

Highlands Subdivision HOA Board of Directors Regular Meeting
Sept 4, 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: Adam Blazak, Dan Brown, Davorin Skender, and Cindi Livingston.

II. HOA Nature Trail Bid Q & A. Landscaper Jim Batcho answered questions from Board Members regarding the procedures including equipment and material details, cost and timeline for work. He confirmed that a safety worker would be present during equipment use and that his company is fully insured.

III. Homeowner Open Forum. Homeowners present were Kevin Campbell, Jason Endris, and Anna Bragin.

IV. Approval of Minutes from Previous Meeting. Minutes for Special Meeting 08/15/2018. Cindi Livingston noted that one grammatical correction was made to the first draft which does not affect content. Dan Brown motioned to approve meeting minutes, Adam Blazak seconded; all in favor.

V. Reports of Officers

- a) **Vice President.** Adam Blazak discussed Bynum-Fanyo meeting he attended 8/28. He noted that he had provided Bynum-Fanyo the required basic confirmation letter that the meeting had occurred. One further inquiry was made which we are waiting on feedback from county on. This is whether the proposed road extension and development are two separate projects for planning and approval purposes or are considered one project. Adam also stated the volunteer call out appeared in September newsletter, and he also emailed homeowners on the previously compiled volunteer list as well. He has received several responses emails, some of which were interested specifically in newsletter distribution and have been added to that list. Others were sent additional information and invited to attend Board meetings or inquire for further information.
- b) **Treasurer.** Dan Brown confirmed that the County public hearing regarding Parcel E is confirmed for 9/18/2018, 6:00pm, at the Monroe Co. Courthouse. Dan also stated that he had prepared a preliminary 2019 budget, which will would be discussed later in the agenda.
- c) **Secretary Cindi Livingston, Member-At-Large Davorin Skender had no reports tonight.**

VI. Report of Committee.

- a) **Communication & Engagement.** Adam Blazak updated the Board with recent committee activities. The September newsletter has been distributed, 11 volunteers assisted with delivery. The community sale ad placements are confirmed, and the physical signs will be picked up from Tempo and placed in the community. We will be advertising on Facebook, craigslist, and HOA website. Regarding the 9/15/2018 Block Party, Adam Blazak confirmed lot 135 will be mowed by Batcho prior to the event. The committee is meeting 9/10/2018 to organize final event details. The HOA website has been updated with Parcel E information, including renderings, under info and news & updates, and the same information will be posted on our Facebook page.

VII. Open Business

- a) **HOA Trail Maintenance.** We had previously received three bids for a clean-up/refresh of the HOA maintained portion of the trail. These ranged from \$4150.00 to \$9595.00. Davorin Skender motioned to accept Batcho's \$4150 bid for this project and authorize the work and payment, Dan Brown seconded; all in favor.
- b) **2017 Audit.** We had previously requested Tempo obtain three bids for a full financial audit, as no audit has ever been completed by previous Boards as required by our governing documents. Bids received were \$3500-\$4500, \$4000-\$4500, and \$8000, which was only for a financial review and not a full audit. Dan Brown motioned we accept the bid from local company Stampfli, at a cost of up to \$4500.00 for a full financial audit. Adam Blazak seconded; all in favor.
- c) **Entrance Sign Lighting.** We previously requested Tempo obtain quotes from 3 three services for replacing the sign lighting at the Rockport Road entrance. Only two were received within the allotted time frame; from Electric Service & Plumbing at a cost of \$985.16, and Price Electric at a cost of \$1280. Both quotes includes appropriate wiring and transformers and two 12-volt LED lights per side of the entrance. Dan Brown motioned that we accept bid from Electric Service & Plumbing. Adam Blazak seconded; all in favor.
- d) **Delinquent Assessment Collection Policy.** Discussed progress and next steps. Following turnover to attorney for collection action, delinquent accounts have been reduced to only 17 homes that have neither responded, paid, nor set up a payment plan. It was discussed that each homeowner has equal obligation to pay required dues and it is to the benefit of all to enforce this. We noted that the Board has made numerous good faith attempts to collect required dues fairly and with least cost to our homeowners overall; including multiple notices, waiving of late fees and interest, and acceptance of reasonable payment plans. Adam Blazak spoke with attorney collections representative Candy Kennedy, regarding possible next steps regarding

the 17 still-delinquent homeowners. They recommend a lawsuit be pursued for any homeowners who are living on their property and a lien for those who are not living on the property, as there would be jurisdiction issues if they are living out of county or state while maintaining ownership of the property. We considered pursuing next steps in small groups to keep the process cost effective until we see what timeline and return we can expect vs cost and effort. Davorin Skender motioned to table final decision to next meeting, pending further Board Member review of the details provided by Candy Kennedy. Adam Blazak seconded; all in favor.

- e) **HOA Acquisition of Lot 135.** Filing Cost should be less than \$40 to get this corrected. Davorin Skender will email attorney and see if we can get a quit claim deed template and verify this is the document recommended. Homeowner Kevin Campbell volunteered to contact an attorney acquaintance to see if they could provide info on where to find also. Davorin Skender motioned to table transfer to next meeting pending additional information gathering. Adam Blazak seconded; all in favor.
- f) **2018 Annual Meeting.** Adam Blazak & Cindi Livingston to formulate notice verbiage and print. Davorin Skender motioned that we authorize Tempo to purchase stamps and formulate mailing labels. Adam Blazak seconded; all in favor. Davorin Skender motioned that we authorize Cindi Livingston to purchase a ream of neon colored paper for the mailing which she will provide to the volunteer printer. Adam Blazak seconded; all in favor.

VIII. New Business

- a) **Architectural Approval Requests.** No requests received for this meeting.
- b) **Homeowner Observations.**
 - 1. Concerned homeowner regarding starting a petition to stop parcel E development. Responded that this would be the purview of homeowners if they wish to pursue.
 - 2. Inquiry regarding ash tree removal. Homeowner wanted to know if the Board had to approve removal of dead Ash 'street' trees. As these particular trees are technically County purview the Board recommended homeowner contact Monroe County for further information.
 - 3. Overgrowth at Wickens & Gordon Pike; confirmed this is county property and complaints or inquiries should be directed to the county. Overgrowth at Bushmill abutting Wickens, this is individual homeowner property and should be addressed neighbor to neighbor.

4. Concern about parking near the area of Shamrock & Wickens that obstructs the view of the intersection. Confirmed as our roads are public roads under the purview of the county the Board has no jurisdiction and any issues should be pursued with the Sheriff's Department.

c) **Renew Email Accounts/Domain/Web Hosting.** These accounts all expire prior to next meeting. Adam Blazak researched and we do not qualify for google non-profit accounts at no-charge due to our particular non-profit classification. The total cost to renew all services for another year is \$298.00. Davorin Skender motioned that we authorize Adam to renew and be reimbursed. Adam Blazak seconded; all in favor.

d) **2019 Annual Budget.** Dan Brown provided an initial proposed budget for review and revision prior to the Annual Meeting for distribution to homeowners. Due to time constraints and need for in depth discussion, Dan Brown motioned we table this item at present and reconvene to complete this at a Special Meeting. Set Special Meeting date of 10/10/2018 at 7:00pm at Lucky's Market Community Room. Davorin Skender seconded; all in favor.

IX. Adjournment. Vice President Adam Blazak adjourned the meeting at 8:56 pm.

Minutes recorded by: Cindi Livingston

DATE: 9/10/2018

Minutes approved by: Adam Blazak

DATE: 10/02/2018

Davorin Skender

Cindi Livingston