock Camera.**

Topic: KL Item 1 - Method of Payment of how KL will pay the amenity sharing agreement for CY 2025

Sponsor: Shawn

Motion:

**Results/Discussion: Will ask Dunlap Gartner to write an invoice for this and receive the payment for this.**

Topic: KL Item 2 - Establishing an annual meeting with the KL stakeholders and the HPOA Board

Sponsor: Shawn

Motion:

**Results/Discussion: Shawn will follow up**

## **Landscaping**

Topic: ATT Easement Follow up

Sponsor: Jay

Motion:

**Result: Jay is working to have an ATT rep come out to see the situation.**

Topic:  
Sponsor:  
Motion:  
**Result:**

### **Pool**

Topic: N/A  
Sponsor:  
Motion:  
**Result:**

### **Playground**

Topic: N/A  
Sponsor:  
Motion:  
**Result:**

### **Clubhouse**

Topic: Winter Wonderland Participation Update  
Sponsor: Keith  
Motion:  
**Result: Agenda discussed and will be emailed out**

### **Open Discussion with members**

Meeting adjourned at 4:47 pm

## **Attachment 1: Landscaping and Playground Committee Charters**

### Charters

#### **1. Name**

Landscaping Committee

#### **2. Purpose**

To review, prioritize, and obtain quotes from contractor(s) for landscaping changes/projects of the common association property and provide feedback to the board for formalization.

#### **3. Authority and Scope**

The committee is authorized to have discussions with and receive quotes from landscaping companies and other relevant contractors. The committee's budget is defined by the Board of Directors during the annual budget reconciliation process. Authorization of spending within the budget will be approved by a board member on the committee.

#### **4. Membership**

Members must:

- a) Be a member of the homeowners association or a family member of a member.
- b) Be in good financial standing with the association (i.e., no outstanding fines, current on association assessments).
- c) Reside in the neighborhood.
- d) Be at least 18 years of age.

At least one but no more than two members of the committee must be seated on the Board of Directors. A Board member does not need to be the chair of the committee but has authorization to approve spending within the annual budget.

#### **5. Appointment Process**

Membership is voluntary.

#### **6. Responsibilities**

The committee is responsible for identifying landscaping needs and projects on common association property.

#### **7. Meetings**

Meetings will be quarterly, occurring at the start of every season.

#### **8. Reporting Requirements**

The chair will provide minutes and a report to the Board of Directors at a board meeting once per quarter.

## **9. Budget and Resources**

The annual budget will publish this committee's resource allocation. Any requests exceeding the annual budget must be reconciled through the Board of Directors at a board meeting.

## **10. Duration**

This committee will exist indefinitely until the Board votes to terminate the committee.

## **11. Rules and Procedures**

The committee will abide by the current version of Robert's Rules of Order.

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## **Playground Committee Charter**

### **1. Name**

Playground Committee

### **2. Purpose**

To oversee the safety, maintenance, and enhancement of the neighborhood's playground facilities and provide recommendations to the Board of Directors for action and budget allocation.

### **3. Authority and Scope**

The committee is authorized to inspect playground equipment, identify areas of improvement, and consult vendors for repairs or upgrades. The committee's budget is determined annually by the Board of Directors, and any expenditures must be approved by a board member serving on the committee.

### **4. Membership**

Members must:

- a) Be a member of the homeowners association or a family member of a member.
- b) Be in good financial standing with the association (i.e., no outstanding fines, current on association assessments).
- c) Reside in the neighborhood.
- d) Be at least 18 years of age.

At least one but no more than two members of the committee must be seated on the Board of Directors. A Board member does not need to be the chair of the committee but has authorization to approve spending within the annual budget.

### **5. Appointment Process**

Membership is voluntary.

### **6. Responsibilities**

The committee is responsible for identifying playground safety issues, scheduling necessary maintenance, and recommending improvements to enhance the functionality and appearance of playground areas.

**7. Meetings**

Meetings will be held quarterly.

**8. Reporting Requirements**

The chair will provide minutes and a report to the Board of Directors at a board meeting once per quarter.

**9. Budget and Resources**

The annual budget will outline the committee's resources. Any additional funding requests must be approved by the Board of Directors.

**10. Duration**

This committee will exist indefinitely until the Board votes to terminate the committee.

**11. Rules and Procedures**

The committee will abide by the current version of Robert's Rules of Order.

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