

Minutes
HIGHLAND GREENS LODGE ASSOCIATION
ANNUAL MEETING
July 28th, 2018

CALL TO ORDER

- Meeting was called to order at 9:05am.

ROLL CALL/ QUORUM CERTIFICATION

Owners in attendance: Anne Mead (207), Beth and Dan Schwarting (211), Marilyn Grisham (401), Tom and Iris Orlandino (208), Miro Ostapiuk (213), Allen Schapansky (311), Mike Wade (212), Autumn Damian (103), Dave Peters (314), Teresa Pannomarew (404), Gloria Piper (215)

Board members in attendance: Gloria Jenkins(117), Karla Schapansky (311), Steve Piper (215), Richard Pannomarew (404), Bob Grisham (401)

WPM in attendace: Ben Sloman - Community Manager

Proxies: Kim Dawson (Steve Piper), Zephyr Wazallann (Steve Piper), Steve Tobias (President- Gloria Jenkins), Paula and Chris Blum (316, 204)

Quorum: 17 units total with 12.25 units required for quorum/25% of ownership.

APPROVAL OF [2017 MINUTES](#)

- A motion was made to approve the minutes as presented, seconded and unanimously approved.

REPORT OF PRESIDENT

Gloria mentioned two major projects completed this year and paid from the Reserves: carpet installation and painting of the hallways.

We have completed a formal Reserve Study this past spring, where an independant contractor surveyed all major components inside the Lodge and the outside areas. This formal study outlined the life expectancy of each component and its cost to replace, plus it proposed a funding plan for Reserve contributions for the next 30 years. The Reserve Study, which is a planning tool, is on the Association website. With several questions from members about funding and increasing dues, WPM and the Board explained how we will use this information as a planning tool and update it each year. WPM will send a reminder to all owners about accessing the website for all Association information and the Reserve Study.

Gloria thanked Carlos and Martir for their work, as everything looks good at the Lodge and Townhomes.

MANAGEMENT REPORT

Ben spoke about current management services.

There was concern from the ownership that there could be too high a cost for WPM management fees.

FINANCIAL CONSIDERATIONS

● **FINANCIAL REPORT**

- WPM spoke to the projected end of year actual financials compared to this year's budget and next year's proposed budget, which has an increase in dues of \$25 per unit per month.
- The main concern is do we have enough funds moving forward.

● **RATIFICATION OF BUDGET**

- After much discussion on funding the hot tub project, owners expressed concern that reserve contributions may not be high enough to align with the Reserve Study recommendations.
- A motion was made to approve the budget (but not voted on).

- A motion was made to raise dues by \$50 per unit per month, with \$25 allocated to a general increase and \$25 allocated to Reserve Contributions directly. This motion was seconded and unanimously approved.

ELECTION OF DIRECTORS

- Nominations to the Board was opened to fill the one vacancy.
- Steve Piper was nominated to run for another term, and Anne Mead was nominated if she wished to run against Steve. Her nomination was withdrawn.
- A motion was made for Steve Piper to run for another term on the Board, seconded and unanimously approved.

OWNER CONCERNS

- Hot tub discussion - Steve spoke about the HARP project. Items that have been completed: deck joists repaired, cover placed on the non-functional tub, child-proof locks on the gates, updated signage. The remaining item needed to open the tub is installation of a VGBA (Virginia Graeme Baker Act) drain. This would complete phase 2.
- There are 6 phases to this project, which includes surveying the owners to select the best way to continue with hot tubs. The timeline goal for completion is October 2019.
- The options for the hot tub will be a owner vote and options will be communicated to the ownership via emails.
- Motion sensor will be added on the dumpster room (Mike Wade) and the hinge on the door will be fixed (Tom Orlandino).
- Carboard boxesgoing into the recycle bins need to be flattened.

2019 MEETING DATE

Next Annual Meeting is scheduled for July 27, 2019.

ADJOURNMENT

Meeting was adjourned at 11:30am.

The follow-up Board meeting was called to order at 11:32am.

Quorum was attained with Steve Piper, Karla Schapansky, and Gloria Jenkins present.

A motion was made to keep the current positions of the Board members, seconded, and unanimously approved.

Gloria Jenkins - President

Bob Grisham - Vice President

Steve Piper - Treasurer

Karla Schapansky - Secretary

Richard Pannomarew - Director

The Board meeting adjourned at 11:35am.