

**Highlands Subdivision HOA Board of Directors Regular Meeting
August 15, 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 07/16/2019 Regular Meeting and 08/13/2019 Town Hall Meeting, electronically submitted by Secretary Cindi Livingston and reviewed by all Board Members. For both dates, Kevin Campbell motioned, Erin Ryan seconded; all in favor.

III. Homeowner Open Forum. No homeowners in attendance.

IV. Reports of Officers

- a) **Treasurer.** Phil Argenti noted the most recent financial report had been received earlier today. We have collected approximately \$2000 more in dues than budgeted due to collections of arrears amounts on payment plans or that were paid with this year's dues without further collection actions needed. We currently have 30 homes remaining with a past due balance; 24 of these are in a collections process. Our legal fees for the year are considerably over budget, some will still re-couped as collections actions proceed. Landscaping is under budget for the year as are a few other line items.
- b) **Vice-President.** Erin Ryan briefly covered the two post-meeting suggestions turned in at the Town Hall meeting; both are in line with other concerns/suggestions received. Communications & Engagement committee co-chair is stepping away from the position and committee, though will continue to assist with items such as door to door when necessary. Call out needed for additional committee members. No volunteers were received in response to callouts for entrance area refresh work or community sale dumpster monitoring.
- c) **President.** Kevin Campbell confirmed that Lot 135 is officially under HOA ownership as a Common Area; he has received the previously authorized reimbursement for the associated filling fees.
- d) **Member-at-Large.** Anna Bragin discussed that she has been researching possibilities of installing connecting sidewalk between the end of the community sidewalk and the beginning of the Clear Creek Trail entrance at the Rockport Rd. Trailhead. There has been confusion regarding who owns and is responsible for this section of property. The City of Bloomington owns a small portion due to the trail right of way but stated

they have no intentions for this and no objections to a sidewalk installation. Monroe County stated that they also have no objection to adding a sidewalk provided the proper plans are submitted and it follows County specifications. Anna suggested we work on obtaining quotes for this with the intention of it being a budgeted 2020 project.

V. Open Business

a) Covenant Enforcement.

- a. Missing Siding. Repair completed following 1st enforcement letter. Resolved.
- b. Missing Siding. Repair completed following 3rd enforcement letter. Resolved.
- c. Above Ground Pool. No response or action following 1st enforcement letter, verified by three Board Members. 2nd enforcement letter to be sent.
- d. Abandoned Car w/Flat Tire. Homeowner responded to 1st enforcement letter via email, stating car would be moved by end of June. Car remains in position and tire is fully flat. 2nd enforcement letter to be sent.
- e. Ongoing overgrowth/debris. 1st letter was sent earlier in the spring and some yard maintenance occurred. However overall issues still persist and are not fully addressed. A more specific and detailed initial enforcement notice will be sent.

b) Architectural Form Question. Homeowner contact Board regarding confusion on certain items on architecture form in relation to unclear language in CCRs. Reviewed noted section; determined no changes necessary to form. Response will be provided to homeowner confirming that the confusion stems from unclear verbiage in the CCRs and offering clarification around form usage if needed.

VI. New Business

a) Invoices. Invoices received and reviewed.

- a. Attorney. Legal Services for By-Law update filing. Reviewed and approved. Kevin Campbell motioned, Phil Argenti seconded; all in favor.
- b. Invoice for a la carte mowing services completed this summer. Reviewed and approved. Kevin Campbell motioned, Phil Argenti seconded; all in favor.

- b) **Lot 135/Entrance Area Landscaping.** Cindi Livingston motioned to request Batcho mow Lot 135 every 3 weeks for the remainder of the season. Phil Argenti seconded; all in favor. Phil Argenti motioned to approve Batcho complete an entrance area refresh, consisting of removal and/or trimming of weeds, overgrowth, and dead or dying vegetation at a cost of up to \$500; and to include a more complete refresh in the 2020 budget and project list. Erin Ryan seconded; all in favor.
- c) **CCR Revisions.** Scheduled meeting to further discuss CCR revisions and consider homeowner suggestions received in order to complete final draft of proposed CCRs document. Meeting to occur 8/28/2019 at 7:00pm, Kevin will confirm location.
- d) **Lien to Foreclose Action Consideration.** Reviewed information from Attorney on next steps in proceeding with a Lien to Foreclosure action on homeowner with outstanding collections per court judgment. All available collection actions to date have been unsuccessful. Following discussion determined we need additional information from attorney regarding timeline, costs, and probabilities of success before we proceed. Kevin Campbell will request an attorney conference call to obtain additional information and advice. Item tabled for future consideration once information received.
- e) **Architectural Approval Requests.**
 - 1. **Roof Replacement.** Request received for roof replacement with metal roof versus traditional shingles. Homeowner has already completed due diligence with county and provided example pictures. Following discussion, determined that this request will be held at present to obtain further information, including specific color intended and is there a possibility of metal shingle roof vs. metal sheet roof. Kevin Campbell will respond to homeowner with information request.
- f) **Homeowner Observations.** No Observation forms received.
- g) **Insurance Policy.** Phil Argenti motioned we begin the process of obtaining 2020 insurance quotes so that we have suitable time to review and selection 2020 coverage as our current coverage is not appropriate for our needs as well as we will need to budget appropriately. Anna Bragin seconded; all in favor. Phil Argenti will instruct Tempo to contact the three insurance firms recommended by Attorney for quotes, using the proposed, revised CCRs for the parameters as these are in line with current legal requirements. Quotes to be received by 9/10 so that we are able to review at the September Board Meeting.

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

Minutes submitted by: Cindi Livingston

DATE: 08/16/2019

Minutes approved by: Kevin Campbell

DATE: 09/10/2019

Phil Argenti

Erin Ryan

Anna Bragin