

Highland Parc HOA
Monthly Meeting – 08/25/2026, 6:00pm

Present: David Mihara, President, meeting host
Lisa DuCharme, Secretary
Todd Gallati, Board Member
Doug Jennings, Board Member
Lee Carter, Board Member
Fred Comploier, Pool Committee Chair

Meeting called to order at 6:03 pm.

Agenda

- Past
Business: July Treasurer Report completed and filed August 10, 2026 by Pam Jennings.
- Pool:
Etiquette: Per Fred Comploier, several umbrellas have been left open by pool guests and damaged by storm generated winds. In addition, waste was recently left on a restroom floor near the toilet. As a result, the following edits will be made to the pool etiquette checklist created by Fred and posted to the HOA website: 1. "Please close all umbrellas" will be made a separate line item to enhance visibility; and 2. "Please check restroom after use by your children/guests and clean up if needed." Fred will provide Clorox wipes for each restroom.

Pool Closure: The pool will close for the season on September 8, 2026. Lisa DuCharme will deactivate all resident gate fobs, and Isaacs Pools will remove and store the handrail and ladders, drill 2 new cover anchors and put cover in place. Pool will be cleaned and winterized November 18, 2026.

Maintenance: Fred will install a release valve for the bathroom drains (cost estimate: \$400) and purchase a mulch rake for the playground area.
- HOA
Vacancies: Treasurer and Board member positions available.
- Liens: Per HOA real estate counsel, existing Phase 4 & 5 liens for nonpayment of annual dues do not need to be refiled annually. David Mihara to clarify HOA responsibility for lien management with counsel.

- Phase 1 & 2 Update: Response sent 08/04/2026 by David Mihara and Mark Johnson to legal counsel of Phase 1 & 2 Coalition of residents stating an emphasis on the fact that HOA dues are voluntary for phase 1 and 2 but that the HOA feels this voluntary payment is fair given the maintenance care necessary for the common parts of the subdivision. If residents want to use the pool and receive a pool fob then they are required to pay. Todd Gallati reintroduced the creation of an annual assessment for all Highland Parc residents calculated from the annual maintenance costs for the neighborhood. Idea was also floated to add current maintenance costs to upcoming annual meeting agenda; both suggestions to be discussed further at the next HOA meeting.
- Legal Matters: Final determination still pending in lawsuit brought by Andrea DiFabio.
- Phase 3 Update: HOA counsel is preparing 3 documents required for retention pond transfer. David Mihara to request content of each document. Lisa DuCharme to request mowing estimate from existing neighborhood mowing contractor. No update on drain inspection/certification status.
- Annual Meeting: 2026 Annual Meeting to be held 09/29/2026. Meeting location courtesy of Lee Carter: Keller Williams, 3009 Greenline Rd., JC. Meeting time TBD.
- Landscape Issues: Fred Comploier to remove remaining crepe myrtles around pool area to eliminate shedding of leaves and blooms into pool. Lisa DuCharme to ask current mowing contractor if willing to weed and mulch neighborhood entrance and pool/playground areas and for corresponding estimate.
- Misc. Business:
 - HOA Dues Late Fee Policy – back under review to clarify affected Phases.
 - Past four meeting minutes approved by Board members Mark Johnson, Lee Carter and Todd Gallati allowing posting to HOA website by Lisa DuCharme.

Meeting adjourned at 7:21 pm.