

**Highlands Subdivision HOA Board of Directors Regular Meeting**  
**Mar. 6, 2018 – 7:00PM-9:00PM – 200 N. Daniels Way, Rm 118 – Bloomington, IN 47404**  
**Minutes of the Meeting**

**I. Call to Order/Roll Call**

Vice President Adam Blazak called the meeting to order at 7:00 pm. Directors present at roll call were: Adam Blazak, Dan Brown, and Cindi Livingston. Also present was homeowner Phil Argenti. Director Davorin Skender joined the meeting at 7:15pm.

**II. Homeowner Open Forum.** Homeowner Phil Argenti had no comments at this time.

**III. Approval of Minutes from Previous Meeting.**

Approved meeting minutes from 02/06/2018 Board of Directors regular meeting, electronically submitted by Secretary Cindi Livingston and reviewed by all Board Members. Adam Blazak motioned; Dan Brown seconded, all in favor.

**IV. Reports of Officers**

a) **Vice President.** Adam Blazak discussed the importance of homeowner engagement and that he would like to see the Board & HOA as a whole have increased engagement and participation. He indicated additional details would be discussed during committee report.

b) **Treasurer.** Dan Brown indicated he would be contacting Tempo the next day to ask for final confirmation on the insurance policy renewal and payment, tax filing status, and update on homeowner dues received to date.

**V. Report of Committee.** Communication & Engagement Committee Chair Adam Blazak stated that the committee was interested in hosting a social event to help pursue improved homeowner engagement. He also confirmed the March newsletter had been distributed by 8 homeowner volunteers between 3/2-3/6, the largest amount of volunteers to date. Adam discussed the website, noting that it continues to be updated regularly with minutes, agendas, board meeting notifications, and important news. Briefly discussed marketing efforts for the community sale in May. Noted walking groups will be launching weekly, beginning Weds. April 4<sup>th</sup>, 6:30pm; and Sat. April 7<sup>th</sup> (9:00am), and this is listed on the website, will be posted on FB, and will be in the April newsletter to be distributed at the end of March/beginning of April.

**VI. Open Business**

a) **2018 Lawn Care.** Discussed what HOA property areas should be covered. Reviewed previously serviced areas based on map provided by Batcho and plat map of community. Dan Brown will participate in meeting and neighborhood drive through

to review what areas were being maintained, consider what should and shouldn't be maintained by the HOA, and request projected spring/summer service start and end dates. Davorin Skender will initiate a phone conference call with Attorney Greg Chandler to review our rights and responsibilities of maintaining entranceway signage/lighting/landscaping and other areas in question; call to include clarification of CCR Section 2.4 Item C. All directors agreed that the HOA maintained trail should continue to be serviced and that the section along east sidewalk on Glasgow Circle adjacent to common area should be trimmed.

- b) **Confirm Status of Insurance Policy.** Board meeting 2/15 directed Geri McInerney to communicate with Farmers confirming our policy selection and submit payment. Dan Brown to follow up with Geri on 3/7 to discover if payment has now been processed.
- c) **Confirm Status of 2017 Tax Filing.** Board meeting 2/15 determined we would instruct current accounting firm to prepare and file 2017 taxes per requirements. Dan Brown will also follow up with Geri on 3/7 in regards to tax filing status.
- d) **Update Status of Board/Officer Vacancy.** The Director/Officer vacancy has been listed in the Newsletter, is posted on the website and Facebook. Discussed at Community & Engagement meeting and will continue to discuss through word of mouth.
- e) **Review Attorney Call: audit requirements, addressing specific homeowner complaints.** Call was delayed due to scheduling conflicts and is to be rescheduled and also include additional lawn care topics early next week. Davorin Skender to contact Greg Chandler to schedule and communicate to remaining Board Members.

## VII. New Business

- a) **Policy for addressing Non-Payment of Annual Dues.** Dues arrears rate was reduced greatly over 2017 through letters sent from Tempo at Board direction. Request that Tempo provided us a list on April 2<sup>nd</sup> of arrears status through April 1<sup>st</sup> to be reviewed at regular Board meeting April 3<sup>rd</sup>. List also to be reviewed against county planning website and property transfers for any roster updates. Confirmed arrears to receive courtesy letter from Tempo with 30 day notice; follow up with attorney letter previously provided by Greg Chandler if payment is still not received; further action to be determined with Attorney advice. Proposed process to be reviewed with Attorney Greg Chandler and reconsider/adjusted per his counsel if necessary. Dan Brown motioned this course of action be accepted. Cindi Livingston seconded; all in favor.

- b) **2018 Social Event; plan and funding.** Communication &Engagement committee members have put forth interest in holding a community-wide “meet & greet” serving donuts and coffee, with Board Members in attendance. Committee has provided 3 quotes for cost of coffee and donuts. Discussed possibilities and benefits as well as possible dates. Davorin Skender motioned to allocate up to \$200 HOA funds for this event. Dan Brown seconded; all in favor.
  
- c) **Confirm procedures for future response to ‘contact’ email inquiries.** Davorin Skender discussed that he felt it appropriate for all Board members to be copied on the arriving emails; with later possibility of President being primary contact when vacancy is filled. Informational inquiries can be responded to with all members copied to avoid duplicate responses. More intensive queries or concerns should have at least 2 Board Members involved in response formulation with all members copied. Adam Blazak asked if contact emails that are not simple queries should be directed back to Observation Form. Davorin Skender suggested adding Observation Form to ‘Contact Us’ section with verbiage indicating concerns should be submitted on the form and responding to non-informational contact emails inquiries with similar direction. Adam Blazak also discussed adding an “FAQ” page to the website addressing some concerns that come up frequently; all agreed this was a good idea. Davorin Skender moved that contact email communications be updated to go to all Board members and answer procedures discussed be adhered to. Cindi Livingston seconded; all in favor.
  
- d) **Contract renewals/expiration.** Adam Blazak brought up the need to compile list of renewals/expiration to be cognizant of and have time to review and direct payment by Tempo. This to be further discussed and completed via email.

**VIII. Adjournment.** Vice President Adam Blazak adjourned the meeting at 9:01pm.

Minutes submitted by: Cindi Livingston

DATE: 04/02/2018

Minutes approved by: Adam Blazak

DATE: 04/03/2018

Davorin Skender

Dan Brown