

Highlands Subdivision HOA Board of Directors Regular Meeting
January 2, 2018 – 8:00PM – 3974 S. Bushmill – Bloomington, IN 47403

Minutes of the Meeting

I. Call to Order/Roll Call

President Mary Ann Williams called the meeting to order at 8:02 pm. Directors present were: Mary Ann Williams, Adam Blazak, Davorin Skender, Dan Brown, and Cindi Livingston.

II. Approval of Minutes from Previous Meeting

Approved meeting minutes from 12-22-2017 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. Officer Reports

- a) **President:** Mary Ann Williams opened with a thank-you statement to all Board Members for their time and efforts in 2017. She followed with remarks that the Board of Directors must exercise caring and stewardship with the community, and stated that she would like to see a review of Operating Standards that were passed at Special Meeting 12-22-2017 and hence distributed to all Board Members. Mary Ann then asked each Director for a brief statement of their thoughts on overall mission of the Board and goals for 2018.
- b) **Vice President:** Adam Blazak stated that the Operating Standards mentioned by Mary Ann Williams during the President's Report were duly passed and as such part of our governing documents; the Board and individual Board Members must continue to operate by said standards until and if any pending review is completed and voted upon. He confirmed that large scale map copies had been made as previously authorized, and he distributed said copies to Board Members that did not already have them. He indicated a digital copy was created as well and was posted on the HOA website. Adam Blazak also asked that we consider a process for each Board Member's email log-in information be securely provided and retained for emergency/transitional needs.
- c) **Treasurer:** Dan Brown made a brief statement his appointment to the Board and acceptance of the Treasurer position. He provided his resume to all Board Members for their reference.
- d) **Secretary:** Cindi Livingston had no report at this time.
- e) **Member-At-Large:** Davorin Skender gave a brief report of the Safety Committee and tasks and progress to date; with a further status update to be expected in the near future.

IV. Committee Reports

- a) **Communications & Engagement Committee:** Chairperson Adam Blazak reported that the January Newsletter had been electronically distributed to Board Members for review and suggestions, noting that some items would be confirmed and updated as necessary prior to final production. Adam also discussed that the Committee has volunteered to stuff envelopes for mailings if it is needed in the future pending finalization of contract and tasks with Property Management Company. Adam indicated the committee suggested that we should upload the basic Profit & Loss statement to the website for transparency with homeowners.

V. **Homeowner Open Forum:** No homeowners in attendance

VI. Open Business

- a) **Status of Treasurer Transition:** Mary Ann Williams will provide information to Property Manager introducing Dan Brown. It was noted that several items needed to be obtained from/addressed with outgoing Director/Treasurer Lucas Weeks to complete the transition. Davorin Skender suggested creating a by-role transition document and volunteered to create & electronically provide such in the near future to use for the current Treasurer transition. Dan Brown will contact Lucas Weeks to set a meeting with himself and an additional tenured Director, in order to complete the transition.
- b) **Status of 2018 Property Management Contract:** Dan Brown motioned that we accept the contract with Tempo Properties pending clarification of items that were queried, namely mailing costs/schedules and details regarding vendor contract expectations/procedures. Davorin Skender seconded; all in favor. Mary Ann Williams will clarify the salient points with Dave Thornbury of Tempo Properties and provide details to Board for review. Mary Ann will also inquire about proposed dates/times for signing of the contract and provide those to Board Members so that all who are able to and interested in participating may attend.
- c) **Approve Committee Members:** Adam Blazak motioned that the following homeowner volunteers be officially accepted as part of the Communications & Engagement Committee: Adam Blazak (Chairperson), Amy Calloway, Katie Zuber, Germaine Santos-Cochran, Lyndy Lawrence, Lisa Beymer, Leah Massey, Karen Mako. Cindi Livingston seconded; all in favor
- d) **Status of Observation Form:** Davorin Skender noted that he had previously provided the Observation Form to Lucas Weeks for upload to the website but it was not posted at present. He will provide a PDF document of the form to Adam Blazak

for upload at this time. It was discussed that in the future we explore utilizing a fillable form for online vs mail/email submission, if website capabilities allow.

VII. New Business

- a) **Governing Document Review:** Mary Ann Williams motioned that a Special Meeting be held on 01/30/2018 to finalize the previously proposed update of the governing documents, with each Director reviewing the documents and proposed changes beforehand in order to be prepared to provide input at meeting. Dan Brown seconded; all in favor.
- b) **Board Meeting Policy & Locations:** Mary Ann Williams asked that we review the need for open Board Meeting policy as listed in the previously passed Operating Standards; she suggested alternatives such as asking that homeowners pre-contact to inquire about attendance or that we have bi-annual open houses rather than open all meetings. Following discussion it was decided policy will remain in place due to the need for transparency and to allow spontaneous homeowner attendance opportunity. It was determined the meeting notices on the website and in future newsletters would be updated to be more invitational than at present. In regards to meeting space, as the location would need to be openly published, it was decided that Board Member residences may be used on a voluntary basis at need but that further publicly accessible location possibilities be researched as well. Mary Ann Williams will contact Batchelor Middle School to follow up on possibility of meetings there; all Board Members encouraged to provide possible locations as well.
- c) **2018 Insurance Policy Review/Renewal Process:** Current policy expires 01/25/2018; it was noted that as far as the Board is aware the policy has not been reviewed or competing quotes obtained by previous Boards. Mary Ann Williams motioned that all Board Members provide any possible agent/company leads to Dan Brown; Dan will compile, follow up, and provide details to Board Members for review prior to contact expiration. Adam Blazak seconded; all in favor.
- d) **Development of Architectural Approval Process:** Adam Blazak asked for clarification of purview of architectural review. Mary Ann Williams indicated it was confirmed with Attorney Greg Chandler via attorney conference call that the HOA does have the authority to review and act on requests. It was discussed that recent requests have had unclear drawings or drawings lacking full detail attached; and suggested the form be updated including instructions that an official plat map be utilized for drawings of requested items, such maps are available for free via the Monroe Co. website. Mary Ann Williams motioned that Cindi Livingston, Dan Brown, and homeowner volunteer Alex Broderick (whom had previously expressed interest in this topic) convene to draft a process for architectural review within 6-8 weeks. Adam Blazak seconded; all in favor.

- e) **Consider Process for Sidewalk-Side Tree Trimming:** Adam Blazak noted that as previously discussed the Monroe Co. Highway Department will remove debris from trimming process if planned in advance, and that planning a community tree trim would benefit all homeowners, as many enjoy utilizing the sidewalks and some may not be able to personally complete or pay for trimming. Adam Blazak motioned that the Board of Directors solicit homeowner volunteers, with a signed liability waiver agreement, to trim overhanging/low branches on the sidewalk side of trees with goal of task starting by mid-March, which is a slower time for the Highway Department. Dan Brown seconded; all in favor.
- f) **January Mailing/Annual Dues Invoices:** Discussed and confirmed contents to include budget, profit & loss statement, newsletter, and invoice. Newsletter to be printed and provided by Adam Blazak and Cindi Livingston. Tempo to print remaining materials and provide supplies. In light of Communications & Engagement Committee expressing willingness to complete mail preparation, final process to be discussed by the Board and confirmed following clarification of associated costs for Tempo to prepare and mail. It was noted that in the case of the Committee completing the mailing, any invoices that are in arrears will be set aside to be prepared by a Board Member specifically. The mailing is to be prepared and mailed by 01/15/2018, with a due date of 03/15/2018, allowing for 60 days to complete payment.

VIII. Adjournment

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

Minutes submitted by: Cindi Livingston

DATE: 01/23/2018

Minutes approved by: Mary Ann Williams

DATE: 01/30/2018

Adam Blazak

Davorin Skender

Dan Brown