

Highlands Subdivision HOA Board of Directors Regular Meeting
April 3, 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 7:10 pm. Directors present at roll call were: Adam Blazak, Dan Brown, and Cindi Livingston. Director Davorin Skender joined the meeting at 7:30pm.

II. Homeowner Open Forum. No homeowners present.

III. Approval of Minutes from Previous Meeting.

Approved meeting minutes from 02/15/2018 and 3/06/2018 Board of Directors regular meetings, electronically submitted by Secretary Cindi Livingston and reviewed by all Board Members. For 02/15/2018, Cindi Livingston motioned, Adam Blazak seconded; all in favor. For 03/06/2018, Dan Brown motioned, Dan Brown seconded; all in favor.

IV. Reports of Officers

- a) **Vice President.** Adam Blazak confirmed that he had added Davorin Skender and Dan Brown to the contact email recipients as decided 3/6/2018. He discussed that he requested a homeowner roster from Tempo and compared each address to the Monroe County planning website; verifying correct homeowners are listed. He noted several corrections and provided the updated list to Tempo. He stated that he had created a draft of a delinquent dues policy for consideration later on the agenda. Adam also indicated he had contacted Monroe County and obtained information on the ‘Public Notice’ sign posted at Parcel E in the subdivision, as well as regarding overgrowth/weed information; both topics to be discussed later in the meeting.
- b) **Treasurer.** Dan provided list of homeowners in arrears for this dues period and prior, provided by Tempo and accurate through 4/01/2018. He stated that in terms of percent of dues collected, we have collected more this year to date than we had at this same time in 2017. He also noted that we can probably expect to have additional payments trickle in over the next few weeks, as well as additional once the delinquent policy is determined and arrears are addressed.

V. Report of Committee.

- a) **Communication & Engagement.** Committee Chair Adam Blazak expressed a thank-you to the volunteers in addition to himself that had helped distribute the April newsletter (Chrissy Peske, Lyndy Lawrence, Roger Morris, Germaine Santos-Cochrane, Anna Bragin, Erin Ryan, Katie Zuber, Amy Calloway, Donna Drichel). The Board as a whole also indicated their appreciation for these volunteers and the

entire committee. He indicated the Committee met on 04/02/2018 and had discussed several topics. They are in process of drafting a 'welcome wagon' letter to be distributed to new homeowners. Information updates to the website include the 2018 P&L, new insurance contract information, updated the association dues page to clarify verbiage and better fit with the updated website. Adam also indicated he is working on an FAQ page for the website as previously discussed. Dan Brown brought up at this point that the Board needs to determine the best way to ensure copies of all records are backed up and accessible to this and future Boards and homeowners; it was agreed this will be considered and discussed at a future meeting. Adam discussed that the Committee has asked if the board would consider the possibility of a future, volunteer based, 'neighbor in need' program to help with outside clean up. All Board Members agreed that this is a worthy consideration; but various factors would need thorough review and further discussion overall. Adam also reminded of the weekly walking groups starting this week and noted he has posted temporary signs to draw attention, which will be removed after approximately another week.

VI. Open Business

- a) **2018 Lawn Care.** Dan participated in the neighborhood drive through with Geri McInerny & Batcho on 3/8/2018. They determined that several areas are being cared for that are not HOA community property or should not be maintained. Board Members reviewed Dan Brown's findings as well as maps, data, and advice from attorney Greg Chandler during a conference call 3/13/2018. Areas the HOA are responsible for maintaining were confirmed and agreed upon; with it noted that some areas would be maintained on a repeated regular basis while others would be a once yearly or as needed update/check-up. Davorin Skender motioned that we solicit two separate quotes from potential landscapers: a) regular mowing/trimming of edges along sidewalk of lots 449, the trail, and entrance signage are and b)a 'as needed' quote for occasional specific yearly/occasional maintenance/landscaping. Adam Blazak seconded; all in favor. Dan Brown to initiate quote process including taking information pictures to clarify needs for prospective landscapers, with Adam Blazak assisting if needed.
- b) **2017 Tax Filing.** Dan Brown confirmed that the return were completed by Watler and is in Dan's possession to be mailed on 4/3/2018. He noted that we were originally under the impression they were due in March but as we are a non-profit corporation the deadline is in fact 4/17 and they will be received in time.
- c) **Financial Audit.** Davorin Skender and Dan Brown spoke with Attorney Greg Chandler via conference call on 3/13/2018 regarding this issue. Greg provided pros/cons of each type of audit and his final advice was that as there are no records showing any previous Boards initiated any required audits, we should complete an

initial full financial audit. Following this first audit, a less comprehensive audit would be sufficient. Greg also noted that as Watler's services are obtained by Tempo, it would be suitable for them to conduct the audit as they are already considered a third party. Davorin Skender motioned that we obtain quotes from Watler as well as two additional financial services for a full financial audit, with quotes to be reviewed and further action determined at next meeting. Dan Brown noted that as with the Tax Filing, it is likely that asking Watler to complete the audit may be the end result and it may be a waste of time to obtain quotes. Remaining Board Members agreed that this could be the outcome, but also indicated that at least for this initial audit it would be worthwhile to obtain quotes in order to do our due diligence on behalf of the community, and that quotes do not cost us any funds. Cindi Livingston seconded; Davorin Skender, Cindi Livingston, and Adam Blazak voted in favor, Dan Brown abstained.

- d) **Update Status of Board/Officer Vacancy.** The Director/Officer vacancy was listed in the March and April newsletters, posted on the website, posted on Facebook, discussed via word of mouth, and brought up at the Communications & Engagement Committee meeting. No interest has been expressed at this time to any current board members. Will continue to post, list, and discuss.
- e) **2018 Social Event Donuts & Coffee.** Communications & Engagement Committee confirmed the event for 6/9/2018, with 6/16/2018 as an alternate in case of inclement weather. Location being considered is the undeveloped Lot 135 along Wickens/sidewalk, as this allows enough room as well as space for curbside parking. Davorin Skender motioned that Adam Blazak contact Developer Jim Wray, as this space is still owned by him, and inquire if he would be amenable to this. Dan Brown seconded; all in favor.
- f) **Policy for Addressing Non-Payment of Dues.** The Association's Covenants, Conditions, and Restrictions require that we collect dues. Adam Blazak created a draft of a Delinquent Assessment Collection Policy for consideration, which the Board reviewed and discussed. Adam Blazak & Davorin Skender also noted that per the 3/13/2018 conference call with Attorney Greg Chandler; each lot that we require attorney assistance with would be a fee of \$75 to initiate official action. This fee along with any other subsequent associated collection fees would, as allowed by law, be rolled into the amount owed by the homeowner. Dan Brown motioned we adopt the document as drafted with one change, the process interval dates to be 30/60/90 days instead of 30/45/60 days. Cindi Livingston seconded; all in favor. It was also noted that a courtesy letter from the Board should accompany the first process step of the policy, Adam Blazak will draft the letter and provide to the Board for review and approval.

VII. New Business

a) **Architectural Approval Requests.** Three requests have been received between 3/7/2018 and the date of this meeting.

1. **Sun porch/Covered Deck request.** Reviewed request, form is in order and requirements met. Davorin Skender motioned to approve, Dan Brown seconded; all in favor.
2. **Mailbox Post.** Reviewed request, form is in order and requirements met. Davorin Skender motioned to approve, Cindi Livingston seconded; all in favor.
3. **Wood Deck.** Reviewed request, form is in order and requirements met. Davorin Skender motioned to approve, Dan Brown seconded; all in favor.

b) **May Community Sale-Advertising & Post-Sale Dumpster.**

1. **Advertising.** Adam Blazak indicated he had contacted the Herald-Times and the pricing to place the same ad used for last fall's sale would be \$69.00. An ad would also be placed in the Indiana Daily Student publication and advertised on two radio stations, all at no cost. Additionally information will be included in the May newsletter and posted to the website and Facebook. Davorin Skender moved that we proceed with the HT advertisement as quoted. Cindi Livingston seconded, all in favor.
2. **Dumpster.** The Board had previously preliminarily discussed the intention to rent a temporary waste dumpster for homeowner use following the sale, as a benefit and service to the community. Additionally, Adam Blazak noted that the Communications & Engagement committee had suggested contacting local non-profit organizations to see if a collection point for reusable items such as clothes could be established as well. This would allow homeowners to leave items for donation and the organization would pick them up; the Committee is in process of reaching out on this matter. Quotes for the dumpster container were shared and discussed: K & S, one bin of any size for two weeks. Initial price \$250 plus \$50 for any ton over 1 ton. Waste Away, one bin of either 15 or 30 yard size, \$225 deposit, \$52 per ton. Monster, \$225 for 7 days, 10 yard dumpsters, includes 2 tons, additional tons \$55. Express Waste, 6 yard, \$90 flat rate regardless of weight. Republic Services, 20 yard \$465, 30 yard \$470, 40 yard \$481 for up to 5 tons. Davorin Skender motioned we contract with K&S for 40 yard dumpster to be located at roundabout at end of Wickens or alternative location off Meeting House Lane for the Community Sale in May. Dan Brown seconded; all in favor. Adam Blazak

will contact Jim Wray about placing dumpster at end of Wickens as this is technically his property as it abuts to the as yet unfinished section.

- c) **Public Hearing on Land Use Regarding Parcel “E”.** Adam Blazak contacted Monroe County in regards to this posted notice. The County is waiting on further information from Bynum Fanyo on behalf of Developer Jim Wray in regards to further development of Parcel E and extension of Wickens to Rockport Rd. County is amenable to providing further information to Board as received. Details to be further reviewed and any members of Board are able to will attend the public meeting. To be further discussed at next meeting.

VIII. Adjournment. The meeting was adjourned at 9:02 pm.

Minutes submitted by: Cindi Livingston

DATE: 04/06/2018

Minutes approved by: Adam Blazak

DATE: 05/01/2018

Davorin Skender

Dan Brown