

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

I. Call to Order/Roll Call

President Kevin Campbell called the meeting to order at 7:00 pm via virtual meeting. Directors were present were Kevin Campbell, Phil Argenti, and Cindi Livingston at time of roll call. Anna Bragin joined within a few minutes.

II. Approval of Minutes from Previous Meeting.

Approved meeting minutes from 8/12/2020 Regular Meeting, electronically submitted by Secretary Cindi Livingston and reviewed by all Board Members. Phil Argenti asked for clarification regarding a listed figure, then motioned to approve. Kevin Campbell seconded; all in favor.

III. Homeowner Open Forum. Two co-owners new to the neighborhood were present for general interest but had no specific queries or feedback at this time.

IV. Reports of Officers

- a) **Member-at-Large.** Anna Bragin commented that she had left a message with Tom Winger to follow up on sidewalk timeline.
- b) **Treasurer.** Phil Argenti stated that overall we are within budget for the year but by less than projected due to unexpected letter of credit expense associated with sidewalk installation. Legal fees, outgoing expenses continue to balance reasonably with incoming recouped fees. There is a payment check outstanding to Erin Ryan from end of 2019; Phil will request the original be voided and a payment reissued so this unreconciled item can be resolved. Phil spoke with Brittany, new designated Tempo contact for financial matters. Discussed correct classifications for several previous entries. He will continue to follow up to ensure all items are correctly classified and updated prior to budget discussions/annual meeting.
- c) **President.** Kevin Campbell gave a summary of conference call with Attorney Greg Chandler which he and Cindi Livingston participated in over the requirements and legalities associated with upcoming annual meeting; specifically are we able to hold the meeting virtually if social distance guidelines and/or venue availability due to restrictions does not allow for physical meeting. Greg confirmed that since we are a non-profit entity a virtual meeting is sufficient legally provided all attendees are able to participate simultaneously via phone and/or video. Additionally, if it is an election meeting ballots and proxies must be sent out and recollected prior to the meeting to determine quorum. Also discussed on the call was questions about whether Tempo should be invoicing for current and subsequent years' due to accounts that are in

arrears. Greg recommended that they should be invoiced for new amounts, but disclaimer included stating that past due amounts are not shown and they should contact Tempo or Attorney for further information if past due amounts exist.

V. Open Business

- a) **Covenant Enforcement.** No current open enforcements to discuss.
- b) **Sidewalk Extension.** Cindi Livingston noted that heavy equipment had passed by earlier today and confirmed it was now parked where work is to be done; no progress appears to have occurred yet.
- c) **2019 Financial Audit.** Phil confirmed after further follow up that the 2019 audit was not initiated by Tempo as instructed, likely due to representative change and transition. It has now been initiated and is in process.
- d) **Lien Updates.** Kevin is waiting on follow up from attorney representative Candy regarding status and recommendations for the two homes that are recently eligible for lien placement due to non-payment.
- e) **Common Area Survey.** Kevin will provide Tempo with a letter and map to send out four local survey companies to confirm areas we want surveyed and asked for official quotes. Discussed itemizing by area as well as there are some that would be nice to have but less crucial depending on overall expense.
- f) **Community Sale.** Posted on Website and Facebook that it will be held as scheduled on Saturday Sept. 12. Kevin picked up the signs and will post them this week.
- g) **Board/Officer Vacancy.** We will repost the need for volunteers again on website and Facebook, with idea of possible confirmation at November meeting and transitioning in December. Kevin will follow up with one inquiry received via email.

VI. New Business

- a) **Architectural Requests.**
 - a. Fence. Reviewed, form in order and requirements met. Anna Bragin motioned to approve, Phil Argenti seconded; all in favor. (2020-22).
 - b. Three requests on form; fence, paved patio, and basketball goal. Documents and form in order and all requirements met for each. Kevin motioned to approve so work data and approval is on file, Anna seconded; all in favor. (2020-21).
- b) **Observations**

- a. Observation received regarding home with damaged front door area, trash/debris in yard, divots, and driveway issues. Issues confirmed by two Board members, first letter to be sent.
- c) **Community Social.** Confirmation received from two food trucks, Kevin will continue to follow up with prospective participants, as well as confirm with Batcho to have mowing of Lot 135 occur prior to the event. He will post the current information on the website and Cindi will post on Facebook.
- d) **Annual Meeting.** Tentatively scheduled for second week of November, exact date to be verified later. Based on input from Greg, Kevin will reach out to school to see if that venue is an option, with virtual meeting a secondary plan if unable to hold in person. As we do not have multiple prospects for open board positions, it is unlikely that it would be an election meeting so this would eliminate requirements for ballots to be sent and collected in advance. To be discussed and confirmed via email/text prior to next Board meeting so final arrangement can be made then.

VII. Adjournment. Kevin Campbell adjourned the meeting at 8:36 pm.

Minutes submitted by: Cindi Livingston

DATE: 10/09/2020

Minutes approved by: Kevin Campbell

DATE: 10/14/2020

Phil Argenti

Anna Bragin