

Highlands Subdivision HOA Board of Directors Regular Meeting
Jan. 8, 2019 – 7:00PM-9:00PM – 2424 S. Walnut St. – Bloomington, IN 47401

Minutes of the Meeting

I. Call to Order/Roll Call

President Kevin Campbell called the meeting to order at 7:03. Directors present were Kevin Campbell, Erin Ryan, Phil Argenti, and Cindi Livingston. Anna Bragin joined the meeting shortly thereafter.

II. Resolution. Official resolution confirming appointment of the 2019 Officers was signed by each incoming Officer and will be entered into the Board records.

III. Homeowner Open Forum. Homeowner Adam Blazak attended the meeting. Adam thanked each Board Member for volunteering to serve in 2019.

IV. Approval of Minutes from Previous Meeting.

Approved meeting minutes from 12/02/2018 Board of Directors regular meetings, electronically submitted by Secretary Cindi Livingston and reviewed by all Board Members. Kevin Campbell motioned, Erin Ryan seconded; all in favor.

V. Reports of Officers

- a) **President.** No report at this time.
- b) **Vice President.** No report at this time.
- c) **Secretary.** Cindi Livingston noted that the previously approved address stamper had arrived as ordered.
- d) **Treasurer.** Phil Argenti stated that he still working on retrieving materials from former Treasurer, will continue to reach out with the aims of arranging a meeting.
- e) **Member-at-Large.** No report at this time.

VI. Report of Committee.

- a) **Communication & Engagement.** Erin Ryan noted that he next meeting was 1/9 and would include coordination of meeting packet preparation. Erin provided a roster of 2019 Committee Members.
- b) **Traffic & Safety Ad-Hoc.** Phil Argenti noted that some items had been completed by the County such as additional speed limit signs, but that other items including the traffic study did not appear to have been completed.

VII. Open Business

- a) **Update on HOA Acquisition of Lot 135 and Parcel K.** Davorin Skender will continue to coordinate this as a volunteer; arranging meeting with Jim Wray for signature on forms related to Lot 135 and will update the Board on progress.
- b) **Insurance 2019.** Kevin Campbell spoke with our insurance agent and received different quote than what was received via email invoice. Kevin will clarify correct amount and coverage details with agent. Cindi Livingston motioned to approve the quote up to the quoted renewal cost provided questions are clarified to our satisfaction. Erin Ryan seconded; all in favor.
- c) **Canopy Tents.** The Board reviewed price quotes from the Communication & Engagement Committee for basic canopy tents for HOA use for social events. It was decided further information on specific size and quantity is needed. Tabled for further review; Erin Ryan will take this back to the Committee for follow up.

VIII. New Business

- a) **Architectural Approval Requests.**
 - 1. **Window & Patio Door Replacement.** Reviewed request received 12/10, form is in order and requirements are met. Trim color/sizing would remain the same and overall appearance remains in line with community aesthetics. Phil Argenti motioned to approved, Erin Ryan seconded; all in favor.
 - 2. **Third Garage Bay.** Reviewed. Request form is in order, drawing is insufficient as it is not the required plat containing confirmed property lines and any possible easements. Request deferred until correct drawing received; Kevin Campbell will email homeowner with status and requesting additional required information.
- b) **Webpage/Facebook Updates.** Kevin Campbell noted that several updates were needed with end of year and Board Changes and that he would make those updates.
- c) **Annual Dues Mailing Packet.** Cindi Livingston confirmed printing status to date and projected completion of remainder. Phil Argenti motioned to approve the Profit & Loss Statement as provided, Erin Ryan seconded; all in favor. The prospective Letter from the Board was reviewed and discussed, with a consensus to have a concise letter highlighting various updates and calling out information provided in the packet. Erin Ryan will email an update to the Board for final review and upon agreement it will be printed and included in the mailing.

- d) Delinquent Assessment Collections Status.** Phil Argenti stated that he will follow up with the Attorney representative to obtain status of recent collection actions and update Board at next meeting. Former Vice President Adam Blazak spoke and noted that the Attorney actual attending the cases locally had contacted him regarding one that was being contested, and requested further information. Adam informed the Attorney of the recent Director transition and provided updated contact information for follow up.
- e) Monthly Meetings Schedule.** Following discussion a consensus was reached to schedule 2019 month meetings on the 2nd Tuesday of each month. Kevin Campbell motioned to approve this, with a first choice location of Lucky's Community Room and a 2nd choice of Ivy Tech. Phil Argenti seconded; all in favor. Cindi Livingston will call to see if Lucky's will book on a recurring basis; if not then we will schedule at Ivy Tech.
- f) Homeowner Observations.** None received at this time.
- g) CC&R Review & Enforcement.**
- 1. Enforcement.** Open discussion of priority elements to research and enforce. Tabled for further review in next meeting; to included formulation of a specific enforcement policy and questions for Attorney input.
 - 2. Delinquent Assessment Collection Policy.** The Policy adopted in 2018 is in line with the CCRs but is more flexible than required. Following discussion, and pursuant to Article V, Section 5.8 of the CCRs, Kevin Campbell motioned to update the policy as follows: i) Initial assessment due date remains 60 days from invoice date. ii) Payment will be considered late 30 days following initial due date. Final Notice letter will be sent; including notification of 8% interest accruing from initial due date, and that the account will be submitted for collection action if payment is not received within a further 30 days. iii) If payment is not received within 30 days of Final Notice date, the account will be submitted for collection action. Homeowner is responsible for all associated fees. Erin Ryan seconded; all in favor. Phil Argenti will update the policy verbiage and provide in order to update the policy posted on the website.
- h) By-law Review and Update.** Cindi Livingston noted that in 2018 a review was conducted by the Board following an update template provided by Attorney. Review completion and update adoption was tabled in 2018 due to having less than a full complement of officers, possible costs, and priorities at that time. Further discussion of the By-Laws as a whole tabled for future consideration.

IX. Adjournment. Kevin Campbell adjourned the meeting at 8:29pm.

X. Addendum

a) Recording Action Taken Without Meeting. Homeowners moving in to the community contacted the Board with respect to an Architectural Approval Request for Fence Installation with a restricted timeline due to contractor and weather concerns. In appreciation of the situation and timeline, the Board agreed to review the request and, if in order, proceed with approval via Action Taken Without Meeting via email as a welcoming gesture and one-time exception to the usual request approval timeline. Kevin Campbell shared the request with Board via email 01/16/2019 for review and votes. Request found to be within guidelines; approved by emailed unanimous agreement. Kevin Campbell communicated with the homeowner and will provide hard copy of request at next Board meeting for signing and retention.

Minutes submitted by: Cindi Livingston

DATE: 02/05/2019

Minutes approved by: Kevin Campbell

DATE: 02/12/2019

Erin Ryan

Phil Argenti

Anna Bragin