

Highlands Subdivision HOA Board of Directors Regular Meeting
October 2, 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, Davorin Skender, and Cindi Livingston.

II. Homeowner Open Forum. Homeowners present were Phil Argenti, Kevin Campbell, and Kevin Jones. Kevin Jones stated he appreciated the consistent communication efforts of this Board and commented on concerns of traffic speed throughout neighborhood.

III. Approval of Minutes from Previous Meeting. Minutes from regular meeting 09/04/2018. Davorin Skender motioned to approve, Adam Blazak seconded; all in favor.

IV. Reports of Officers

a) **Vice President.** Adam Blazak confirmed the Annual Meeting notice had been sent out as planned, with approximately 8 volunteers convening to help fold, label, and stamp. Volunteer efforts are much appreciated.

b) **Secretary Cindi Livingston, Member-At-Large Davorin Skender had no reports at this time.**

V. Report of Committee.

a) **Communication & Engagement.** Adam Blazak updated the Board with recent committee activities. The email/domain/website services have been renewed as previously authorized. The website is updated with the most recent pertinent information including annual meeting notice. The community sale occurred and appeared to be successful, the dumpster was emptied once and will be picked up for the final empty/removal this week. The block party expenditures came in under the authorized budget. At least two new volunteers were confirmed from this event.

VI. Executive Session. Entrance lighting installation and follow up discussed.

VII. Open Business

a) **Financial Audit.** The Board previously approved completion of the audit by Stampfli, but on attempt to confirm and move forward they stated they could not fit it in until spring 2019. It was discussed that this item has been an ongoing agenda item in 2018 and Stampfli did not indicate in their quote that they would not be able to complete it this year. Davorin Skender motioned that we rescind Stampfli approval

and accept the quote from Comer-Nowling for up to \$4500 with the requirement it be completed by end of November 2018. Adam Blazak seconded; all in favor.

- b) **Delinquent Assessment Collection Policy.** Twenty-eight accounts were turned over to the attorney representative for collection action once Board efforts (multiple notices, waiving of late fees/interest, payment plan options) to collect dues owed were ineffective. Following attorney action, seven accounts have fully paid, two have made payment arrangements, and one is in the process of bankruptcy which prevents further action at this time. The attorney representative recommends two liens and sixteen suits in regards to the remaining accounts, at a total cost of \$2,400. Davorin Skender motioned that we proceed with the actions as recommended by our attorney representative in order to have the HOA made whole in terms of what is required. Adam Blazak seconded; all in favor.

- c) **HOA Acquisition of Lot 135.** Davorin Skender conducted an attorney conference call to clarify procedures. It was determined we need to execute a Warranty Deed with Richland Construction representative. This must be notarized and then filed with Monroe Co. at the cost of \$30. Cindi Livingston motioned that we move forward with this, with Davorin Skender organizing and completing. Adam Blazak seconded; all in favor.

- d) **2018 Annual Meeting.** Confirmed noticed was mailed within proper timeline. The November newsletter will be distributed with a focus of additional meeting notice and a proxy form provided with information and submission instructions. Noted that required Quorum for this meeting would be 273 in attendance in person or by proxy. If Quorum is not reached the meeting is officially over but can proceed informally; the Board can continue with actions. Adam Blazak also confirmed the location was verified and a microphone/speakers would be provide. The Communications & Engagement committee will be posting signs in neighborhood and onsite the evening of. Discussed the committee coordinating light refreshments to include water, soda, cookies, and napkins. Davorin Skender motioned to authorize this with a maximum spending limit of \$75.00. Adam Blazak seconded; all in favor.

- e) **Update on Parcel E hearing.** Davorin Skender spoke regarding the Public Meeting with the County regarding Parcel E. A fair amount of homeowners were in attendance and several homeowners spoke. Concerns brought up were mainly traffic/road, safety issues. Davorin noted the impression received is that the Commission is more likely to approve than not at this time; more homeowner communications, queries, and efforts would be the most effective in possibly swaying opinions. There was an additional follow up meeting today and homeowner Kevin Campbell noted that he attended and a main concern is that if the road is approved to be kept as a private road, it would not receive school bus service, resulting in possibly bus stop traffic and

safety issues. Additional concerns were noted about what actual target demographics are and that the developer has not provided succinct answers to various concerns. Final planning commission meeting is scheduled for 10/16/2018.

VIII. New Business

a) Architectural Approval Requests.

1. Fence/outbuilding. Reviewed and approved. Fence portion of request has now been withdrawn. Outbuilding is a temporary structure which will be removed when current tenant vacates, and meets appearance requirements. Davorin Skender motioned to approve, Adam Blazak seconded; all in favor.

2. Fence. Reviewed and denied. Proposed fence does not meet requirements (CCRs section 6.28) as it the request shows it starting further up than the rear foundation of the home. New homeowners indicated there are two sections of fence already located there and that the previous homeowners indicated this was approved. The Board shows no record of request or approval for these fence sections and they are in direct violation of requirements. Davorin Skender motioned to deny request, Adam Blazak seconded; all in favor.

b) Homeowner Observations.

1. Anonymous report of home for sale with a fence that does they do not feel is in compliance with requirements and may encroach a property line or easement. Visual observation does not note any apparent issues with fence and we show no record of fence approval by current Board for this property. Davorin Skender motioned that we retain observation for records but no action to be taken at this time. Adam Blazak seconded; all in favor.

2. Inquiry regarding ash tree removal. Homeowner wanted to know if the Board had to approval removal of dead ash 'street' trees. As these particular trees are technically County purview the Board recommended homeowner contact Monroe County for further information.

c) Season Decorations for Entrance Signs. Communication & Engagement Committee suggested that we decorate seasonally. Discussed that due to timing and planning we ask the Committee to further research and present a plan for a possible general winter-themed display. Davorin Skender motioned that we table this for until further information is presented, Adam Blazak seconded; all in favor.

d) Acquisition of Parcel K. Previously brought up by Developer that he may have an interest in turning over Parcel K, which he indicates is listed as undevelopable green space. Davorin Skender noted that per discussion with attorney it would not be

substantially different that acquisition of Lot 135, and we would only need to update our liability insurance to include coverage of Parcel K in addition to updating to include Lot 135. Davorin Skender suggested this be presented to developer as part of the organization of the turnover of Lot 135. Cindi Livingston motioned, Adam Blazak seconded; all in favor.

- e) **Volunteers, Officer Role transition and familiarity.** We need to have information in place to help smoothly transition officer changes as well as for volunteer efforts. Davorin Skender motioned that he put together some preliminary officer role descriptions and provide to current officers for further input. Discussion followed and the possibility was also mentioned that we consider designated liaisons such as with property manager or attorney. Additionally discussed that we post current and 2019 vacancies and needs with an application deadline of Nov 15 at the annual meeting. Cindi Livingston seconded the motion with the addition of the vacancy posting and deadline; all in favor.

IX. Adjournment. Vice President Adam Blazak adjourned the meeting at 9:10 pm.

Minutes recorded by: Cindi Livingston DATE: 10/31/2018

Minutes approved by: Adam Blazak DATE: 11/06/2018

Dan Brown

Cindi Livingston