

**Highlands Subdivision HOA Board of Directors Special Meeting
Nov. 12, 2017 – 10:30AM-11:00AM – Conference Call – Bloomington, IN 47403**

Minutes of the Meeting

I. Call to Order/Roll Call

President Mary Ann Williams called the meeting to order at 10:30am. Directors present were Mary Ann Williams, Adam Blazak, and Cindi Livingston.

II. Special Meeting Notice

Mary Ann Williams electronically notified Board Members of the need for a special meeting to be held, in order for the Board to act on three architectural approval requests in a timely fashion. The meeting was set for 11/12/2017 at 10:30am, to be conducted via conference call. Lucas Weeks and Davorin Skender provided written waiver of notice that they were unable to participate.

III. Action Items

- a) **Architectural Request-item #1.** Architectural Approval Request for Fence Installation was received and electronically provided to Board Members for review prior to Special Meeting. The request contained all necessary details as well as indicated approval had been obtained from requestor's immediate neighbor for the fence to be connected to neighbor's existing fence. The request was in order and within the bounds of our Covenants, Conditions, and Restrictions. Adam Blazak motioned to conditionally approve the request provided Geri McInerney contacted the affected neighbor and verified their approval of the connection. Upon verification the request is considered fully approved and to be communicated to requestor by Geri McInerney. Mary Ann Williams seconded, all in favor.
- b) **Architectural Request-item #2.** Architectural Approval Request for Fence Installation was received and electronically provided to Board Members for review prior to Special Meeting. The request was in order and within the bounds of our Covenants, Conditions, and Restrictions. Mary Ann Williams motioned to approve the request with Geri McInerney notifying the homeowner; Adam Blazak seconded, all in favor.
- c) **Architectural Request-item #3.** Architectural Approval Request for Fence Installation was received and electronically provided to Board Members for review prior to Special Meeting. Upon review, it was determined further information was needed as there was no plot drawing included and the fence height was unclear. Adam Blazak motioned to instruct Geri McInerney remand the request back to the homeowner for further details and clarification; Mary Ann Williams seconded, all in favor.

IV. Close of Business/Adjournment

The meeting was officially adjourned by President Mary Ann Williams at 10:50am.

Minutes submitted by: Cindi Livingston

DATE: 11/30/2017

Minutes approved by: Mary Ann Williams

DATE: 12/05/2017

Adam Blazak

Lucas Weeks