

Highlands Subdivision HOA Board of Directors Regular Meeting
Aug. 30, 2017 – 8:00PM-9:00PM – 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 8:01 pm. Directors present were: Mary Ann Williams, Adam Blazak, Davorin Skender, and Cindi Livingston.

II. Approval of Minutes from Previous Meeting.

Approved meeting minutes from August 9, 2017 Board of Directors regular meeting, electronically submitted by Secretary Cindi Livingston and reviewed by all Board Members. Mary Ann Williams motioned; Adam Blazak seconded, all in favor.

III. Reports

- a) President's Report. Mary Ann Williams and Lucas Weeks visited Tempo Properties on August 11, 2017, at which time they signed the contract with Tempo Properties. Mary Ann Williams will provide an electronic copy of the contract to all Board Members. Tempo sent out first round of past due letters to homeowners in arrears on Monday August 21st. Treasurer Lucas Weeks to present more inclusive report at next meeting.

IV. Follow up on Prior Action Items

- a) Attorney Search. All members had the opportunity to electronically review service/cost information provided electronically to them by Mary Ann. Open discussion commenced in regards to the candidates. Davorin Skender motioned approach Greg Chandler with Eads/Murray/Pugh in to be Primary Attorney. After further discussion and clarification DS withdrew the motion. Davorin Skender then motioned that Mary Ann Williams contact both Eads/Murray/Pugh and Tanner Group to obtain quote on: reviewing corporate status and legal standing, review all governing documents, update documents where necessary and provide updated documents if recommended. Adam Blazak seconded; all in favor.

V. New Business

- a) Landscape issues at development entrance (Rockport Rd/S. Hennessey St.). Adam Blazak motioned that we instruct Tempo to obtain 3 bids on replacing/repairing the lighting at the entrance. Mary Ann Williams seconded, all in favor. Mary Ann Williams motioned that a volunteer group convened by Adam Blazak assemble at a date TBD to trim growth around the sign. Adam Blazak seconded; all in favor.

- b) **Critical Enforcement Needs.** Mary Ann Williams has a list of high-needs enforcement issues maintained for further review after our legal standing has been confirmed. Adam Blazak brought up that we need to have a process for receipt and handling of complaints. Davorin Skender suggested an observation form available online that would be submitted to Tempo and then forwarded to the Board. Form will be numbered and added to the agenda at the next chronological meeting for review and disposition. Mary Ann Williams directed that Davorin Skender draft a proposal for form and process and provide to members for review at the next meeting.
- c) **Newsletter Planning:** Mary Ann Williams asked Adam Blazak to elaborate on the process and aims of future newsletters. Adam Blazak suggested a monthly communication be it newsletter or flyer, etc., with the understanding that this could be reviewed at a later date if the communication needs change. Davorin Skender motioned Adam Blazak will develop a preliminary newsletter to include safety and security information and provide to members for review by September 10th with a goal late Sept/early Oct distribution. Mary Ann Williams seconded; all in favor.
- d) **Prepare for Meeting with Developer Jim Wray of Richland Construction.** Mary Ann Williams confirmed location and details for meeting with Jim Wray as well as list of those attending. Mary Ann Williams directed that attending members please be prepared with questions and discussion topics.
- e) **Next Board of Directors Meeting.** Board Members determined the date of the next monthly Board of Directors Regular meeting will be September 6, 2017 at 7:30pm at 3550 S. McDougal St.

VI. Close of Business/Adjournment

The meeting was officially adjourned by President Mary Ann Williams at 9:04 pm.

Minutes submitted by: Cindi Livingston

September 5, 2017

Minutes approved by: