

Highlands Subdivision HOA Board of Directors Regular Meeting
Dec. 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 were: Adam Blazak, Dan Brown, and Cindi Livingston.

II. Homeowner Open Forum. Kevin Campbell, Anna Bragin, Erin Ryan, and Mike Ryan were present as interested homeowners and prospective volunteers for open positions on the Board of Directors.

III. Approval of Minutes from Previous Meeting.

Approved meeting minutes from 11/06/2018 Board of Directors regular meeting and 11/15/2018 HOA Annual Meeting, electronically submitted by Secretary Cindi Livingston and reviewed by all Board Members. For 11/06/2018, Adam Blazak motioned, Dan Brown seconded; all in favor. For 11/15/2018, Adam Blazak motioned, Dan Brown seconded; all in favor.

IV. Reports of Officers

- a) **Vice President.** Adam Blazak confirmed he had contacted Monroe County regarding the Glasgow Circle area roads that we had been given to understand were turned over by the developer and now considered part of the County's purview. Per information from Monroe County, there are items still awaiting on completion that must be approved and confirmed before the County will accept ownership. Adam Blazak also left a message for Jim Wray to follow up on this matter and reiterated that until the County accepts ownership Jim Wray is responsible for maintenance such as snow removal when warranted. Also noted that Farmers insurance had sent policy renewal information with a 50% increase as they did not underwrite for the proper amount of homes initially. They have indicated that the premiums will keep increasing over time until corrected. Adam recommended that this be an issue the incoming Board research and address promptly 2019 prior to renewing the policy.
- b) **Treasurer.** Dan Brown confirmed that our current financial status is in good standing and expected to continue as such in 2019. The 2017 audit is complete and has been signed as required and entered into records.

V. Report of Committee.

- a) **Communication & Engagement.** Adam Blazak noted that he would be transitioning out of participation with the committee for 2019. Committee volunteers Germaine Santos and Amy Calloway will be co-chairing the Committee, and will provided an

updated roster to the Board for review and approval in 2019. Several volunteers have taken on specific tasks assignments to ensure consistency: website/mass email communication-Germaine Santos and Kevin Campbell, newsletter design-Erin Ryan, newsletter distribution & coordination-Lyndy Lawrence. Adam also confirmed that the December newsletters have been distributed and noted that the January newsletter would be distributed as part of the annual mailing/dues invoice packets.

- b) **Safety & Traffic Ad-Hoc Committee.** A committee representative has sent an email to the County following up on the items from the previously attended Traffic Commission meeting 11/15/2018. No return communication as of yet; the next meeting will be scheduled after response is received.
- c) **Community Commons Ad-Hoc Committee.** No report at this time.

VI. Open Business

- a) **Acquisition of Lot 135.** Davorin Skender is continuing to progress with this and is in contact with the developer and attorney to confirm final steps and finalize the process.
- b) **Update on Parcel E Development.** The Monroe County Planning Office communicated that there is another public hearing on 12/5 at 10:00am, regarding amendments to the proposal. The date and meeting packet provided by the county were been previously posted on our website and Facebook page. The amendment appears to revise the previous request to keep the road private. The proposal is now to have the road be a public County road; in accordance with this aim the request shows adjusted setback easements to allow for longer driveways and room for two way traffic with on-street parking. If approved, this should help with traffic flow and safety on the affected roads and also allow for safer bus stops off inside the development rather than on Rockport Road.

VII. New Business

- a) **Architectural Approval Requests.** No requests were received for this month.
- b) **Homeowner Observations.**
 - 1. **Anonymous Observation.** An observation form was left in a blank envelope at Tempo Properties. The form alleges that a home in the subdivision is being operated as a halfway-house, has multiple people living there, and has debris in the yard. No further information on the home in question or its location was given. The reporter provided no additional information or contact method to obtain more information. As such we are unable to determine any specific location or issue. The observation is noted for reference.

2. **General Complaint.** Homeowner Susan Bridges contacted Tempo and Vice President Adam Blazak stating she was unhappy with the HOA in general, and specifically expressed frustration regarding dues being collected. Homeowner asked that this be openly noted on record. Adam Blazak attempted to discuss concerns with her via phone but had to disconnect from the call when Homeowner became volatile and began swearing.
3. **Possible Tree Issue.** A Homeowner reached out regarding a dead tree that may be in danger of falling in the future. There is a question whether this is a tree on the common area or on the Homeowner's property. The Homeowner is verifying property lines according to Monroe Co. records and will notify the Board if it appears to be on the common area and follow-up is necessary.

c) **Director and Officer Position Vacancies & Appointments.**

1. **Current Status and Available Positions.** Adam Blazak confirmed he would not be continuing with the Board once his term of service expired 12/31/2018. He announced that Davorin Skender had also submitted his resignation to be effective 12/31/2018. Cindi Livingston stated that she was planning to continue on with the Board and while she preferred to remain Secretary was open to other Officer roles if necessary to have a full and functioning Board. Dan Brown indicated that he was willing to continue on, but would prefer to step down if and when a suitable replacement was interested. Therefore there are at minimum three Directors needed with the Officer roles of President, Vice-President, Member-at-Large, open at this time, with the possibility of a fourth Director/Officer position available as well.
2. **Duties and Commitments.** Adam Blazak briefly outlined the different roles and discussed what duties each Officer was currently completing, including both generally and role specific duties as required by the By-Laws. He noted that of course the incoming Officers could coordinate to determine specifics on who would complete general duties and delegation of tasks. Cindi Livingston spoke briefly regarding her present role with the Board. Dan Brown noted specific Treasurer duties and necessary knowledge. At this time, open general discussion occurred with the prospective Board Members present, and a consensus was reached regarding new Directors and Officers for 2019.
3. **Appointment of Directors/Officers.** Pursuant to above-referenced discussion, Cindi Livingston motioned that the Board confirm and appoint Directors and Officers, for the period of 01/01/2019 through 12/31/2019, as follows: **Kevin Campbell, President; Erin Ryan, Vice President; Cindi**

Livingston, Secretary; Dan Brown, Treasurer; Anna Bragin, Member-at-Large. Adam Blazak seconded the motion; all in favor.

4. 2019 Board Meetings. The first Board Meeting for 2019 was set for Tuesday, January 8th, 2019, at 7:00pm. Adam Blazak will check to determine if current location is available for that date and provide Kevin Campbell the information to follow up this for future dates as well. Confirmation of dates and locations going forward in 2019 will be completed at the first meeting.

d) Indiana Business Entity Report. This is a requirement that must be filed every two years with the State of Indiana. Adam Blazak completed the filing at the cost of \$22.00 and is asking for reimbursement. Cindi Livingston motioned that he be reimbursed, Adam Blazak seconded; all in favor. Adam Blazak will provide receipt his receipt to Tempo for reimbursement.

e) Return Address Stamper. It was previously discussed that obtaining a return address stamp would be efficient and cost effective for future mailings when prepared by the Board and volunteers. Cindi Livingston provided a printed actual size proof example of such from online service VistaPrint. The stamp would be a 4-line self-inking variety, 1” x 2.75”, with our address and website listed. The cost is \$12.49 plus shipping and tax. Cindi also noted she had compared similar from other companies and all were at a higher cost. Adam Blazak motioned to approve this be ordered at a cost of up to \$25.00. Dan Brown seconded; all in favor. Cindi Livingston will order and provide receipt to Tempo for reimbursement.

f) Governing Document Review.

1. Covenants, Conditions, and Restrictions Changes. Dan Brown noted that it is possible for the Board to enact an amendment to the CCRs to address specific concerns; such as to address rental concerns as recently communicated by an interested homeowners. Adam Blazak confirmed that this is a possibility. Adam also discussed that a full change of CCRs would be a very time and labor intensive venture as well as highly likely to be an unsuccessful undertaking. He indicated he did not feel blanket amendments should be completed by the Board as they are not necessarily representative of the majority of homeowners; and that in his opinion addressing items that may not affect all homeowners equally was not in line with the basic functions of an HOA. Cindi Livingston acknowledged as well that amendments are a possibility, but urged that before considering any amendment they should be fully and stringently researched and considered in accordance with legal advice and requirements as well as with all relevant information taken into account. Discussion was tabled at this time and no action will the taken; the issue can be reopened for future review.

2. By-Law Review. Specifically queried was the concern of lowering Annual Meeting Quorum. Following discussion, overall consensus was that this issue would be tabled for future review as well as to seek advice from our Attorney regarding a reasonable number if such a change was to be made.

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

IX. Addendum.

a) Recording Action Taken Without Meeting. Vice-President Adam Blazak submitted a motion in accordance with the “Action Taken Without Meeting” protocol. This action was formulated following communication electronically and in person by current 2018 Board Members, incoming 2019 Board Members, and prospective volunteer Phil Argenti. Adam Blazak motioned via email on 12/13/2018 for the Board to replace Dan Brown with Phil Argenti as Director and Treasurer for 2019, effective 01/01/2019. Cindi Livingston seconded the motion via email and voted affirmatively. Davorin Skender and Dan Brown also voted affirmatively on the motion. Motion unanimously passed on 12/17/2018. Dan Brown also confirmed his resignation would be effective 12/31/2018.

Minutes submitted by: Cindi Livingston

DATE: 01/03/2019

Minutes approved by: Kevin Campbell

DATE: 01/08/2019

Erin Ryan

Phil Argenti

Anna Bragin