

**Highlands Subdivision HOA Board of Directors Regular Meeting**  
**October 8, 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 09/10/2019 Regular Meeting, electronically submitted by Secretary Cindi Livingston and reviewed by all Board Members. Phil Argenti motioned; Erin Ryan seconded, all in favor.

**III. Homeowner Open Forum.** No homeowners in attendance.

**IV. Reports of Officers**

- a) **Treasurer.** Phil Argenti indicated he sent out the financial summary for the year and the latest financial report, we are in the black overall for the year. We spent less than budgeted on landscaping and other items overall, more on accounting, and more on legal fees. Arrears payments continue to come in; 7 homes have now paid in full and graduated from collections process.
- b) work on obtaining quotes for this with the intention of it being a budgeted 2020 project.

**V. Open Business**

**a) Covenant Enforcement.**

- a. Abandoned vehicle. Removed following 3rd enforcement letter. Resolved.
- b. Above ground pool. Removed. Noted that the pool was removed after the 3<sup>rd</sup> letter had been sent but before it was received; homeowner contacted Board to query letter. Board confirmed issue resolved and that communication had been sent prior to removal. Resolved.
- c. Debris/Overgrowth in yard. Homeowner responded to 3<sup>rd</sup> letter asking for any available assistance but did not respond to inquiry for further specifics. Will further provide help-a-neighbor form and follow up to see if submitted.
- d. Egregious mailbox violation. 3<sup>rd</sup> letter sent.

- b) **Collections Lien Update.** We have filed an appearance on a recent foreclosure notice as we are owed dues and fees.
- c) **Attorney Conference Call.** Kevin Campbell and Cindi Livingston participated in a conference call with Attorney Greg Chandler on 10/2/2019. Items queried were the basic lien foreclosure action timeframe and the questions regarding the rental clause in the proposed CCR update. Cindi sent out notes sent out from the call and relevant items were discussed via email.
- d) **Entrance Area Refresh.** No official refresh to be completed at this time due to being late in season and difficulties in obtaining quotes. Will reach out to help-a-neighbor coordinator and determine if there is interest in helping to pull dead growth, specifically on Nov 2 as Kevin is available as well. A refresh will be planned for spring 2020 as this will also allow for possible sidewalk installation work which may affect the landscaping near the westmost entrance sign.

## VI. New Business

- a) **Architectural Requests.**
  - a. Change of shutters and front door color. Reviewed, form is in order and all requirements met. Kevin Campbell motioned; Erin Ryan seconded, all in favor. (2019-18)
  - b. Driveway width increase. Reviewed, form in order and all requirements met. Kevin Campbell motioned; Erin Ryan seconded, all in favor. (2019-19)
  - c. Shed with concrete foundation. Reviewed, form in order and all requirements met. Cindi Livingston motioned; Erin Ryan seconded, all in favor. (2019-20)
  - d. Fence replacement. Replacing existing fence along same lines. Reviewed, form in order and all requirements met. Cindi Livingston motioned; Erin Ryan seconded, all in favor. (2019-21)
- b) **Arrears Payment Plan Request.** Homeowner requested a payment plan requested that would cover arrears amount as well as 2020 dues and be paid in full by end of 2021. Following discussion agreed since it included 2020 and would result in full payment and avoid legal fees. If any payment is missed it will result in turnover to collections process. Kevin Campbell motioned; Erin Ryan seconded, all in favor.
- c) **Expense Reimbursement.** Website and email renewal fees of \$420 were paid by Kevin Campbell and \$18 by Erin Ryan. Receipts to be provided to Geri McNerney

for reimbursement checks to be issues. Phil Argenti motioned; Cindi Livingston seconded, all in favor.

- d) **Final CCR Document.** Following email discussion regarding the information obtained from the attorney conference call, the rental clause was reviewed and a final update made, including changing the order of provisions to highlight the exclusions and hardship waiver availability. Cindi Livingston will email final document to Kevin to provide attorney for final review which was indicated could be completed by the end of this week. Once received updated document will then be posted on website. Erin Ryan motioned; Kevin Campbell seconded, all in favor.
- e) **2020 Budget.** Reviewed proposed budget line by line and finalized. Kevin Campbell motioned to approve; Erin Ryan seconded, all in favor. Phil Argenti will update document to include the final changes and make copies for the annual meeting.
- f) **Service Quote Review**
  - e. 2018 Audit. Per attorney once the first initial audit was completed, which occurred in 2018 for through 2017, a financial review would be sufficient going forward unless circumstances indicated further action. Two quotes received and discussed for a financial review. Cindi Livingston noted that in 2018 quotes had included one from Watler Accounting for this type of review at a lower fee than either obtained. Following discussion, Cindi Livingston motioned to ask Geri to obtain a further quote from Watler. If lower we will select them, if it is unavailable in the necessary timeline or higher, we will approve the quote from Comer-Knowling. Phil Argenti seconded, all in favor.
  - f. 2020 Insurance Policy. Received two quotes from requests made based on attorney recommendations. Reviewed coverage and costs. Cindi Livingston motioned to accept quote from American Family Insurance with it starting as soon as possible, and we would then cancel the current policy. This would also move the yearly renewal towards the end of the year which is more appropriate for both budgeting and logistics in case of Board Member changes. Phil Argenti to coordinate process through Geri. Erin Ryan seconded, all in favor.
- g) **Facebook Guidelines.** Cindi Livingston created a document for basic guidelines for administration and use of the HOA Facebook group. All Board Members to review via email and once completed she will update the group rules and post as relevant.
- h) **Annual Meeting.** Confirmed Geri McInerney will be attending to collect sign-ins and any CCR approval documents brought by attending homeowners. Kevin Campbell will finalize agenda and provide via email as well as post on website. Cindi

Livingston will print copies of the agenda. Kevin Campbell motioned for reimbursement approval for water and cookies, he will obtain and then provide receipts to Geri for reimbursement. Erin Ryan seconded, all in favor.

**VII. Adjournment.** Kevin Campbell adjourned the meeting at 8:45 pm.

Minutes submitted by: Cindi Livingston

DATE: 10/11/2019

Minutes approved by: Kevin Campbell

DATE: 11/12/2019

Erin Ryan

Phil Argenti