

# MINUTES (DRAFT)

## Highgate Greens HOA General Meeting

*Tuesday, May 22, 2018 | Meeting called to order by* Eric Westhoff, Past-President

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### In Attendance

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Sign in sheet on file

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### Call to Order

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The meeting was called to order at 6:35pm. Motion by Eric Westhoff and second by Jackie Lovell

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### President's Report

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- a. Eric Westhoff, Past HOA President stood in and ran the meeting for Brad Barbour, President due to scheduling conflicts. Eric reintroduced the HOA Board and thanked Matt & Kathy Sargent specifically for their past support of the HOA Board's efforts.
- b. Eric shared that the Reserve Study completed by DLM Architects (605 Thalia Point Rd, VA Beach, VA 23452, 757-510-1165) has been completed. Eric offered copies of the Reserve Study summary to the group and noted that the entire study is available on [www.highgategreens.org](http://www.highgategreens.org). There was discussion about specific items in the Reserve Study including asphalt replacement, dues increase by 3% and the need for a Reserve Study to be completed every 5 years.
- c. Eric shared that he is working with an attorney to start the process of updating and enhancing the Homeowners Declarations Packet. The HOA Board will offer suggestions in this process. Any changes will be reviewed by the lawyer then put to a neighborhood vote. There needs to be a majority confirmation with the votes in order to move forward with any edits. There will be more to come on this topic in the next few months.

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### VP's Report

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- a. Rob Grabb reported that there are three houses that recently sold in the neighborhood. Sales were for \$445,000, \$470,000 and \$481,000 respectively.
- b. There are 3 on the market for sale and one on the market for rent. The three for sale are posted for \$515,000, \$550,000 and \$589,900; the rental is asking \$2,600/month.

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### Treasurer's Report

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Jared Durban went over the budget and balance sheet for the group. He noted that our financial records have been transitioned to QuickBooks Online which offers greater protection and easier access. He shared that HOA dues invoices were mailed in April and are now due. As of the meeting there were still 50 outstanding balances however payments are being received daily. Jared indicated that insurance was paid and taxes are being filed.

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## Secretary's Report

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Terrina Thomas submitted the minutes from the March HOA meeting. Motion by Scott Lovell and second by Kathy Sargent for approval as written.

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## Committee Reports

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- **Landscaping committee** – Michael Childress told the group that entrance flowers have been purchased and will be delivered on Wednesday, May 30, 2018. A sign-up sheet for volunteers to help plant the flowers May 31<sup>st</sup>/June 1<sup>st</sup> (tentative assuming the flower delivery is on time) was available. By having volunteers handling the planting the HOA saves about \$4,000 annually. Also two of the concrete benches in the common area are broken that will be replaced.
- **Social committee** – Jackie Lovell reported that the progressive party (December), the Easter egg hunt (April) were successful. The 4<sup>th</sup> of July parade will be the next event. There will be hotdogs offered after the parade again this year. Summer Happy Hours were discussed and a Sign-up Genius will be set up soon for interested home owners to host a Happy Hour. Jackie reminded everyone that the host home need only provide the space and bathroom because those who attend bring appetizers and drinks. Fall Festival planning will be coming soon. Jackie also discussed that there are neighborhood Bunco and Book Clubs. If you are interested in joining, please email to [highgategreenshoa@gmail.com](mailto:highgategreenshoa@gmail.com) so Jackie can connect you with the groups directly.
- **Member At Large** – Maria Forgues reported that the Little Library will be purchased and placed in the common area as you enter the neighborhood. Permission from the two neighbors who are next to that common area will be obtained before the library is placed. Depending on the size of the cabinet, the library will cost between \$250 and \$500. <https://littlefreelibrary.myshopify.com/products/maple-leaf> There were questions about securing the contents and appropriateness of the donations. Maria reminded the group that the library will work on the honor system of take a book, leave a book; that it will not be formally secured; and that she will check it on her daily walks to ensure the appropriateness of the contents.
- **Neighborhood Watch** – Doug Cherry reported that there have been only a few incidents that have required police attention in our neighborhood over the past year. Incidents included ID theft, larceny of automobile, hit and run and domestic disturbances. He reminded attendees to turn on their porch lights at night, be vigilant with observations of strangers around your neighbors homes, lock cars, do not support solicitors who may enter the neighborhood and to look out for each other.
- **Architecture committee** – no report
- **Sunshine committee** – no report
- **Legislative committee** – no report

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## Other Business

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- a. Speeding vehicles in the neighborhood – this issue was brought up at the March HOA Board meeting. Maria Forgues has committed to work with local police to see what can be done as a neighborhood to curb speeding. More information will be coming.
- b. Neighborhood Yard Sale – Eric Westhoff coordinated the neighborhood yard sale and it was successful
- c. Golf Cart Community designation – Rob Grabb reported that Coy Everage has gotten information from the City to move forward with this designation. This is not a HOA Board related project. Individual homeowners are heading up this effort and will keep the neighbors informed via the HOA Board meeting process. There

will be the need for a neighborhood vote to move this forward. The Golf Cart Community designation is believed to be a good way to slow traffic in the neighborhood. If this designation is achieved, there will be signs at the entrance. More information will be coming.

d. Animal waste – there is an issue with animal feces disposal. It is important for each pet owner to properly dispose of their animal’s waste. It should be picked up and disposed in your own trash can; not on your neighbor’s property, grass clipping bags or trash cans.

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### Adjourn & Next Meeting

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Motion to adjourn was made by Doug Cherry and second by Brad Heiser at 8:00 p.m.

Next General Meeting in November, 2018, Brother’s Pizza – date to be determined

Respectfully submitted by Terrina Thomas, Secretary

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