

**Highlands Subdivision HOA Board of Directors Regular Meeting  
February 12, 2020 – 7:00PM-9:00PM –900 W. Gordon Pike, 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 January 8, 2020 Board Meeting were compiled and electronically provided to all Board Members for review, with noted update of adjournment time. Phil Argenti motioned to approve, Anna Bragin seconded, all in favor.

**III. Homeowner Open Forum.** One homeowner in attendance regarding Architectural Approval Request. Board unanimously agreed to review request at this time so that homeowner had the option to leave if they chose. Request: Replace existing chain-link fence with 6' wood. Form reviewed, in order and all requirements met. Phil Argenti motioned to approve, Kevin Campbell seconded; all in favor (2020-02).

**IV. Reports of Officers**

- a) **Member-at-Large.** Anna Bragin received information from a homeowner who contacted the Monroe Co. Planning Office regarding recent tree removals. The county does not have any specific open requests but does complete maintenance or removal as judged to be necessary. Anna also suggested we consider a future project encouraging re-planting of appropriate trees. Anna will contact Geri regarding follow ups on bid solicitation for sidewalk project.
- b) **Treasurer** Phil Argenti stated that we have not received first 2020 reports from Tempo yet as of today, but should soon. The bill for 2019 financial review was not finalized and processed until 2020; therefore the payment for this is reflected on 2020 and will result in being over budget on this line this year. Phil will review CCRs to see if this requires a re-budget of the 2020 budget or can proceed as is. He confirmed we also ended up receiving \$\$667 refund from cancelled insurance policy which will also be included in 2020 finances as it was processed after 2019 year end.
- c) **President.** Kevin Campbell note that he had done some website updates including removing outdated 'blog' posts and pictures as well as updated the process for posting newsletters. They will now be posted via link vs. a picture uploaded; which makes them much more readable.

**V. Open Business**

- a) **Lawn Care Contract.** Reviewed and discussed mowing areas, needs, and contract. Cindi Livingston motioned to update 2020 contract to include bi-weekly mowing of Lot 135 and monthly mowing of other common areas during peak seasons, Erin Ryan seconded, all in favor. Kevin Campbell will ask Geri to update contract with Batcho to reflect changes.
- b) **CCR Voting Plan of Action.** Have not received many responses following inclusion of additional form in annual mailing packet. Erin Ryan will complete a comparison document to post to help clear up questions. Discussed follow up to occur after final numbers in March. Kevin Campbell will request list of respondents by March 12<sup>th</sup> meeting so that we can formulate map for door-to-door follow up.

## VI. New Business

### a) Architectural Requests.

1. First request addressed earlier during this meeting due to homeowner attendance (see above, Homeowner Open Forum, Request 2020-02).
2. Room addition and concrete patio. In-depth survey and drawings included and form is in order, upon review further information is needed for approval. Kevin Campbell will reach out to homeowner to request further information and requirements met: approval from any neighbors sharing property line for the equipment to have ingress and egress; confirm all exterior materials will match present home; confirm all code and permit requirements with Monroe County are met. Tabled with responses requested by 3/11 to allow for review at next meeting.

- b) **Lien vs Lien Foreclosure Action.** Attorney recommends filing of lien for one property and a lien foreclosure on the second. Already discussed and approved lien foreclosure at previous meeting but had not filed. Kevin Campbell motioned to move forward and file, Anna Bragin seconded. Kevin Campbell, Phil Argenti, and Anna Bragin vote to approve, with Erin Ryan and Cindi Livingston abstaining; motion passed. Phil Argenti motioned to approve filing of lien on other property that has been continually in collections and unable to be collected via garnishment action, Erin Ryan seconded; all in favor.

- c) **Homeowner, County Property Boundary/Trespassing issue.** Kevin Campbell walked the property previously discussed receiving encroachment by people getting off the marked trail. It appears that an access area for common area mowing is being mistaken for an offshoot of the trail. Erin Ryan motioned to approve a budget of up to \$50 to place a minor barrier and signage at beginning of area to help make it clear the area is private property, with Kevin Campbell completing the installation. Phil Argenti seconded; all in favor.
- d) **Newsletters/Spring Sale.** Discussed frequency due to less volunteers and repetitive information. Will distribute Spring Newsletter in late March with unpaid dues reminder, CCR voting follow up, spring sale and dumpster announcement and call for volunteers, plus announcement of newsletter frequency change. Confirmed spring sale date of 5/16, dumpster will be provided starting 5/13, dumped 5/15 and one following dump for a cost of up to \$2000. Anna Bragin motioned to approve, Cindi Livingston seconded; all in favor.
- e) **Webpage Assistance.** Received an email inquiry from a homeowner with webpage experience volunteering to help update and maintain website. Discussed and agreed to reach out and invite volunteer to attend next meeting if possible with an eye to discussing parameters and confirming this volunteer duty. If unable to attend will proceed via email.
- f) **Covenant Enforcement.** No new issues or observations received. Two previous issues of abandoned cars and debris resolved. Ongoing issue with home with partially addressed issues remains unresolved. Homeowner contacted Geri and have committed to repairing the mailbox but have not made any progress. Tabled until next meeting and will review actions to be taken at that time if not yet finalized, as weather has made outside maintenance difficult to date in 2020.

**VII. Adjournment.** Kevin Campbell adjourned the meeting at 8:35PM.

Minutes submitted by: Cindi Livingston

DATE: 02/23/2020

Minutes approved by: Kevin Campbell    Erin Ryan

DATE: 03/11/2020

Phil Argenti

Anna Bragin

