

Highlands Subdivision HOA Board of Directors Regular Meeting
April 9, 2019 – 7:00PM-9:00PM –2424 S. Walnut St.– Bloomington, IN 47403

Minutes of the Meeting

I. Call to Order/Roll Call

President Kevin Campbell called the meeting to order at 7:04 pm. Directors present were Kevin Campbell, Erin Ryan, Anna Bragin, Phil Argenti, and Cindi Livingston.

II. Homeowner Open Forum. No homeowners present.

III. Approval of Minutes from Previous Meeting.

Approved meeting minutes from 03/06/2019 Regular Meeting and 3/20/2019 Special meeting, electronically submitted by Secretary Cindi Livingston and reviewed by all Board Members. For 03/06/2019, Phil Argenti motioned, Anna Bragin seconded; all in favor. For 03/20/2019, Anna Bragin motioned, Phil Argenti seconded; all in favor.

IV. Reports of Officers

- a) **President.** Kevin Campbell stated invoice received for remaining attorney fees pursuant to resolution of recent court case, requested motion to approve payment. Phil Argenti motioned, Kevin Campbell seconded; all in favor. Kevin also noted that he was continuing to verify homeowner roster versus lot numbers and provide errors to Tempo for correction.
- b) **Treasurer.** Phil Argenti provided an update on dues status through the end of March. We have 15 lots in the collection process begun in 2018 for arrears dues. 59 homes have not paid the full amount of 2019 dues. Per the updated Delinquent Assessment Collection policy, Phil will notify Geri McLerny to send the first notice of 2019 arrears, with 8% interest fee, to those yet paid as of 04/15/2019. Phil Argenti also stated that our financial report was as expected and in line for the month.

V. Open Business

- a) **Updated on Lot 135.** Kevin Campbell met in person with Jim Wray. Jim is verifying final information with his attorney and then will be prepared to sign and file the paperwork transferring Lot 135 to the HOA. Kevin will continue to follow up.
- b) **Fullerton Pike Phase 3.** No current updates, meeting date/time are confirmed and have been posted on website.
- c) **2018 Tax Filing.** Kevin Campbell will follow up with Tempo to ensure it was finalized and filed as previously directed. Dave Thornbury is authorized to sign on our behalf and this will facilitate the process.

VI. New Business

- a) **Architectural Approval Requests.** Five requests have been received between 3/06/2019 and the date of this meeting.
1. **Fence.** Request pending, additional details requested following incomplete submission, no further information received at this time. Request will automatically expire and must be resubmitted for further consideration at April or following meeting. (2019-07)
 2. **Solar Panels.** Reviewed request, form is in order and requirements met. Anna Bragin motioned, Kevin Campbell seconded; all in favor. (2019-03)
 3. **Fence.** Reviewed request, form is in order and requirements met. Erin Ryan motioned, Kevin Campbell seconded; all in favor. (2019-04)
 4. **Patio and Pergola.** Two requests received from homeowner. Reviewed, forms are in order and requirements met. Erin Ryan motioned, Kevin Campbell seconded; all in favor. (2019-05)
 5. **Siding Replacement.** Request received for slight color change and material approval. Reviewed, forms are in order and requirements met. Anna Bragin motioned, Erin Ryan seconded; all in favor. (2019-06)
- b) **Landscaping Contracts.** Kevin Campbell retyped contract with Batch to reflect 2019 dates and listing both regular and as needed/upon request items and costs. Kevin Campbell motioned he provide this to Tempo to coordinate with Batcho for signing. Phil Argenti seconded; all in favor.
- c) **Insurance Policy.** Tabled per attorney advice, to be revisited for 2020 pending Governing Documents update.
- d) **By-Laws Update.** Reviewed final feedback from Attorney. Anna Bragin motioned to confirm edits and send to Attorney for document finalization. Erin Ryan seconded; all in favor. Cindi Livingston will confirm final edits and provide to Kevin Campbell to send to Attorney for filing.
- e) **CCR Update.** All Board Members to pre-review document. Special Meeting set for 04/23/2019 to discuss and prepare document for submission to Attorney for review and feedback to proposed edits.

f) May Community Sale

- 1. Advertising.** Sale date of 05/18/2019, 8am-4pm previously provided in newsletter. Kevin Campbell motioned we provide Geri with details and authorize up to \$100 for advertisement in Herald-Times and IDS paper; we will also post on Facebook and website. Anna Bragin seconded; all in favor.
- 2. Dumpster.** Kevin Campbell motioned we contact K&S roll off to arrange dumpster delivery 5/16 or 5/17 to be emptied up to 2 times. Erin Ryan seconded; all in favor. Erin will call and arrange dumpster. It was also discussed that residents must adhere to dumpster item restrictions and not leave refuse outside, due to costs and logistics of cleaning up left or non-allowed items. Reminders will be posted; we must have adherence or may reconsider ability to continue this service during future sales.

g) Homeowner Observation. Board members verified through personal observation some of the issues brought up by an Observation Form submission. Violations are ongoing and visible. Kevin Campbell motioned to provide Tempo with violation letter to be sent, giving notice and timeline for correction. Erin Ryan seconded; all in favor.

h) Trailhead Bench/Kiosk, Little Free Library. Kevin Campbell presented pictures/diagram provided by the Communications & Engagement Committee for a proposed Bench/Kiosk to be positioned at the HOA Trailhead. Kevin also provided lists of materials and costs estimates he researched, including possibility of Batcho digging post holes and setting posts to specifications, with volunteers building and finishing the project. He also noted that the Little Free Library box was prepared excluding paint and volunteers were prepared to finish this as well. Phil Argenti motioned to approve up to \$1000 for the project, with Kevin Campbell being reimbursed for obtaining Bench/Kiosk materials and paint for the Little Free Library, and Batcho authorized to complete post placement. Work will be completed by the end of May and official unveiling to occur at Donut Social scheduled for June 8th. Erin Ryan seconded; all in favor.

VII. Adjournment. The meeting was adjourned at 9:00 pm.

Minutes submitted by: Cindi Livingston

DATE: 04/24/2019

Minutes approved by: Kevin Campbell Erin Ryan
 Phil Argenti Anna Bragin

DATE: 05/14/2019