

Highlands Subdivision HOA Board of Directors Regular Meeting
Sept. 6, 2017 – 7:30PM-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 7:31 pm. Directors present were: Mary Ann Williams, Adam Blazak, Davorin Skender, Lucas Weeks, and Cindi Livingston.

II. Approval of Minutes from Previous Meeting.

Approved meeting minutes from August 30, 2017 Board of Directors regular meeting, electronically submitted by Secretary Cindi Livingston and reviewed by all Board Members. Davorin Skender motioned; Adam Blazak seconded, all in favor.

III. Reports

- a) **Reports of Officers:** Lucas Weeks presented the operating report and profit and loss statement for the past two months provided to him by Tempo. He also indicated that we have received approximately \$1800 in payments from homeowners in arrears following the notification letter sent on 8/14 by Tempo. Additionally, some homeowners have initiated payment plans to get up to date.
- b) **Attorney Engagement Status:** Mary Ann Williams discussed that we have signed an engagement letter with Greg Chandler of Eads/Murray/Pugh and that Board Member information has been provided to him. Eads/Murray/Pugh will submit an invoice to Tempo for the Annual Service Program fee of \$750.00. Mary Ann Williams also wrote a courtesy letter of rejection to Tanner Group.
- c) **Summary of Meeting with Developer Jim Wray:** Mary Ann Williams, Adam Blazak, Davorin Skender, and volunteer Richard Torstrick met with Jim Wray on August 31, 2017 from 7:00pm-8:00pm. Two undeveloped lots remain to be sold; two lots are under development but sale status is not confirmed. Jim Wray will contact Realtor Chris Smith to confirm status on the unfinished homes/lost. Jim Wray provided information on possible uses for remaining parcels but all would be unconfirmed future considerations.
- d) **Mortgage Foreclosure Filing:** The property at 3835 S. Bushmill is in the process of foreclosure. The HOA is named as co-defendant on the filing. Mary Ann Williams verified with Attorney Greg Chandler that this is essentially a formality. It is unlikely that the HOA will ever receive any dues in arrears. Therefore no further action is needed by the HOA.
- e) **September Community Sale:** Sept 16 is our community sale, from 8:00am-4:00pm. Tempo has the signs for posting in the neighborhood; Mary Ann Williams will contact them to schedule placement. Board Members also discussed and authorized

advertising for the sale. Mary Ann Williams will contact Tempo and direct them to place HT ad and post the information on our website as well. Lucas Weeks will post on Facebook and NextDoor, Davorin Skender will list it on Craigslist.

IV. Open Business

- a) Landscaping at Rockport Rd. Entrance: Adam Blazak completed interim maintenance on September 2nd, 2017. Overgrowth and unkempt plants blocking the view of the community name were removed. Special thank you to Adam Blazak.
- b) Lighting at Rockport Rd. Entrance: Mary Ann Williams will authorize Tempo to solicit 3 bids for assessment/repair/replacement of energy efficient lighting at both entrance signs at the Rockport entrance.
- c) Newsletter: Adam Blazak confirmed he will provide a draft of proposed flyer to Board Members by 9/10 for review and input, with a goal of distribution in early October. Topics will include at minimum safety/security information.
- d) Sept 20th Volunteer Launch Meeting: Adam Blazak indicated he has at present received 4 direct RSVPs for the meeting following the newsletter distribution. Davorin Skender suggested emailing homeowners on the previously collected volunteer list directly with a request that they attend if at all possible. Adam Blazak suggested a mass email to all homeowners with emails currently on file as well, Lucas Weeks agreed to complete this task as well as post the meeting information on NextDoor and Facebook. Lucas Weeks will send draft email to board members for approval by September 10. Cindi Livingston suggested adding to HOA website as well and will submit the information to Geri by the end of this week. All members discussed tentative prospective meeting format, as follows: introduction of Board Members, brief intro of committee names, initial aims/goals, and structure/rules. Break-outs to commence for each committee at which time further specifics will be provided and volunteer information confirmed and collected as well a board liaison appointed. A date, time, location for the first committee meeting should be discussed and confirmed before the end of the launch meeting. Mary Ann Williams to provide a draft agenda and provide to Board Members for input and approval.

V. New Business

- a) Annual Meeting: Mary Ann Williams motioned annual meeting of HOA be scheduled for Tues Nov 14th 6:00pm-8:00pm provided venue can be confirmed for this date. Agreed to unanimously.

- b) Creation of Observation Form: Davorin Skender discussed draft observation process and form. Form should include fields for observation address and basic check box categories, comments for ‘elaboration’. Date/numbered for recordkeeping/review. Davorin Skender will provide current tentative information to Board Members via email for review.
- c) Architectural Review: Prospective Owner Request. After further discussion, it was determined that the Board should defer any response at this time and verify our legal standing on this question, sine the prospective homeowner is not a current member and therefore would be completing the architectural review process. Mary Ann Williams will contact Greg Chandler to determine what is legally appropriate; once confirmed, we will provide Tempo with a either an answer or deferment due to legal concerns.
- d) Next Board Meeting: The next Board of Directors regular meeting was scheduled for Tuesday, October 6th from 8:00pm-9:00pm.

VI. Close of Business/Adjournment

The meeting was officially adjourned by Mary Ann Williams at 9:11 pm.

Minutes submitted by: Cindi Livingston

September 8, 2017

Minutes approved by: Mary Ann Williams

October 3, 2017

Adam Blazak

Lucas Weeks

Davorin Skender