

Highlands Subdivision HOA Board of Directors Regular Meeting
Oct. 3, 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 7:59 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 September 9, 2017 Board of Directors regular meeting, electronically submitted by Secretary Cindi Livingston and reviewed by all Board Members. Adam Blazak motioned; Lucas Weeks seconded, all in favor.

III. Reports of Officers

- a) **President's Report**-Mary Ann Williams presented that an unexpected attorney fee of \$316 had been incurred as a result of substantive responses to email inquiries. She noted that she has now confirmed the specific procedures for initiating contact and utilizing the available daily telephone discussions included as part of the paid program service as needed in the future. Attorney has also provided some basic information as well as form and letter templates that will be useful in the future. Mary Ann Williams also discussed that she and homeowner volunteer Nancy Anne Martin recently conducted a one-hour drive through encompassing approximately 85 homes in the community. Notes and pictures were taken documenting specific compliance issues. The compiled data resulted in 12 violation letters ready to be sent at such time as an official compliance violation enforcement policy is in place. Mary Ann Williams indicated as well that she recently spoke with developer Jim Wray. Jim Wray anticipates that he will be conducting mowing activity in the near future. He has also spoken to a contractor in regards to paving Caber Court and addressing potholes on Glasgow and Crafters Court. Lastly, Mary Ann Williams confirmed that we are 45 days out from our scheduled Annual Meeting on November 14th. We need to mail official notification to homeowners by approximately October 12th to ensure the required 30 day notification is fulfilled.
- b) **Vice-President's Report.** Adam Blazak discussed that he had distributed the Safety Flyer to all homes in mid-September.
- c) **Treasurer's Report.** Lucas Weeks noted that per the most recent aging report on October 2, we still have approximately \$15,000 in outstanding dues in arrears. This is a decrease of approximately \$6,000 from our August data. Lucas Weeks also responded to a prior email query from Mary Ann Williams, namely, what is our overall financial standing, and are we in good standing to cover expenses through

March 2018 at which time 2018 homeowner fees are due. Lucas Weeks indicated that based on prior years' activity and projected expenses, we will have sufficient funds. Historically, January and February are the most expensive months of the year due to snow removal and mailing costs (i.e. yearly invoice packets) and are budgeted as such. When considered over the full year, monthly operating expenses average approximately \$3000/month.

IV. Follow up on Prior Action Items

- a) **Debrief of Committee Launch Meeting.** Homeowner attendance and participation was positive and enthusiastic. Adam Blazak created a draft of a legally appropriate committee creation resolution that each committee can complete with relevant objectives and roster. Adam Blazak & Lucas Weeks are co-chairing the Communications & Engagement Committee and will be meeting on October 5, at which they will sign and complete the official resolution. Mary Ann Williams indicated that she is chairing the Neighborhood Improvement Committee and would prepare the resolution document and confirming scheduling an upcoming committee meeting. Davorin Skender and Cindi Livingston noted they would be co-chairing the Safety Committee. They also indicated the Safety Committee was not at the point of finalizing objectives and putting forth the resolution at this time; they will be conducting additional follow up and communication to do so in the near future. Streamlining communication and documents for Board and Committee use was discussed. Further development of communication tools to be considered. Davorin Skender motioned that Lucas Weeks set up a Dropbox account for exclusive Board use as a repository for current relevant documents; Adam Blazak seconded, all in favor.
- b) **Annual Meeting.** As noted in the President's Report, official notification must be sent out to comply with the 30-day required notification period. A postcard announcing the meeting details will be finalized by electronic communication between the Board Members and sent by October 12th. The postcard will list the main focuses of the meeting: 2018 Budget, Committee Development & Reports, and Compliance.
- c) **Snow Removal.** Concerns were expressed in regards to snow removal service on Glasgow & Crafters Court areas for upcoming winter months as they are not under county purview yet. Adam Blazak motioned that bids be solicited for Board review and approval for private service for these areas, correlating to county service in the remainder of the community. Davorin Skender seconded, all in favor.
- d) **Observation Form.** Davorin Skender provided a draft for that members can review and suggest edits to. Once complete the final for will be posted to the association website for homeowner use. Lucas Weeks suggested a web-hosted for in addition to

or in combination with a printable version of the form so that homeowners can use whichever they feel comfortable with. Davorin Skender will review options to ensure user friendly functionality as well as enabling appropriate tracking and recordkeeping.

V. New Business

- a) **Covenant Enforcement Policy.** A tentative covenant enforcement policy/procedure provided by the Attorney was reviewed and discussed. It was determined that further clarification and detail is needed before policy adoption can occur. It was discussed that once enforcement policy is set a notification of defined date of beginning of actual enforcement and communicate such to homeowners. As such compliance and violation data will be maintained but enforcement letters will not go out at this time.
- b) **Financial Audit.** Per Association By-laws, Financial Audits are required. Lucas Weeks motioned that Adam Blazak solicit bids and provide to board for review and auditor selection. Mary Ann Williams seconded; all in favor.
- c) **Next Board Meeting.** A Board of Directors meeting was set for Oct 24th 8:00pm-9:30pm, agenda to focus on additional discussion on covenant policy, annual meeting preparation, and reviewing 2018 Tempo contract.

VI. Close of Business/Adjournment

The meeting was officially adjourned by President Mary Ann Williams at 9:33 pm.

Minutes submitted by: Cindi Livingston

DATE: October 4, 2017

Minutes approved by: Mary Ann Williams

DATE: October 24, 2017

Adam Blazak

Davorin Skender

Lucas Weeks