

Highlands Subdivision HOA Board of Directors Regular Meeting
May 13, 2020 – 7:00PM-9:00PM – Online Meeting

Minutes of the Meeting

I. Call to Order/Roll Call

President Kevin Campbell called the meeting to order at 7:07 PM. All Directors were present via online Zoom conference. Physical meetings will not be held until such time as the Covid-19 social distancing recommendations are rescinded.

II. Approval of Minutes from Previous Meeting.

Minutes from the April 8, 2020 Board Meeting were compiled by Cindi Livingston and electronically provided to all Board Members for review. Erin Ryan motioned to approve with name correction indicated via email, Phil Argenti seconded; all in favor.

III. Homeowner Open Forum. Several homeowners present. Inquiries made in regards to:

- a) **Fence Inquiry.** Homeowner following up on observation submitted via email previous evening. A fence was added at another residence in the past several days that encroaches on an easement area and will likely contribute to drainage or debris issues. No record of architectural approval request or any other contact from address in question. Motion for violation letter sent and follow up to occur; to contain two requirements-the portion of the fencing extending into the easement area must be removed, and an architectural approval request must be submitted to determine if the remainder is in compliance.
- b) **CCR Update.** Inquiry as to whether the proposed CCRs had been approved. Discussed that they had not been but that further follow up such as door to door visits had been tabled until such time as social distancing restrictions are lifted, as resident safety is the priority.
- c) **Future Board Meeting format.** Homeowner inquiry as to whether we would consider either holding future meetings via zoom or allow participation at in-person meetings via zoom, as this would often allow those who cannot attend in person for various reasons to participate virtually. Kevin responded that we were definitely continuing Zoom at least during social distancing requirements, and we would also be further discussing the possibility of continuing Zoom in some capacity long term.

IV. Reports of Officers

- a) **Treasurer.** Phil Argenti noted he had forwarded the latest financial report and we are in good standing for the year. He stated he would follow up with Geri McInerney for an updated dues arrears report. We received an invoice for \$463.66 from attorney for services rendered, including lien and collection services. Phil Argenti motioned to

authorize payment, Erin Ryan seconded; all in favor, Phil will notify Geri that it is approved for payment. He note he had discussed the 2019 Tax Filing with Geri and it is in process of being completed by Root. Once the tax filing is complete they will proceed with initiating the 2019 financial audit as per our previous authorization. Phil will request Geri keep us apprised at each step in the process.

- b) **President.** Kevin Campbell shared pictures confirming that the barrier and signage have been erected at the trail/homeowner property boundary that was previously discussed and approved. Kevin will upload the pictures and a brief explanation to the website and Facebook page.
- c) **Member-at-Large.** Anna Bragin provided an update on the sidewalk project. The topographic survey has been complete and they are waiting on the utility location service and will then proceed to the next step in the process.

V. Open Business

- a) **June Social Events.** Discussed possible plans for June social events as there is not a further update to stay-at-home restrictions and social distancing requirements for the county as of yet. Determined that we will discuss via email once the next update is published and then post any changes on the website and Facebook.
- b) **Website.** Discussed recent updates to accessibility.
- c) **Trail/Homeowner property boundary issue.** As discussed during Officer Report, signage and barrier is now in place and will be posted. Issue considered closed unless further relate questions arise.
- d) **Financial Audit.** As discussed during Officer Report, this cannot be completed until Tax Filing is complete, but has been pre-authorized to begin as soon as able.
- e) **Lien on Abandoned Home.** Previously approved lien on abandoned home is not noted on the latest attorney report, Kevin will follow up with Candy to ensure it has been filed.
- f) **Open Observations/Enforcement Issues**
 - 1. Pool-no response to first notification letter. Second letter to be sent.
 - 2. Kevin will verify garage door color issue and notify Erin to initiate letter.
 - 3. Kevin observed an unapproved fence installation. He left an architectural request form and note at the residence asking them to submit to board for their fence to ensure it is in compliance. No response or request sent. Letter to be

sent asking for architectural request to be submitted to have on file. General discussion of this type of issue occurring frequently, note to be added to newsletter reminding that all improvements must be requested in advance.

VI. New Business

a) Architectural Requests.

1. Swingset. Reviewed, form in order and all requirements met. Kevin Campbell motioned to approve, Erin Ryan seconded; all in favor. (2020-08).
2. Swingset, including concrete anchored posts. Reviewed, form in order and all requirements met. Erin Ryan motioned to approve, Phil Argenti seconded, all in favor. (2020-10)
3. Wooden deck. Reviewed. Ground level, abuts to home, does not extend past foundation. All in order and requirements met. Kevin Campbell motioned to approve, ER seconded; all in favor. (2020-11)
4. Roof over existing deck. Reviewed, requirements met and form in order excluding that the shingle color is not listed. Kevin Campbell motioned to approved with condition that shingles are as close a match as possible to existing roof, Erin Ryan seconded; all in favor. (2020-12)
5. Backyard Shed. Reviewed, not all details are present; drawing is in line with requirements; appears to be non-permanent installation type. Approved with conditions that it may not be installed on a new concrete slab and exterior must be either natural wood color or must match the color of the home. Cindi Livingston motioned, Phil Argenti seconded, all in favor. (2020-08)
6. Noted in regards to Architectural Requests; requests and approval log have been uploaded to Google Drive for Board Member access in case records are needed as currently unable to file with Tempo. Additionally, a homeowner query was made in relation to a recent observation as to whether there was a log or record publicly available to homeowners to research whether a modification was approved or not prior to submitting an inquiry or observation. After discussion, it was decided that due to homeowner privacy and community relations, full requests and addresses will not be publicly listed and will continue to be listed in the minutes by description and reference number only. However it will be added to the architectural section of the website that if there is a question or concern regarding an

improvement to submit an observation, anonymously if preferred, or email the Board for their research and action.

- b) **New Homeowner Observations.** No new observations additional to those previously discussed in homeowner forum or open business.
- c) **Existing Collection Actions.** Discussed cases in which homeowners are already in collection or lien actions but have not responded to or paid this 2020 dues. As being in the collection process demonstrates unwillingness or inability to pay, opted not to extend to July 15 as we did for late payments this year to Covid-19 related difficulties. Lien 1-already in collections over \$600 and all avenues exhausted. Lien 2-received notice of interested parties in same property. Will continue to monitor and consider whether legal costs will exceed what we may recoup. Lien 3 & 4-unsure of current status will inquire with Candy. One is fairly low will need to see if there has been some action. Kevin Campbell motioned to approve the above actions and inquiries, Phil Argenti seconded; all in favor.
- d) **Front Entrance/Trail Landscaping.** A homeowner volunteer had completed some weeding around the entrance sign areas and volunteered to spread mulch as well if we arranged it. Discussed and determined this should be completed on the left hand (as entering) side but due to sidewalk project would not complete any additional work on the right side. Phil Argenti motioned to approve up to \$100 mulch to be delivered for this project. Erin Ryan seconded, all in favor. Kevin Campbell will contact homeowner who had volunteered to weed and spread upon delivery. Trail, discussed evaluating for refresh. In particular an area that tends to wash out frequently and create ruts/rough passage. Kevin Campbell will reach out to Batcho and ask him to evaluate this area and offer quotes for possible long-term recourse to this issue by June meeting, at which point we will review and consider related action.
- e) **Rockport Entrance Street Sign.** There is a Rockport Road sign but none for Hennessey Street. Considered we ask county to add Hennessey as well or what the process is. Anna Bragin will email her county highway department contact and ask about the possibility/process of this.
- f) **2021 Board.** Erin Ryan indicated that she would not be continuing her participation on the Board in 2021, but will be finishing out 2020. She wanted to provide advance notice and suggest that if anyone else was considering not participating to also notify as early as possible. This allows early notices of open positions to be communicated in advance especially since there are now fewer newsletters.
- g) **Future Board Meeting Format/Locations.** Determined that the June and July Board Meetings will both be conducted via Zoom due to social distancing requirements. Briefly discussed possibility of setting up a Zoom connection allowing homeowners

to participate virtually once physical meetings have begun again in the future; agreed that this would be a good idea if feasible due to location/connection. No final determination made at this time, as we will continue to evaluate monthly for future meetings due to ongoing COVID-19 situation.

VII. Adjournment. Kevin Campbell adjourned the meeting at 8:58PM.

Minutes submitted by: Cindi Livingston

DATE: 6/08/2020

Minutes approved by: Kevin Campbell

DATE: 06/10/2020

Phil Argenti

Anna Bragin