

Highlands Subdivision HOA Board of Directors Regular Meeting
Sept. 10, 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 08/15/2019 Regular Meeting electronically submitted by Secretary Cindi Livingston and reviewed by all Board Members. Erin Ryan motioned, Phil Argenti seconded; all in favor.

- III. **Homeowner Open Forum.** No homeowners present.

- IV. **Reports of Officers**
 - a) **Treasurer.** Phil Argenti noted the most recent financial report had been recieved and all is in order. We are within budget overall; currently under budget in lawn care and maintenance and over budget in legal fees.

- V. **Open Business**
 - a) **Enforcement Letters.** Second follow-up notices sent, no responses received as requested. One home is in process of fixing missing siding; will verify completion and no additional letters to be sent. Third notice to be sent to three households, regarding: excessive growth, disabled cars, pool.

 - b) **Lien-to-Foreclosure Action.** Reviewed attorney information regarding possibility of filing Lien-to-Foreclosure action on two homes that have not followed through with court-ordered payments of. Kevin Campbell motioned to instruct attorney to file the liens. Phil Argenti seconded. Kevin Campbell, Anna Bragin, and Phil Argenti in favor, Erin Ryan and Cindi Livingston abstained from voting; motion passed.

 - c) **2020 Insurance Policy Quotes.** Phil Argenti reported that he has contacted three insurance companies recommended by our Attorney as able to provide the correct types and amounts of coverage per our governing documents and legal requirements. Phil provided them with copies of the relevant sections of the documents and necessary information and they are all in process of formulating quotes. Phil will continue to follow up and update the Board at next scheduled meeting.

VI. New Business

a) Architectural Requests.

1. **Elevation/Drainage Repair.** Request for work to correct elevation and drainage problems resulting in yard flooding. Contractor Information and quote provided, request form in order. Approved with two conditions: 1. All county requirements are met and any applicable permits obtained; 2. Neighbors sign off must be obtained. Cindi Livingston motioned, Phil Argenti seconded; all in favor.
2. **Replacement Roof.** Reviewed pending request for metal roof replacement. Kevin Campbell will follow up with homeowner to clarify the additional information we need to approve.

b) **Architectural Request Form Update.** Discussed clarifying language of some sections to be fully in line with CCRs. Kevin Campbell will update regarding Dog Kennels and Outbuildings. Erin Ryan motioned, Phil Argenti seconded; all in favor.

c) **Homeowner Observations.** None received.

d) **Entrance Refresh.** Tabled pending further quote information which is in process through Tempo.

e) **Community Sale.** Confirmed arrangements for Community Sale 9/21/2019. Two homeowners have volunteered to monitor dumpster use and compliance and keep board updated on status or issues; therefore we will provide this service. Kevin Campbell to contact Geri to arrange advertising in Herald-Times and IDS up to \$100. Erin Ryan to schedule dumpster for delivery Thursday 9/19/2019 for use through Thursday 9/26/2019, with one pickup planned for Monday 9/23/2019 based on past usage habits. Erin Ryan will post the information on Facebook page and arrange posting of signs. Kevin Campbell motioned, Phil Argenti seconded; all in favor.

f) **Annual Meeting.** Discussed prospective dates for Annual Meeting. Kevin Campbell to contact Batchelor to schedule date based on auditorium availability. Erin Ryan to request envelopes, homeowner address labels, and stamps from Tempo to complete mailing of both annual meeting notice and CCR approval form and information. Upon date confirmation Cindi Livingston will print documents; Erin Ryan will coordinate preparation to mail prior to 10/10/2019 to fulfill 30-day notice requirements. Kevin Campbell motioned, Erin Ryan seconded; all in favor.

g) **2020 Budget and Projects.** Open discussion of possible 2020 goals and projects, with sidewalk extension from community to trailhead at Rockport

entrance determined to be a priority. Reviewed 2019 Budget and financial status, updating several items to be more in line with 2019 actual or 2020 projected expenses. Phil Argenti will provide updated Budget for final review and approval at 10/08/2019 in order to have it finalized and prepared for dissemination at the Annual Meeting.

- h) Guidelines for Information Dissemination.** Discussed best practices for updates and information available on website, newsletter, and Facebook page. Cindi Livingston will come up with a prospective 'rules' document for Facebook page. Discussed adding an additional person to website access for updates and postings.
- i) Central Storage of HOA Electronic Documents.** Kevin Campbell will add Google Drive file storage access for all Board Members and a second administrator to the account. All Board Members can share relevant documents via Dropbox for storage and accessibility.

VII. Adjournment. Kevin Campbell adjourned the meeting at 9:04pm.

Minutes submitted by: Cindi Livingston

DATE: 08/09/2019

Minutes approved by: Kevin Campbell

DATE: 10/08/2019

Erin Ryan

Anna Bragin

Phil Argenti