

Highlands Subdivision HOA Board of Directors Regular Meeting
July 16, 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 7:00 pm. Directors present were Kevin Campbell, Erin Ryan, Anna Bragin, Phil Argenti, and Cindi Livingston.

II. Approval of Minutes from Previous Meeting.

Approved meeting minutes from 06/11/2019 Regular Meeting electronically submitted by Secretary Cindi Livingston and reviewed by all Board Members. Phil Argenti motioned, Anna Bragin seconded; all in favor.

III. Homeowner Open Forum. Eight residents were present, representing four households.
Concerns/items discussed:

1. Anonymous letter hand-distributed to select homes within the community regarding proposed changes to the CCRs. The Board confirmed that this letter was neither distributed by nor authorized by the Board, and that to date, no homeowner has contacted the Board via any method with inquiries specifically regarding the contents or aims of the letter. The Board also noted that while the information included on the letter does contain some technical accuracy, it is also taken out of context and presented in an inflammatory light. It also presents specific already current/active regulations as if they are new and more restrictive when in fact the corresponding restrictions in the proposed CCR document are unchanged and in some cases less restrictive than presently active CCRs.
2. Questions regarding aforementioned restrictions. Comparison of currently active vs. proposed and discussion of possible clarification of verbiage to increase understanding of the restrictions and the aims of the Board for enforcement of said restrictions.
3. Ongoing traffic parking concerns were brought up. As the roads are under the public purview and Monroe County jurisdiction, the Board is unable to take actions regarding road conditions/speed/traffic. The Board suggests participation on the Ad-Hoc Traffic Committee, which works to communicate concerns with the County; and/or expressing concerns directly the County to keep the issues at the forefront of their attention.
4. Several homeowners brought up specific observed concerns, including overgrowth, presence of pools, and signs. The Board acknowledged concerns but asked that homeowner observation forms be submitted so that further details are available for follow up and the Board has the information on record.

5. The Board thanked homeowners for their attendance and participation and noted that they may either stay for the remainder of the meeting or leave. Several left while some remained.

IV. Reports of Officers

- a) **Treasurer.** Phil Argenti provided brief financial update regarding arrears status and budget/expenses. We are currently over budget on legal fees but will continue to recoup some of this when collection efforts are successful.

V. Open Business

- a) **Update on Lot 135.** Kevin Campbell has finalized all communication with Jim Wray. Kevin will be filing the paperwork with the County on 7/18/2019 and the HOA will assume ownership of Lot 135 as a common area. There will be a small fee involved with the County filing; Kevin will pay this up front and submit to Tempo for reimbursement.
- b) **By-Laws.** Confirmed that the updated By-Laws have been received and accepted by the State. Update By-Laws are available on the website.
- c) **Enforcement Letter Follow-up.** Confirmed status of currently active enforcement letter procedures. One home which has not responded has been discovered that it may be in the probate process; we will confirm this and determine if this has any effect on next steps in the enforcement process.

VI. New Business

- a) **Architectural Approval Requests.** Three requests have been received between 6/11/2019 and the date of this meeting.
 - 1. **Fence.** Reviewed request, form is in order and requirements met. Approved. Anna Bragin motioned, Kevin Campbell seconded; all in favor. (2019-13)
 - 2. **Fence.** Reviewed request, form is in order and requirements met. Erin Ryan motioned, Anna Bragin seconded; all in favor. (2019-14)
 - 3. **Fence-Replacement.** Reviewed request from newer homeowners for removal of current fence in poor condition and replacement with different type of fence along the same boundaries. Form is in order and requirements met. Approved with conditions that replacement fence is same dimensions/boundaries of existing fence. Erin Ryan motioned, Kevin Campbell seconded; all in favor. (2019-15)

- b) **Updated Architecture Approval Request Form.** Kevin has finalized the previously discussed updates to the form. Reviewed and approved, he will update the form on the website. Phil Argenti motioned, Erin Ryan seconded; all in favor.
- c) **Annual Attorney Service Contract Renewal/Invoice.** Reviewed invoice and confirmed we wish to renew contract for the annual service contract with Eads, Murray & Pugh. Approved payment and will authorize Tempo to submit payment. Erin Ryan motioned, Anna Bragin seconded; all in favor.
- d) **Attorney Invoice for By-Laws Filing Fees.** Invoice awaiting approval for attorney costs and State filing fee. Reviewed and approved. Phil Argenti motioned, Anna Bragin seconded; all in favor.
- e) **Facebook Guidelines and Administration.** Briefly discussed that Communications and Engagement Committee members assisting with FB page administration may only post engagement related (i.e. Little Library pictures) or general information (i.e. meeting notices, traffic notices) without prior approval from the Board. All communications coming from or on behalf of the Board will be pre-approved and/or posted by Board Members. Board Members Erin Ryan and Cindi Livingston are also now administrators of the page and will review content and approvals on a consistent basis, as well as respond as needed to homeowner inquiries unrelated to engagement/general information concerns.
- f) **Entrance Refresh.** As Batcho is predominantly mowing/maintenance rather than landscaping, discussed possibility of asking for volunteers who would like to help refresh the entrance sign area. This would lessen expenses for the HOA as well. Volunteer call-out will be included in August newsletter. If not enough interest, will contact Batcho or other possibilities for refresh estimate.
- g) **Collections Update.** Four liens were filed as previously recommended by attorney for homeowners that are in arrears and have not responded to communications or complied with collections efforts.
- h) **CCR Update.** In light of anonymously distributed letter causing confusion and questions, we will hold a Town Hall meeting and take concerns into consideration regarding proposed CCRs. The Board will clarify restrictions and make any necessary changes to the proposed CCRs following this meeting and then re-communicate them to the Community and begin approval process. Tentative Town Hall meeting date possibilities of 8/13, 14, 15 chosen, with 8/13 first choice. Kevin will contact Batchelor Middle School in regards to using their facility as we have for annual meetings and confirm date based on their availability. As 8/13 would be the regularly schedule August Board Meeting, a tentative replacement Board Meeting date of 8/15 was selected pending confirmation of Town Hall Meeting. Once confirmed, Town

Hall meeting notice will be posted on website, Facebook, and included in August newsletter; Board Meeting date will be updated on website as well. Erin Ryan motioned, Anna Bragin seconded; all in favor. Dates will be sent via email upon confirmation, for verification and posting/communication.

VII. Adjournment. The meeting was adjourned at 9:55 pm.

VIII. Addendum. Recording of Action Taken Without Meeting. Formalization of the Covenant Enforcement Policy. We have been utilizing the listed procedures in the Covenant Enforcement Policy previously provided and recommended by Attorney, to ensure a consistent and transparent treatment of Covenant Violations as necessary. Discussed and edited document for clarification and all Board Members reviewed electronically. Approved formal adoption of the policy by unanimous agreement via email on 7/26/2019. Policy will be available on the website.

Minutes submitted by: Cindi Livingston

DATE: 08/09/2019

Minutes approved by: Kevin Campbell

DATE: 08/15/2019

Erin Ryan

Phil Argenti

Anna Bragin