

Highlands Subdivision HOA Board of Directors Special Meeting
Dec. 22, 2017 – 8:00PM-9:23PM – Bloomington, IN 47403
Minutes of the Meeting

I. Call to Order/Roll Call

President Mary Ann Williams called the meeting to order at 8:00pm. Directors present were: Mary Ann Williams, Adam Blazak, and Cindi Livingston.

II. Approval of Minutes from Previous Meeting.

Approved meeting minutes from 12-05-2017 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. Executive Session

- a) Personnel Matters
- b) Property Management Contract

IV. Open Business

- a) **Election of Board Member/Treasurer:** Following from Executive Session discussion, Adam Blazak motioned that we officially invite to Dan Brown to fill the open positions of Board Member and Treasurer effective 1/1/2018. Mary Ann Williams seconded, all in favor. Mary Ann Williams will contact Dan Brown via email to extend the invitation to assume these roles.
- b) **Property Management Contract:** Following from Executive Session discussion, Adam Blazak motioned to provide essential task list outline of Property Manager and HOA responsibilities to Dave Thornbury of Tempo Properties per his request, asking that the list and prospective contract previously provided be reviewed and responded to in as timely a manner as possible. Cindi Livingston seconded, all in favor.

V. New Business

- a) **Board Operating Standards:** Adam Blazak motioned to review and adopt a basic “Operating Standards/Procedures/Expectations” document he provided regarding operations and actions of the Board of Directors; all reviewed document for understanding and discussed any questions or edits. Cindi Livingston seconded, Adam Blazak and Cindi Livingston voted in favor, Mary Ann Williams abstained; motion passed by majority. Adam Blazak will finalize the accepted document and provide to all Board Members via email.

VI. Close of Business/Adjournment

The meeting was officially adjourned by President Mary Ann Williams at 9:23 pm.

Minutes submitted by: Cindi Livingston

DATE: 12/27/2017

Minutes approved by: