

HIGHLAND LAKES OWNERS ASSOCIATION, INC.

2025 Annual & 2026 Budget Meeting of the Association

October 13, 2025

2025 ANNUAL MEETING AGENDA

CALL MEETING TO ORDER

- Explain Rules of Order.
- Questions will only be addressed for specific agenda items, no general discussions. If you would like an item added to the agenda for the next board meeting, email us at jaxoffice@fpaamjax.com as that will allow the Board and management time to research your request. If it is something that needs an urgent response or identifies an issue affecting safety, it will allow us the opportunity to address the issue immediately.
- No Discussion on Individual Payment Disputes or Covenant Violations.

BOARD OF DIRECTORS & OFFICERS OF THE ASSOCIATION

Sean A. Christopher	President
Brian Scott Adkins	Vice President
David P. Elam	Secretary
Charles A. Lutz, III	Treasurer

Association Management: Tiffany Woodall, Community Association Manager

Association Management: Natasha Nelson, Community Inspections Manager

TREASURY REPORT (As of October 9, 2025)

TRUIST BANK

Business Checking:	\$ 18,184.55
Capital Money Market:	\$ 10,003.03
OPS Money Market:	<u>\$ 10,002.65</u>
Total Cash on Hand:	\$ 38,190.23
Outstanding Accounts:	\$ 8,543.53

NEW BUSINESS

- (OPEN) 2024 Annual & 2025 Budget Meeting Minutes:** The Board will review the previous year's Annual & Budget Meeting minutes to confirm accuracy and will then vote to approve them.
- (OPEN) 2025 Board Elections:** There is one (1) open position on the Board of Directors this year and there were three (3) Board Candidate Nomination Submissions received by the deadline date. Therefore, the membership will be voting on one of the candidates as the new Director. The candidates are (1) Jason R. Bayne, (2) Pauline Brennan, and (3) Mirian Detrés-Hickey. If quorum has been met, the election may proceed. If not, then the meeting will need to be adjourned and reconvened at a later date to try to obtain quorum. Quorum would be 30% of the total membership or 165 votes.
 - Conduct the Election of the Board of Directors.
 - Seek volunteers to tabulate the election results.

- iii. Announce the winner.

BOARD OF DIRECTORS TO ELECT OFFICER POSITIONS FOR 2025-2026

- 1) Results of Vote for Officer Positions. The following are the Officer Positions on the Board of Directors for 2025-2026:

- a) **President:** _____
b) **Vice President:** _____
c) **Secretary:** _____
d) **Treasurer:** _____

- 2) Set Date & Time of First Board of Directors Meeting:

- a) **Date:** _____ **Time:** _____ **Location:** _____

OPEN FLOOR TO MEMBERS (3-Minute Limit)

ANNUAL MEETING ADJOURNMENT

2026 BUDGET MEETING AGENDA

NEW BUSINESS

- a. **(OPEN) 2026 Budget:** The Board will discuss the proposed budget numbers for 2026 and then vote on whether to approve the 2026 Budget with or without any increase to the Annual Assessment Rate for next year. *(Note: Maximum assessment rate increase is 5%.)*
- i. **Front Lake Fountain Replacement** – The big lake in the front of the neighborhood had a fountain that finally died earlier this year and now needs replacement. The Board asked for quotes to compare replacing it with a new similar fountain with lights or a new aeration system like on the rear lake and front townhome lake. A quote to add an aeration system to the playground island lake was also obtained for discussion as a future option on that lake too.
- ii. **Rear Lake & Playground Island Lake Underwater Vegetation & Shoreline Weeds Issues** – The Board requested a quote for another option besides chemical treatment of the underwater vegetation and shoreline weeds in two of the lakes in the neighborhood due to the amount that is now visible in them. An option is to restock these lakes with grass carp to help eliminate the invasive weeds and control the other natural vegetation at a healthy level.
- iii. **Wooden Pedestrian Bridges Inspection** – The Board has obtained a couple of quotes for having a structural inspection and assessment done on both wooden walkway bridges that lead to the playground island, due to their age and for planning purposes for future major repairs and replacements that will be needed. The Board will be reviewing these quotes and deciding on one to proceed with the initial inspection of the bridges in 2026.

- b. **(OPEN) New City Streetlight Pole on Main Entry Road:** The Board is currently working on a request to the city to install another streetlight or possibly two on the main entry road, Loch Highlands Blvd, due to the lack of illumination at night down that street.

OLD BUSINESS

- a. **(CLOSED) Rear Lake Aerator Installation:** The Association had a new JEA electrical meter and conduits for power installed at the rear lake in the neighborhood at the end of last year and then had the new aeration system installed on the lake early this year. This was installed to help with this lake's tendency for bad algae blooms.
- c. **(OPEN) Speed Humps / Traffic Calming Methods:** The Board is still interested in having the city implement traffic calming methods in the community, more specifically speed humps on a few streets in the neighborhood. This process would include completing a community-wide traffic-calming petition and obtaining 75% of the property owners' approval, before getting verification with the city's Traffic Engineering department. However, there would also be a cost to the association to have any traffic calming method installed, which would be approximately a 50% split with the city and property owners of the association. The Board will be pursuing the avenue with the city to implement them, anticipating installment in 2027.

BUDGET MEETING ADJOURNMENT

FOR THE ASSOCIATION:

I certify this is a true and accurate representation of the events that occurred at the October 13, 2025 Annual & 2026 Budget Meeting of the Association by the Board of Directors for Highland Lakes Owners Association, Inc.

Secretary

Date: _____

MINUTES APPROVED AND ADOPTED ON: _____