

Highlands Subdivision HOA Board of Directors Regular Meeting
July 8, 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 7:01pm. All Board Members were present except for Cindi Livingston who was unable to participate. Erin Ryan taking notes to provide for minutes. Meeting was conducted via Zoom online due to continued pandemic recommendations.

II. Approval of Minutes from Previous Meeting.

Minutes from the June 10, 2020 Board Meeting were compiled by Cindi Livingston and electronically provided to all Board Members for review. Phil Argenti motioned to approve Anna Bragin seconded; all in favor.

III. Homeowner Open Forum. No homeowners in attendance.

IV. Reports of Officers

- a) **Treasurer.** Phil Argenti confirmed the latest financial summary was sent via email. Year to Date net income is ~\$25,000. We have spent \$7600 on the sidewalk project to date. Almost all 2020 dues payments have been received with less than 30 remaining outstanding.

- b) **Member-at-Large.** Anna Bragin noted that the large pothole at Glasgow Circle had been repaired, and that the City had placed parking reminder signage where there have been problems with trail users parking in the addition near the Rockport entrance rather than in designated areas.

V. Open Business

a) Open Observations/Enforcement Issues

- 1. Email complaint from homeowner on Wickens regarding trespassing by trail users. No observation from submitted or additional details. We will include a no trespassing reminder in the newsletter and review any continued issues as reported.

- 2. Above-ground Pool. 3rd enforcement letter sent in June. No response from homeowners. Board members will observe and confirm whether pool remains, if confirmed will contact Attorney Greg Chandler regarding next steps for enforcement/removal of pool.

- b) **Sidewalk Update.** Anna confirmed that we would not be charged the 15% payment administration fees by Bynum-Fanyo as the HOA made the appropriate permit payments directly. The required grading permit and letter of credit were submitted by Tempo and all permits were officially granted as of last week. Anna spoke with Tom Winger and confirmed that the board approved his quote for the extra cost of increased sidewalk width and removal of gate structure. Weather permitting, current projection is for the sidewalk to be installed July 20th.
- c) **2019 Financial Audit.** No update currently.
- d) **Final Summer Newsletter.** Will add trespassing reminder and information regarding homeowner highlight form submission. Discussed emailed suggestion of food truck-style social event in the future but will review at a later date. As previously approved in June, Phil will print the newsletters and submit receipt for reimbursement.
- e) **Entrance Landscaping.** Volunteers continue to assist with refreshing the landscaping around entrance areas; more mulch is needed. Kevin motioned to approve additional expense of up to \$81 to purchase two more yards of mulch. Phil seconded; all in favor.
- f) **Property/boundary Lines.** Regarding survey to clarify and confirm property lines due to ongoing mowing and drainage issues. Have reach out to three companies for survey, received quote from Bynum-Fanyo for \$2100, will continue to follow up for additional quotes and review when received.

VI. New Business

a) Architectural Requests.

1. Privacy Fence. Replace existing privacy fence. Reviewed, all requirements met. Kevin motioned to approve, Erin seconded; all in favor. (2020-16)
2. Addition of 3rd garage bay and bonus room. Homeowner drawing and form submitted. Contractor to obtain county permits, work to be completed over 3-4 months. Deferred for additional information to include contractor drawings, floor plans, signed approval from adjacent neighbors, and proof of county approval. (2020-17, incomplete)
3. Privacy Fence. Reviewed, form in order and requirements appear to be met. As property abuts common area, homeowner arranged property line survey to confirm lines. Contracted through Lowes. Kevin motioned to approve

with requirement to be aware of easements and not encroach onto common area. (2020-18). Erin seconded; all in favor.

b) New Homeowner Observations. No new observations.

VII. Adjournment. Kevin Campbell adjourned the meeting at 8:17PM.

Minutes submitted by: Cindi Livingston

DATE: 08/07/2020

Minutes approved by: Kevin Campbell

DATE: 08/12/2020

Anna Bragin

Phil Argenti