

**Highlands Subdivision HOA Board of Directors Regular Meeting**  
**Aug. 1, 2017 – 8:00PM-10:00PM – 3550 S. McDougal St. – Bloomington, IN 47403**  
**Minutes of the Meeting**

**I. Call to Order/Roll Call**

President Mary Ann Williams called the meeting to order at 8:02pm. All Directors were present: Mary Ann Williams, Adam Blazak, Lucas Weeks, Davorin Skender, and Cindi Livingston.

**II. Approval of Minutes**

Reviewed meeting minutes from July 18, 2017 Board of Directors meeting, electronically submitted by Secretary Cindi Livingston. Mary Ann Williams motioned; Adam Blazak seconded, all in favor.

**III. Status Reports/Follow Up on Previous Meeting Items**

- a) **Treasurer's Report**-Treasurer Lucas Weeks presented balance sheet and profit & loss statements showing the current basic standing of the accounts and YTD credits & debits. Also presented that as of August 1, 2017 we have 94 homeowners in arrears on association dues, totaling \$21,491. Of these in arrears, 31 are for a year or less, 63 are for more than one year in arrears. We currently have approximately 6 active liens on arrears properties. It was also discussed that all board members need to have copies/awareness of current contracts with Tempo, attorney, etc. Vice President Adam Blazak asked that we obtain clarification on the fee schedule for arrears. President Mary Ann Williams motioned to accept the treasurer's report; Davorin Skender seconded, all in favor.
- b) **Review of Historic Files**-On July 24<sup>th</sup>, 2017, Mary Ann Williams, Adam Blazak, and Lucas Weeks visited Tempo offices to review any records and past files. They discovered the majority of records are financial. There are no materials referencing annual or board meetings prior to February 2017. Financial records are present for all homes from 2009. Electronic budgets are present from 2013. Also found were small format copies of the development property map. All Board Members need to have large format copies of the maps; these have been requested back from previous Board members but not yet received. Lucas Weeks motioned to accept the report on historic files; Davorin Skender seconded, all in favor.
- c) **Review Status of Attorney Candidates**-Lucas Weeks' and Davorin Skender's referral efforts were not successful. Mary Ann Williams discussed that she as well as volunteer Richard Torstrick and Vice President Adam Blazak attended the Community Associations Institute-Central Indiana Chapter trade show/informational symposium on homeowner association information, laws, et al., on July 29, 2017. They attended several informational classes and met with attorney Scott Tanner, President of the hosting group; his firm as well as three other firms was represented. It was discussed that an association

with his firm is possible and would appear to be beneficial in the long term. Mary Ann Williams indicated she believes that our current attorney is on a per-consultation payment basis rather than a retainer and that she would verify this. Davorin Skender discussed the possibility of contracting the new attorney to do a review/consultation regarding to our current status, laws, etc. and be available on per consultation basis rather than a full retainer. All agreed that a review is a good idea, as well as legal advice to clarify current standing on the handling/process of arrears, violation fees, and collections. Davorin Skender motioned that President Mary Ann Williams contact Scott Tanner as well as the other attorneys present at the afore-mentioned conference to obtain fee schedules for a 'legal standing review' from each firm for the Board to review prior to selecting an Attorney to associate with. Seconded by Adam Blazak, all in favor.

#### **IV. New Business**

- a) **Contract with Tempo.** Mary Ann Williams presented that the current contract, which is through April 2018, is not valid/legally binding as it was signed by a former non-officially-elected President and therefore not technically authorized. Mary Ann Williams discussed that she had been in contact with Tempo Properties regarding the possibility of a new, legally binding contract which would be through December 31<sup>st</sup>, 2017. This would better align the contract with the fiscal year and association year as well as ensure current legal standing. This also gives the Board time to review duties and forward expectations of future contracts. Davorin Skender motioned to approve the contract with the amended date; seconded by Lucas Weeks, all in favor. Mary Ann Williams will contact Tempo in regards to her and Lucas Weeks meeting with them at the office and signing the new contract.
- b) **Homeowners in Arrears.** Discussed authorizing Tempo to send invoices to homeowners in arrears at the present time. A follow up will be conducted 30 days from the invoice date to determine what payments were received and what further communications/actions should occur. Davorin Skender motioned; seconded by Lucas Weeks, all in favor.
- c) **Committee Formation.** Discussed holding a special dedicated Board Meeting for members to plan the initial formation of HOA sub-committees. The Board will initially define feasible committees and then conduct a special open board meeting including volunteers. The Board will ensure committee members are aware of operating rules, expectations, and accountability; including but not limited to: keeping minutes, submitting proposals to the board, following association rules. Meeting was proposed for Wednesday August 9<sup>th</sup>, beginning at 7:30pm @ 3550 S. McDougal St. Lucas Weeks motioned; Davorin Skender seconded, all in favor.
- d) **Point of order.** Discussed that legally board votes can be conducted and passed by general acclimation if so noted. Discussed setting our modus operandi as voting by general acclimation on all present and future issues unless specifically noted otherwise

prior to conducting a specific vote. Mary Ann Williams motioned; Adam Blazak seconded, all in favor.

- e) **Website redevelopment.** Lucas Weeks motioned that a board subcommittee be developed to research and submit a proposal to the remainder of the board in regards to redeveloping the website. It was suggested that a basic but functional website be created promptly with an eye to developing for future improvements. There was no second to the motion, motion dies. Topic to be revisited at the August 9<sup>th</sup> special planning meeting.
- f) **Meet with developer.** Mary Ann Williams suggested an information gathering meeting with at least Directors and Developer Jim Wray. The aim of the meeting has at least three objectives: a)find out details in regards to when the development officially closes in the near future, b)determine status of previously planned cut-through at Wickens/Rockport and any similar upcoming development, and c)request as a closing gesture of goodwill that invasive Bradford Pears by developer at developer expense. Davorin Skender motioned; Adam Blazak seconded, all in favor. Mary Ann Williams will set up the meeting and coordinate with Directors.
- g) **Architectural request.** Reviewed request electronically submitted to Mary Ann Williams for 3541 S. Glasgow Circle. Motion to approve by Cindi Livingston; Adam Blazak seconded, all in favor. It was also discussed at this time that currently requests are going to the tempo email contact or PO Box unless sent directly to a Board Member. Clarification is needed on future approval procedure, to be researched at contract signing.
- h) **Association newsletter.** Adam Blazak brought up creating a newsletter and asked for open discussion of size, timeline, content. Davorin Skender suggested listing a brief overview of current activities-electing functioning board, officers, review of records and finances. General discussion included adding a note in regards to paying dues in arrears, announcing special committee launch meeting, including board member bios, a 'did you know' section, and 'word from the President', as well as any other pertinent news at time of future publications. All members to submit any suggested content to Adam by Sunday August 6<sup>th</sup>. Adam Blazak will develop/format with input from Cindi Livingston; Adam will submit to Tempo for printing. Newsletter formation as discussed motioned by Mary Ann Williams; Davorin Skender seconded, all in favor.

**V. Adjournment.** Mary Ann Williams motioned to adjourn @ 9:53pm; Adam Blazak seconded, all in favor.

Minutes submitted by: Cindi Livingston

August 9, 2017

Minutes approved by:

Mary Ann Williams, Davorin Skender, Lucas Weeks, Adam Blazak  
8/24/2017 8:44 AM

August 9, 2017

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