

**Highlands Subdivision HOA Board of Directors Regular Meeting
January 8, 2020 – 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. All Directors present.

II. Approval of Minutes from Previous Meeting.

Minutes from the November 12, 2019 Annual Meeting and December 11, 2019 Board Meeting were compiled and electronically provided to all Board Members for review. Erin Ryan motioned to approve both sets of minutes, Kevin Campbell seconded, all in favor. Kevin Campbell also noted that he had miss-numbered three architectural requests previously and provided the correct numbers. Kevin motioned that the appropriate minutes on file be amended to reflect the correct numbers. Phil Argenti seconded; all in favor.

III. Homeowner Open Forum. No homeowners in attendance.

IV. Reports of Officers

- a) **Member-at-Large.** Anna Bragin discussed the possible Entrance-to-Trailhead sidewalk project. She noted that we have received one quote to date with a cost of \$8,750. Additional quotes will be solicited closer to spring when the work could be done, from Batcho and other possible sources.
- b) **Treasurer** Phil Argenti. Overall for the end of 2019 accounts had a net gain of approximately \$18,000 as none of the allotted community project funds were spent. In reviewing the reports he has one item to query with Tempo as the listing was unclear. Overall, we paid out approximately \$8,000 in legal fees and have recouped approximately \$3,000. We were under budget on landscaping, and over budget on insurance but this has been re-budgeted correctly for the new, lower cost 2020 policy. It does not appear we will receive any premium refund from the cancellation of the previous insurance. No refund coming from previous insurance cancellation. We have 19 homes remaining with an arrears balance according to Tempo reports.
- c) **Vice President.** Erin Ryan confirmed that has previously discussed no newsletter would be created or provided in January, key notes have been included with the annual mailing in its place. Newsletters will resume in February.

V. Open Business

No open business that has not been addressed at this time.

VI. New Business

- a) **Annual Mailing Preparation.** Erin Ryan has picked up envelopes, labels, invoices, and Tempo informational letter from Tempo. Phil Argenti will finalize a 2019 year-end summary/2020 budget and provide this to Cindi Livingston via email for printing. All Board Members reviewed the prospective letter from the Board of Directors and CCR Voting Form and Letter via email. Kevin Campbell motioned to approve and print these items, Erin Ryan seconded; all in favor. Erin Ryan will provide final documents to Cindi via email for printing/copying by 1/17/2020. Kevin Campbell motioned to approve reimbursement for Cindi Livingston to purchase a bright-colored paper to use for the voting form to highlight it within the packet, Erin Ryan seconded; all in favor. Mailing preparation scheduled for 1/18/2020 for any Board Members who are able to participate.
- b) **2020 Projects.** As discussed during Anna's report, this is ongoing. Item will remain open until further progress or resolution.
- c) **Architectural Requests.**
No architectural requests received.
- d) **Covenant Enforcement.**
1. Verified violations reported for 12/11/2019 meeting; letter to be sent (2020-1).
 2. New observation for home received with previous partially resolved violation. With volunteer assistance much overgrowth and trash was addressed. There are still issues, and additionally the home's mailbox post is in need of repair as well no outdoor lights are in working order. A follow up letter will be sent regarding the progress made and note that if final resolution is not completed within 30 days, the Board will utilize the covenant enforcement policy process accordingly.
- e) **Homeowner Observations.**
1. Homeowner email received discussing issues with trespassers/persons cutting through their property. Review map and unable to determine exact path/property based on email. Kevin will contact homeowner to review and obtain further information including exact property lines and area of conflict.

VII. Adjournment. Kevin Campbell adjourned the meeting at 8:43PM.

Minutes submitted by: Cindi Livingston

DATE: 1/14/2020

Minutes approved by: Kevin Campbell

DATE: 2/12/2020

Erin Ryan

Phil Argenti

Anna Bragin