

Highlands Subdivision HOA Board of Directors Regular Meeting
May 14, 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 7:03 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 04/09/2019 Regular Meeting and 4/23/2019 Special meeting, electronically submitted by Secretary Cindi Livingston and reviewed by all Board Members. For both, Phil Argenti motioned, Erin Ryan seconded; all in favor.

IV. Reports of Officers

- a) **Vice President.** Erin Ryan confirmed the HOA provided community sale dumpster was arranged and would be delivered 5/16, emptied once upon notification, and then removed when filled a second time. The Communications & Engagement committee has prepared signs to be posted on it to remind homeowners to adhere to usage guidelines so that we are able to continue this service in the future.
- b) **Treasurer.** Phil Argenti noted that Geri McInerney provided an updated list of homeowners with dues in arrears. They have been sent the overdue notices per our delinquent payment policy. Any with balances in excess of \$112.00 (new dues amount + interest) with payments not received by 5/18 will be turned over to attorney for further action. Phil stated that our legal fees are currently over budget for the year, however much of this will be offset by continued collection receipts. Several other categories are currently under budget resulting in being on track for the year.

V. Reports of Committee.

- a) **Communication & Engagement.** No report at this time.
- b) **Ad-Hoc Safety.** Erin Ryan passed on a proposal from these volunteers requesting the Board authorize purchase and posting of various safety reminder signs to post throughout the neighborhood. Following discussion, the Board determined that while we appreciate the premise, our CCRs do not allow for this type of action or signs and that safety initiatives should continue to be pursued with the county and other forms of homeowner awareness.

VI. Open Business

- a) **Updated on Lot 135.** Kevin Campbell continues to attempt contact with Jim Wray and has not received further response. Kevin will continue to pursue this.
- b) **2018 Tax Filing.** Kevin Campbell confirmed with Geri McInerney that tax filings were completed on time.
- c) **2019 Batcho Contract.** The updated 2019 landscape service contract with Batcho has been signed and filed on record.
- d) **Community Sale Advertising.** Kevin Campbell confirmed advertising placement with Geri McInerney. The ad will run Weds-Sat in the Herald Times and Thursday in the IDS.
- e) **Insurance Contract.** Per further review of by-laws and advice of Attorney, we will continue to explore providers and policies to ensure adequate coverage including required amount of bonding.
- f) **By-Laws Update.** Erin Ryan motioned to approved recent review update and authorize Attorney to proceed with filing and payment of associated fees. Phil Argenti seconded; all in favor.
- g) **CCRs Update.** Reviewed and finalized proposed changes. Anna Bragin motioned to send to Attorney for final review, with a request for return feedback by 5/26 so that we can finalize and more forward with formulation of adoption plan during June meeting. Phil Argenti seconded; all in favor.
- h) **Trail Kiosk/Bench.** Under budget on labor and materials at this point. Work continues and will be complete prior to the launch date of 6/8/2019.

VII. New Business

- a) **Architectural Approval Requests.** Five requests have been received between 3/06/2019 and the date of this meeting.
 - 1. **Fence.** Second submission of fence request with correct items. Reviewed, form is in order and requirements met. Anna Bragin motioned, Erin Ryan seconded; all in favor. (2019-07)
 - 2. **Solar Panels.** Reviewed request, form is in order and requirements met. Erin Ryan motioned, Phil Argenti seconded; all in favor. (2019-08)

3. **Patio.** Poured and stamped concrete patio in rear of home. Reviewed request, form is in order and requirements met. Erin Ryan motioned, Phil Argenti seconded; all in favor. (2019-09)
4. **Fence.** Solar Panels. Reviewed request, form is in order and requirements met. Erin Ryan motioned, Phil Argenti seconded; all in favor. (2019-10)

b) Homeowner Observations.

1. **Previously Confirmed-Missing siding.** No response to warning letter sent regarding missing siding. Second letter to be sent from Tempo reminding of allowed actions will be taken by Board or Attorney as appropriate if not addressed by 05/25/2019.
 2. **Abandoned Vehicles.** Two abandoned vehicles reported. Confirmed via observation the vehicles have not moved in allowable time frame. Letter to be sent.
 3. **Abandoned Vehicles.** One abandon vehicle reported, including presence of unrepaired flat tire rendering inoperability. Confirmed via observation the vehicles has not been moved or repaired within allowable time frame. Letter to be sent.
 4. **Travel Trailer and Large Play set.** Placement of play set reviewed and determined to be within reasonable parameters per layout of lot. Letter to be sent regarding travel trailer as such may not be stored outside of a garage.
 5. **Debris/Overgrowth/Unrestrained animal.** Confirmed through observation, letter to be sent.
 6. **Standing Water.** Report of standing water in backyard fountain. Unable to confirm; noted for future follow up if an issue occurs.
- c) **2019 Spring Social.** Community Donut Social scheduled for June 8th on lot 135. To be communicated in newsletter, website, Facebook, and temporary signage. Kevin Campbell motioned to approve funds up to \$200 with caveat to use less if possible, Erin Ryan seconded; all in favor.

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

Minutes submitted by: Cindi Livingston

DATE: 06/01/2019

Minutes approved by: Kevin Campbell

DATE: 06/11/2019

Phil Argenti

Erin Ryan

Anna Bragin