

Highlands Subdivision HOA Board of Directors Regular Meeting
June 10, 2020 – 7:00PM-9:00PM – Zoom Virtual Meeting
Minutes of the Meeting

I. Call to Order/Roll Call

President Kevin Campbell called the meeting to order at 7:09 pm via online Zoom meeting due to social distancing guidelines. Directors were present were Kevin Campbell, Anna Bragin, Phil Argenti, and Cindi Livingston.

II. Approval of Minutes from Previous Meeting.

Approved meeting minutes from 05/13/2020 Regular Meeting, electronically submitted by Secretary Cindi Livingston and reviewed by all Board Members. Phil Argenti motioned to approve; Anna Bragin seconded, all in favor.

III. Homeowner Open Forum. No homeowners in attendance at start of meeting. One homeowner joined later in the meeting; for their convenience we paused the agenda at that point addressed his questions to his satisfaction at that time.

IV. Reports of Officers

- a) **Treasurer.** Phil Argenti noted that we have 28 homeowners in arrears on dues, including those who were already in collection actions. We have spent \$1600 in legal fees to date this year and recouped \$1900. We are positive versus budget for the year overall.
- b) **President.** Kevin Campbell noted that he had updated the website regarding the barrier posted at trail/private property due to boundary issue. Cindi Livingston added that she will post the information to the HOA Facebook page as well.

V. Open Business

a) Covenant Enforcement.

- a. No response on garage door painted un-approved color; 2nd letter to be sent.
- b. No response on pool violation; 3rd letter to be sent.

b) Sidewalk Update. Bynum-Fanyo in second phase of sidewalk project; submission of permits. Anna Bragin discussed that she had spoken with Tom Wininger regarding the width of the sidewalk; he had agreed to cover the cost of a standard 4 foot width and we would be responsible for the difference of approximately \$2500-\$3000 if we wished it to be wider where allowable. She also noted that the County requires a 'letter of credit' from the HOA as the responsible party for the work being completed. This does not cost the HOA any additional funds. It essentially guarantees that the

- work will be completed to requirements and that the HOA is responsible for correction if not; the maximum cost to us would be \$7500 if and only if there were issues. After construction is complete to requirements the maximum amount changes to \$2500 and after a further two years it is removed completely. Bynum-Fanyo is also including in the permits the removal of the unused gate structure and Anna is discussing with Tom Wininger if he would be able to remove it and at what cost. If he cannot or will not remove, we will consider removing the extension pieces and leave the post; marking with warning paint to prevent a safety issue. We discussed a motion for the extra cost for the wider sidewalk and determined that we will wait for a quote with the exact cost and vote via action taken without meeting at that time.
- c) **Sale/Dumpster.** Confirmed that as per email discussion the HOA will not sponsor a community sale in June; we feel we must act in the best interests of the community as a whole and consider safety of our residents first and foremost. We will still provide a dumpster, which will be positioned Thursday and scheduled to be emptied Monday and then one further time when full again. Kevin Campbell will add to website and Cindi Livingston will post on Facebook. We will at this time plan to hold the September sale, with final date to be determined in August.
- d) **July Newsletter.** It was put forth by Anna Bragin that we consider a ‘neighbor highlight’ each newsletter to appreciate a neighbor that has assisted the community. We will contact a recent volunteer regarding the first inclusion and include a note in newsletter that homeowners should email the Board if they wish to nominate a neighbor; all nominated homeowners would be contacted for permission before inclusion. A note will be including direction homeowners to watch the website and Facebook page for updates regarding fall sale and a possible fall social event, as the next newsletter would be after these dates. A call out for volunteers interested in Board Member positions that will be open in 2021 as well as general volunteers will be included. Kevin will email Erin regarding the newsletter content as well as email the neighbor regarding the highlight. As the volunteer print service is not currently available due to COVID, Kevin Campbell motioned to authorize up to \$50 to print black and white copies of the newsletter. Anna Bragin seconded; all in favor. Phil will arrange printing when the newsletter is complete.
- e) **2019 Tax Filing and Financial Review.** The tax filing is in process and Geri McInerney is aware we have authorized initiation of the 2019 Financial Review as soon as tax filing is complete.
- f) **Liens.** Kevin Campbell received confirmation from attorney representative that the liens we previously queried status on have now been filed. A third recommended lien was in preparation, but the homeowner has reached out via email; will hold off for further discussion in this case.

- g) **Entrance Landscaping.** We are waiting on an estimate regarding mulch; Kevin will follow up and may take measurements to pursue additional estimates. Kevin will coordinate with possible volunteers about further efforts at the entrance; though only minimum needed work would be completed on the near side as the area will be affected by the sidewalk installation.

VI. New Business

a) Architectural Requests.

- a. Fence. This was completed without prior approval and form requested for verification of requirements. Reviewed and all is order; will review with homeowner that approvals must be obtained before any work is begun in future. Kevin Campbell motioned, Phil Argenti seconded; all in favor. (2020-13)
- b. Repaint of shutters, trim, and door on home and coordinating outbuilding. Requests indicated white for shutters and trim, dark purple for door. Following discussion Kevin Campbell motioned to approve with the condition that the purple is a muted, deep, natural toned purple and not a bright color. Phil Argenti seconded; all in favor. (2020-14).
- 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. Vinyl coated chain link. Project is not scheduled until August due to contractor schedule, but are asking for approval now so that work can completed as soon as the contractor is available. Reviewed, form in order and requirements met. It was noted the property backs up to the retaining wall near the golf course. Kevin Campbell motioned to approve with conditional that enough space is left between wall and fence for yard maintenance to be completed and that no easement associated with the wall is encroached upon. Phil Argenti seconded; all in favor. (2020-15)

b) Observations

- a. **On-street parking.** One observation received regarding on street parking. Discussed and determined that in light of more people working from home during pandemic conditions, we will not currently address as long as vehicles do not appear to be inoperable, impede traffic flow, block another neighbor's property, or present a safety issue. If any of these do become a problem, they will be addressed following normal covenant enforcement procedures.

- b. **Mowing/Boundary Inquiries.** Discussion regarding several questions received via email regarding mowing or maintenance of areas homeowners believed to be common area/HOA maintained area. Batcho contracts intermittent mowing of lots 135, 452, 454, 455, and has recently begun mowing as needed based on boundaries shown on the community map. Lots 447, 450 and 451 are inaccessible by equipment. HOA and homeowner property boundaries along the trail from Clear Creek to Wickens are unmarked. Review of maps and websites do not show clear or easily determinable property boundary lines. Following discussion, we determined it is a necessary expense to have a professional survey completed on the common area properties and portions of the trail in question. This will clarify which areas are HOA property and which are homeowner property and therefore homeowner responsibility to maintain; the HOA cannot legally maintain any areas that are homeowner property. Anna will inquire from Bynum-Fanyo what the costs and recommendations regarding surveys would be. Kevin will also ask a homeowner who previously completed a survey of their home what company they used and contact Geri for an additional recommendation as well. Kevin Campbell motioned that we seek out three bids for providing a survey relating to properties along the trail and common areas, Phil Argenti seconded; all in favor.
- c. **Additional Boundary Issue.** Home near entrance sign is experiencing trespassers leaving trail and leaving debris on their property. Although they are happy to see the sidewalk, they are concerned this will increase issues long term and especially while the area is under construction which would possibly encourage additional trespassing during the work. Kevin Campbell motioned to approve up to \$20 expenses to mark property similarly to other trail/property issue to help address and prevent issues. Anna Bragin seconded; all in favor.

VII. Adjournment. Kevin Campbell adjourned the meeting at 9:28 pm.

Minutes submitted by: Cindi Livingston

DATE: 07/03/2020

Minutes approved by: Kevin Campbell

DATE: 07/08/2020

Phil Argenti

Erin Ryan

Anna Bragin