

Highlands Subdivision HOA Board of Directors Regular Meeting
October 14, 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 7:12 pm via virtual meeting (slight delay due to technical difficulties. Directors present were Kevin Campbell, Phil Argenti, Anna Bragin, and Cindi Livingston.

II. Approval of Minutes from Previous Meeting.

Approved meeting minutes from 9/09/2020 Regular Meeting, electronically submitted by Secretary Cindi Livingston and reviewed by all Board Members. Kevin Campbell motioned, Phil Argenti seconded; all in favor.

III. Homeowner Open Forum. One homeowner was present per meeting indicator but did not actively participate.

IV. Reports of Officers

- a) **Member-at-Large.** Anna Bragin stated that it appears the sidewalk project is predominantly completed, may be some slight finishing needed such as reworking dirt along the edges, she will follow up to determine whether this is something we would arrange/finish or will the contractor complete. We have not yet been billed.
- b) **Treasurer.** Phil Argenti shared most recent financial summary electronically. He contacted Brittany at Tempo to clarify a couple inconsistencies; one charge to pest control was in error and will be removed, and there is a prepayments line listed with no explanation. 2019 financial review is in progress, Tempo has been providing reports as requested. We have now been billed and paid for the 2019 tax filing. Phil noted that he had electronically shared a prospective 2021 budget with the Board, will be reviewed later in tonight's agenda.
- c) **President.** Kevin Campbell discussed that he and Phil Argenti met with the manager Old National Bank to set up a designated account to receive fire go-fund me proceeds/donations. While in the HOA's names the funds are completely separate from other HOA accounts; the bank waived all account fees. Kevin will contact go-fund me organizer, Homeowner Jason Endris, to arrange for funds transfer and disburse from there. Disbursement amounts were discussed; Jason set up the go-fund me listing equal amounts to be distributed to each affected homeowner. However, two of the homeowners who suffered less damage had previously indicated to Kevin that they were not in need of monetary donations and to share the difference with the three families that were more affected. Kevin will follow up with the two families to ensure they still are of the same mind and do not need or want financial assistance, or if they

need some or all of the portion that would have been designated as theirs. Following clarification money will be disbursed to the affected homeowners.

V. Open Business

- a) **Lien Updates.** Following most recent court resolution of open lien-to-foreclosure action, attorney has recommended that we do not pursue similar lien-to-foreclosure actions in the future due to Monroe County court precedents. They did not award full attorney fees in the completed judgment. The attorney has stated that in this case due to ongoing lack of homeowner cooperation and follow through in conjunction with the unexpected judgment they accept what was previously paid combined with was ordered to still be paid as payment in full rather than holding us to the original total fee agreement. They recommend that we conduct only collections and standard lien actions in the future in these situations.
- b) **Common Area Survey.** Discussed areas to be surveyed and sample letter Kevin prepared and all reviewed electronically. It appears the trail has a parcel number in which case it may be more expedient and cost effective to survey the trail which will then automatically confirm the boundaries with yards. Will edit letter to include common areas and the trail parcels as well as still the additional homes along Wickens (backing up to sidewalk coming in from Gordon pike). Phil Argenti motioned to edit letter to reflect parcel numbers, common areas, back of lots that border Wickens and provide to Tempo to obtain quotes. Anna Bragin seconded, all in favor.
- c) **Annual Meeting.** The Annual Meeting will be held virtually on November 30, 2020. No feasible in-person location was available or practical. As there are not multiple Board candidates, no election is necessary. Kevin will contact Tempo to get a quote for postcard/ mailing meeting notification, to discuss and confirm via email and be sent no later than 10/30/2020. Notice will include date, time and directions to access Facebook and Website for specific meeting link. We will research and price various virtual options that allow for the needed capacity/duration and confirm at November regular meeting as well as confirm budget and all other meeting information.
- d) **2021 Budget.** Phil Argenti provided prospective 2021 budget, based on 2020 budget and actual or projected actual amounts. Discussed line by line and made some revisions. Phil to finalize edited and provide to Board for final review and adoption at November Board meeting so that it can be provided at Annual Meeting.
- e) **Covenant Enforcement.**
 - 1. No response or action to third letter sent via certified mail for fence issue. Follow up with Tempo to ensure receipt confirmed. (2020-07)

2. Some improvements made at address with multiple issues; second letter to be sent thanking them for action and asking for response or completion of additional items. (2020-10)
3. Observation for extremely tall grass with portion of fence in disrepair, skunks have been observed on property. Kevin and Anna verified; first letter to be sent. (2020-11)
4. Follow up on open observation regarding home with tiki hut structure in side yard. Phil and Kevin met with homeowners and provided further information and feedback; homeowner submitted belated architecture form. After discussion, the Board was evenly divided on this structure and no consensus was reached. Tabled for further discussion at subsequent meeting. (2020-12)

VI. New Business

a) Architectural Requests.

1. Extended existing wooden deck. Requirements met. Kevin Campbell motioned to approve, Phil Argenti seconded; all in favor. (2020-23)

b) New Observations

1. Discussed during open observations above (V. e. 3.) (2020-11).

c) Halloween. Several inquiries via Facebook and email regarding Halloween trick or treat activities. Confirmed we will follow whatever county guidelines are set as we always have in the past; at this time this no condoned trick or treating and recommend other social distanced or restricted activities. Cindi will post on Facebook.

d) Newsletter. Discussed quarterly newsletter content; to be confirmed via email. Kevin will contact volunteer who expressed interest in newsletter creation to confirm.

VII. Adjournment. Kevin Campbell adjourned the meeting at 9:38 pm.

Minutes submitted by: Cindi Livingston

DATE: 10/19/2020

Minutes approved by: Kevin Campbell

DATE: 11/11/2020

Phil Argenti

Anna Bragin