

Highlands Subdivision HOA Board of Directors Regular Meeting
June 11, 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 05/14/2019 Regular Meeting electronically submitted by Secretary Cindi Livingston and reviewed by all Board Members. Phil Argenti motioned, Anna Bragin seconded; all in favor.

IV. Reports of Officers

- a) **Treasurer.** Phil Argenti stated that he had received the most recent financial statement from Tempo earlier today. \$3,500 spent including legal fees; some of this will be recouped when collection actions completed. Additional \$1,600 dues received from last update. We are currently over budget for the month but remain under for the year and are on track to remain so.

V. Reports of Committee.

- a) **Communication & Engagement.** Briefly discussed attendance and success at 6/8 Donut Social and unveiling of Trailhead Kiosk and Little Free Library. Positive feedback received and numerous book donations were welcomed. Erin Ryan confirmed that C & E volunteer member Amy Calloway will be submitting receipt for donuts, etc., to Tempo for reimbursement as previously authorized.

VI. Open Business

- a) **Update on Lot 135.** Developer attorney has asked for some clarification on document wording. Kevin will consult with our attorney Greg Chandler and continue to follow up on this.
- b) **By-Laws Update.** Finalized document was provided by attorney; Kevin Campbell and Cindi Livingston met to sign and have notarized as required for filing. Notarized document has been returned to attorney for filing with the state. Once filing confirmed, updated document will be posted to the website and is available to all

homeowners there and upon request. Notice of update will be highlighted on website and noted in July newsletter.

- c) **Covenants, Conditions, and Restrictions Update.** Final attorney review of attorney received today along with recommendations for adoption procedure. All Board Members will review over the next week and then complete action taken without meeting via email to finalize. Kevin Campbell motioned that upon final approval, we post highlights and link to document on the website, and prepare information/ mailing regarding change and approval process to homeowners. Phil Argenti seconded; all in favor.
- d) **Community Sale Follow-Up.** Invoices received for advertising and dumpster for community sale. Kevin Campbell motioned to approve payment, Erin Ryan seconded. Discussion of best practices for if we continue the dumpster for future sales. Firstly that due to continued lack of adherence posted regarding restricted items and items discarded outside of the dumpster, we will need to ask for volunteers/committee members to assist in monitoring usage. To be announced in August newsletter with volunteer requirements for continuing to provide this service. Secondly if service is continued, we will arrange for earlier delivery of the dumpster for future sales as the trend seems to be that is utilized more prior to the sale than after.
- e) **Trail Kiosk Bench.** Final project was completed under budget. Kevin received previously approved reimbursement from Tempo on 6/10/2019.
- f) **Violation Enforcement Follow-Up.** Two letters regarding disabled vehicles have been responded to and action taken or confirmed projected. Letter regarding missing siding not responsive to either first or second notification letter. Final warning letter will be sent certified from Tempo notifying of attorney action if no response or repair within allotted time period.

VII. New Business

- a) **Architectural Approval Requests.** Five requests have been received between 3/06/2019 and the date of this meeting.
 - 1. **Patio Extension.** Request for poured concrete extension to existing rear patio. Reviewed request, form is in order and requirements met. Phil Argenti motioned, Erin Ryan seconded; all in favor. (2019-11)
 - 2. **Window Replacement.** Request for window replacement, equivalent trim and color to be installed. Reviewed request, form is in order and requirements met. Phil Argenti motioned, Erin Ryan seconded; all in favor. (2019-12)

3. **Updated Architectural Form.** Per previous discussion, Kevin has been working on an updated architectural form. He will provide to remaining Board Members for review at their leisure with aim of adoption at July Board meeting.
4. **Fence.** Solar Panels. Reviewed request, form is in order and requirements met. Erin Ryan motioned, Phil Argenti seconded; all in favor.

b) Observations.

1. **General complaint.** Email received regarding alleged conflicts, however no violations confirmed at this time.
 2. **Board Member Observation.** Board Member noted they had personally observed a specific home that is missing a section of siding; other Board Members have also observed this issue. Board Member will visually verify to confirm if this has been repaired, will send enforcement letter if it has not.
- c) **Lien Status.** Two homeowner accounts with large arrears balances are in collections, but have been unable to locate homeowners to serve lien notifications. Attorney will continue to follow up. Several additional liens have been placed on large arrears balances that have had no further funds received or response to collection efforts

VIII. Adjournment. The meeting was adjourned at 8:45 pm.

IX. Addendum.

a) Recording of Action Taken Without Meeting. In accordance with Section VI, Item C above, all Board Members reviewed the final copy of the proposed CCRs and found them to be in order. Approved posting of the CCRs and beginning the communication process via unanimous email agreement as of 07/03/2019.

Minutes submitted by: Cindi Livingston

DATE: 06/20/2019

Minutes approved by: Kevin Campbell

DATE: 07/16/2019

Erin Ryan

Phil Argenti

Anna Bragin