

Highlands Subdivision HOA Board of Directors Regular Meeting**Dec. 05, 2017 – 8:00PM-10:00PM – 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, Lucas Weeks, and Cindi Livingston. Also present were Homeowners Dan Brown and Nick Howell.

II. Approval of Minutes from Previous Meeting.

Approved meeting minutes from 11/7/2017 Board of Directors regular meeting, 11/12/2017 Board of Directors Special Meeting Conference Call, 11/14/2017 Annual Meeting, and 11/20/2017 Board of Directors Special Meeting Conference Call, electronically submitted by Secretary Cindi Livingston and reviewed by all Board Members. Mary Ann Williams motioned; Adam Blazak seconded, all in favor.

III. Reports of Officers

- a) **President:** President Mary Ann Williams discussed that she and Adam Blazak have been in contact with Developer Jim Wray in regards to snow removal in the subdivision areas that are not yet fully developed and therefore are not county jurisdiction. Mary Ann Williams also introduced guests Dan Brown and Nick Howell, both of whom are prospective replacements for the upcoming Board Member/Treasurer vacancy. Each guest gave a brief introduction of themselves; all Board of Directors also briefly introduced themselves for the benefit of the guests.
- b) **Vice President:** Adam Blazak gave an update on Committee Topics for the Communication & Engagement Committee, confirming that the December newsletter was recently distributed by a team of 8 volunteers over 3 days. He indicated that he had Committee Resolution document to present for later in the meeting. Adam also mentioned he had drafted a basic property management contract as a starting point for considering property management services for 2018, which will be considering later in the meeting.
- c) **Treasurer:** No report
- d) **Secretary:** No report

IV. Open Business

- a) **Property Management Contract Review.** Board Members discussed prospective contract and agreed upon changes, with a goal of creating a contract to suggest for

- needed services while including consideration of costs to and benefits for the HOA. Following review of contract, Adam Blazak motioned that the potential contract be updated to reflect aforementioned changes and present it to Tempo Properties as well as 3 additional companies for consideration for 2018. Mary Ann Williams seconded; all in favor. Adam Blazek indicated he could make the updates and Cindi Livingston stated she could assist and prepare printed & electronic copies for all Board Members. Confirmed planned attendance at previously scheduled meeting with Tempo Properties 12/3/2017 at 4:00pm, at their office, at which the contract will be presented for their consideration.
- b) **Plan for Governing Document Revision:** Mary Ann Williams motioned that the Board of Directors and appointees conduct a review of the changes to the governing documents as proposed by Attorney Greg Chandler on 10/20/2017, with the review to be completed within 1-3 Board of Director Special Meetings by 2/28/2018. Lucas Weeks seconded, open discussion followed; Mary Ann Williams withdrew the motion. Mary Ann Williams motioned the Board of Directors conduct a review of the Association By-Laws, to be completed in 1-2 meetings by or before 2/28/2018. Adam Blazak seconded; all in favor.
- c) **Entrance Sign Lighting:** Action on this item was postponed as it has been determined through recent contact with the Monroe Co. Planning Dept. that the property the signage and surrounding landscaping stands on is part of the homeowner's property, although the HOA has provided maintenance and paid associated costs heretofore. County Planning recommended that the Board of Directors should apply for an easement for these areas, which would be \$270. This item will be reviewed for future discussion.
- d) **Snow Removal-**Mary Ann Williams spoke with Developer Jim Wray via phone call, during which he confirmed that he will provide snow removal to the unfinished areas of the subdivision on S. Glasgow Circle (near the addresses of 3401-3421). This area has not yet been turned over to Monroe Co. Highway Maintenance. Mr. Wray followed up on a referral we provided and plans to contract with C & H Lawn and Landscaping, Inc., for upcoming snow removal services. Mary Ann Williams and Adam Blazak met with Monroe Co. Highway Maintenance and confirmed that the county will provide snow removal to the subdivision, excluding the unfinished areas referenced above.
- e) **Committee Business-**Adam Blazak motioned that the Board of Directors officially formalize the Communication and Engagement Committee; written resolution provided was signed by all members present; Davorin Skender will sign at earliest convenience and it will then be filed electronically and physically.

V. New Business

- a) **Election of Officers:** Board Members are unchanged following 11/14/2017 Annual Meeting. Adam Blazak motioned that Officers be elected to remain in the current positions. Mary Ann Williams seconded; all in favor. Formal resolution was signed by all Board Members present; Davorin Skender will sign at earliest convenience and it will then be filed electronically and physically.

- b) **2018 Schedule:** Confirmation of dates for Regular Board Meetings, Annual Meeting, and Community Sale. Mary Ann Williams motioned to schedule Board of Directors Regular meetings the 2nd Tuesday of each month at 8:00pm; Lucas Weeks seconded, all in favor. Community Sales set for 5/19 & 9/15 following previous years' patterns; all agreed. Annual Meeting date to be set in the future following review of applicable By-Laws.

- c) **Architectural Approval Requests:** No new requests

- d) **Neighborhood Maps:** Adam Blazak motioned that the Board of Directors authorize the purchase of up to 10 large printed maps and a digital copy map at a cost of no more than \$100. Cindi Livingston seconded; all in favor.

VI. Close of Business/Adjournment

The meeting was officially adjourned by President Mary Ann Williams at 10:00 pm.

Minutes submitted by: Cindi Livingston

DATE: 12/19/2017

Minutes approved by: