

Highlands Subdivision HOA Board of Directors Meeting
July 18, 2017 – 8:00PM-10:00PM – 3974 S. Bushmill Dr. -- Bloomington, IN 47403
Minutes of the Meeting

I. Roll Call (Check In)

The Board of Directors was present in its entirety. Mary Ann Williams, Adam Blazak, Lucas Weeks, Davorin Skender, Cindi Livingston

II. Approval of Minutes from Previous Meeting.

A draft hardcopy of the Minutes of the Meeting from the Special Meeting held July 12, 2017 was provided to each board member for review and approval. A unanimous motion was carried to approve the minutes. Cindi Livingston agreed to save them as a final version and provide that electronically to all members. Mary Ann Williams indicated she would then provide a copy to Tempo Property Management for their records and to be posted on the Highlands HOA website for access by HOA members.

III. Follow Up on Items from Previous Meeting

General discussion between the board members occurred in regards to the various issues brought up during the Special Meeting. As this was the initial meeting following the election, there were no assigned action items or official progress to report on at this time.

IV. Election of Officers

In accordance with the Highlands HOA By-laws, the Board of Directors must have a President, Vice-President, Secretary, and Treasurer. The Board Members discussed the responsibilities of the various roles as well as the experience, skills, and focus of each member. A consensus was reached and a Resolution passed and signed by all Board Members designating the below listed officers. Davorin Skender volunteered to scan and then physically secure the hard copy of the Resolution. The scanned copy will be posted on the Highlands HOA website (signatures to be redacted for privacy and security purposes). Mary Ann Williams will notify Tempo Property of the officer roles for their records and so that they may activate the currently unused officer-associated email boxes.

- a) President: Mary Ann Williams
- b) Vice-President: Adam Blazak
- c) Treasurer: Lucas Weeks
- d) Secretary: Cindi Livingston

- e) Member-At-Large: Davorin Skender

V. Open Discussion

Following the election of the Officers, open discussion occurred. The Board of Directors reached a consensus that as a whole we must not only address the issues raised by Homeowners and Board Members at the Special Meeting July 12, 2017, but also do so in a measured approach that will be constructive and sustainable at present and long term. It will be necessary for the board to review past records, present pending contractual agreements, past and current budgets, and the by-laws before in-depth actions on the aforementioned items can occur. Priorities include:

- a) Conducting an in-house review recent past Boards' records and reviewing issue and actions
- b) Commissioning an official Financial Audit of the current budget including all income and expenses.
- c) Developing an efficient communication strategy to and from members; to include updating homeowner records and working with Property Manager to ensure prompt updates when homeowner turnover occurs as well as having open communication available to members.
- d) Improve or replace the current association website, consider an association Facebook page
- e) Review options for electronic storage of documents for access by all Board Members (i.e. Google Docs or similar)
- f) Review and formalize contract with Tempo Property Management
- g) Develop and formalize an association with an Attorney experienced with Homeowners' Association law and rules.
- h) Formulate committees within the associate with an eye to future improvements and compliance; engage interested volunteer homeowners to head committees
- i) Review the current by-laws and implement formal changes as appropriate

VI. Action Items

The following Action Items were designated for follow up prior to the next Board of Directors meeting:

- a) Complete a physical self-audit of past board records and organize as necessary. Mary Ann Williams, Lucas Weeks, Adam Blazek will coordinate a visit to Tempo Property to complete this.
- b) Begin process of enacting a forward thinking communication strategy and developing a Communication Committee. Mary Ann Williams will make initial contact with member who had previously expressed that they had experience in this process and ask them to provide a strategy outline to the Board for consideration.
- c) Begin the process of selecting an Attorney. Adam Blazak will provide information to all Board Members that he had already obtained from Attorney Scott Tanner. Lucas Weeks and Davorin Skender will solicit referrals from attorneys they are acquainted with and provide those to all Board Members.
- d) Review current By-Laws. All Board Members will review the current by-laws and note any proposed changes for open discussion at the next Board Meeting. Mary Ann Williams will provide an electronic copy of the by-laws that includes previous changes considered but not completed by a previous Board.

VII. Close of Business/Adjournment

Prior to adjournment, a consensus was reached that another Board of Directors should be held in two weeks due to the depth of the initial start-up tasks and goals. A meeting was set for Tuesday, August 1st, 2017, to start at 8:00pm, location to be determined closer to the meeting date. The meeting was official adjourned by President Mary Ann Williams at 10:00pm,

Minutes submitted by: Cindi Livingston

July 20, 2017

Minutes approved by: