

**Highlands Subdivision HOA Board of Directors Regular Meeting**  
**August 12, 2020 – 7:00PM-9:00PM – Conference Call**

**Minutes of the Meeting**

**I. Call to Order/Roll Call**

President Kevin Campbell called the meeting to order at 7:07 pm via conference call meeting. Virtual meeting scheduled due to social distancing guidelines; video was not functioning but call link was consistent and available. Directors were present were Kevin Campbell, Anna Bragin, Phil Argenti, and Cindi Livingston.

**II. Approval of Minutes from Previous Meeting.**

Approved meeting minutes from 7/08/2020 Regular Meeting, electronically submitted by Secretary Cindi Livingston and reviewed by all Board Members. Kevin Campbell motioned to approve; Phil Argenti seconded, all in favor.

**III. Homeowner Open Forum.** No homeowners in attendance.

**IV. Reports of Officers**

- a) **Treasurer.** Phil Argenti stated that we have thus far collected just under \$45,000 in 2020 and arrears dues, approximately 26 homeowners outstanding in total. Legal fees spent and recouped are approximately equal. The letter of credit and permits paid to Monroe Co. are now shown on the operating statement and will show as an outgoing expense until the letter of credit period expires and these monies are recouped. Phil noted a few minor expenses that were not in expected category and he will follow up with new Tempo representative to clarify expected categories as well as verify processes working with new representative. He has also asked for update on the 2019 financial audit status and not yet received, will follow up again as necessary
- b) **Member-at-Large.** Anna Bragin spoke to Tom Wininger and he confirmed that current work on the development is behind and current projection of sidewalk completion is in September. Anna will continue to follow up on a regular basis.
- c) **President.** Kevin Campbell discussed collection report from attorney representative is down to 5 in collections; 3 of 5 are fairly large amounts. One case indicated they had not received subsequent new dues notices after going into collections originally. After discussing with former Tempo representative Geri, it was determined that Tempo assumed that that new amounts were added on to collections automatically, however this is incorrect and per attorney legally not allowed without additional court order. Tempo was not inclined to begin sending to all; however, after following up indicated it would happen going forward. Kevin is going to ask Tempo to set up a call with Dave Thornbury and the new account representatives to ensure this occurs and then also follow up on general contacts and procedures with the representatives.

Kevin also discussed progress regarding the court case that Kevin attended in late 2019. There have been significant payments made however the homeowner is stating he does not owe the current balance which remains \$2173.00. This amount was sent to him with a breakdown of charges. A hearing is scheduled for October 1<sup>st</sup> to address this matter. Regarding previously discussed vacant house; following unsuccessful collection efforts this property would be eligible for a Lien in September. Noted that we should re-evaluate at that time so that we may consider it in light of any possible pandemic-related foreclosure moratorium extension.

## V. Open Business

### a) **Covenant Enforcement.**

- a. Above ground pool. Third notice was sent and it has now been removed. Observation closed.

**b) Board/Officer Vacancy.** Vice-President Erin Ryan officially resigned from the Board via email due to challenges presented by changing work/personal demands. Phil Argenti has previously indicated he will not be continuing his role in 2021 past the time of transition/training replacement. We will publish on website and Facebook the need for volunteers, with idea of possible confirmation at November meeting and transitioning in December.

## VI. New Business

- a) **Attorney Retainer Fee.** Invoice received for annual contract-\$850.00 as budgeted. Phil motioned to approve, Kevin seconded; all in favor. Phil will authorize Tempo to complete payment.
- b) **Annual Meeting.** Tentatively scheduled for second week of November, exact date to be verified at a later date. Discussed concerns about format due to restrictions on gatherings and possible lack of availability of venue. Kevin will email Attorney to set up a contracted conference call seeking advice regarding legality and procedures if we are unable to meet in person.
- c) **Outstanding 2020 Dues.** Previously we suspended collection efforts and applicable fees due to pandemic situation and government/attorney recommendations although dues were sent at the first of the year and due prior to most of the pandemic timeline. Kevin motioned unless a government moratorium is announced we send out the notices for remaining 2020 balances, dated Monday 8/17. Payment plans will be accepted. Phil seconded; all in favor. Phil will email Tempo to complete this.
- d) **Community Social.** Social distanced social event scheduled for 9/22 5p-8p; goal is to arrange multiple food trucks in the community. Kevin will follow up with Erin as she

had been looking into food trucks; goal is to arrange multiple trucks and publicize so that neighbors can gather, eat and visit at their leisure in smaller groups.

- e) **Community Yard Sale.** Tentatively scheduled for 9/12, will officially discuss via email at end of August and make final determination taking into account any distancing guideline changes.
- f) **Upcoming Meetings.** Confirmed we will continue to hold monthly Board meetings virtually the remainder the year, with possible exception of distanced/restricted in person meetings to assist with transition/training of new incoming Board members. Annual meeting possibilities to be discussed with Attorney as discussed earlier tonight.
- g) **Architectural Requests.**
  - a. Enclosure for trash containers. Reviewed, form in order and requirements met. Kevin motioned to approve with the restriction to confirm it is not set up further than the rear foundation line. Anna seconded; all in favor. (2020-19).
  - b. Concrete Patio in rear yard. Homeowner did not realize they needed to request approval and work has already been completed. Homeowner submitted form and pictures after the fact as an act of good faith. All is in order and fits requirements. Kevin motioned to approve so work data and approval is on file, Anna seconded; all in favor. (2020-20).
- h) **Observations**
  - a. **Flag Email.** An anonymous email was received with a complaint regarding a yard flag. Little detail given and no further detail has been received. Small yard/garden flags are considered décor and are not a violation of the CCRs. No violation confirmed at this time.
  - b. Continued inquiries regarding overgrowth of some common areas. As with several other inquiries we are unclear whether it is homeowner or HOA property and are in process of having the property surveyed to verify.
  - c. Observation received regarding a structure added to a homeowner's rear yard resembling a Tiki Bar. Kevin Campbell and Anna Bragin verified the presence of the structure. No approval was requested for this structure and there are concerns due to location, damage potential, and aesthetics. Will request an approval form and follow up contact from the homeowner to the Board within 10 days.

- d. Additional observation received regarding home with broken fence section and overgrowth. No response to second violation letter previously sent; will verify any progress or lack thereof on addressing this violation and send 3<sup>rd</sup> notice.

**VII. Adjournment.** Kevin Campbell adjourned the meeting at 8:53 pm.

Minutes submitted by: Cindi Livingston

DATE: 09/08/2020

Minutes approved by: Kevin Campbell

DATE: 09/10/2020

Phil Argenti

Anna Bragin