

Highlands Subdivision HOA Board of Directors Regular Meeting
November 11, 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 7:10 via virtual meeting. All Directors present.

II. Approval of Minutes from Previous Meeting.

Approved meeting minutes from 10/14/2020 Regular Meeting, electronically submitted by Secretary Cindi Livingston and reviewed by all Board Members. Several minor changes not affecting overall content were made. Kevin Campbell motioned, Phil Argenti seconded; all in favor.

III. Homeowner Open Forum. Two homeowners present to follow up on an architecture requested submitted via email. Directors verbally agreed to address request at this time rather than later in the agenda, so homeowners did not have to continue call if they preferred not to. Request discussed, form and requirements in order. Phil Argenti motioned to approve; Kevin Campbell seconded, all in favor. (2020-25). Homeowners thanked us for reviewing and departed call.

IV. Reports of Officers

- a) **President.** Kevin Campbell stated that our attorney collections representative had informed him we have two open liens that would now be eligible for lien to foreclosure action. However, based on previous advice and experience we will keep the liens as is; they do not expire until 2025. He also confirmed that the proceeds from the homeowner-led GoFundMe campaign for families affected by the fires have been transferred to the designated, separate, fee-free account at Old National Bank and ready to be disbursed. Division of funds discussed previously; of the two families' whose homes had less damage, one indicated they are not in need of funds and are happy to see them divided between the other families; the second less affected they would be appreciative of receiving an amount equal to their insurance deductible (\$1600) but were also fine with all remaining funds divided between the three families whose homes were a larger loss.

- b) **Treasurer.** Phil Argenti discussed current financial standing. Currently, we have \$417 remaining owed for 2020 dues, this a huge improvement versus previous years. Budget to actual YTD in the good by \$1100 which is excellent considering extra spent for sidewalk that was not in budget. Invoices for sidewalk all paid, will be receiving \$5000 refund from Monroe county by hopefully the end of 2020; remaining \$2500 remains on file with county for two further years. Tempo has corrected

incorrect pest control charge from previous month that was not for our HOA, but several other items are still classified in wrong categories. Phil has been talking to Tempo; problem seems to be with Root classifications and a lot of back and forth notes and communication. He will inquire if we can Root directly or perhaps set up a 3-way call to discuss and rectify going forward. He will also inquire why we paid full postage rate versus postcard rate for the Annual Meeting Notice postage, it also does not appear we have been billed for these yet.

V. Open Business

a) Sidewalk Extension. All invoices associated with survey and installation have been paid. Anna Bragin discussed with the Monroe County inspector; the preliminary inspection has been completed and sidewalk passes. The official county approval process will be slightly delayed as they only do approval releases once per year, generally in December, and they are waiting on another project to be finished. Once finalized then the \$5000 credit will be released but it may not be in time to credit to 2020 and may fall into 2021. Discussed the city parking signs which seem to have been moved from original placement during sidewalk construction; parking issues appear to have been greatly decreased. We will remove the sign and store in case they are needed next spring.

b) Open Enforcement Issues.

1. (2020-7). Certified mail was returned to post office meaning it was attempted 3 times for delivery or occupant to come to post office. Waiting for follow up from post office for final attempts to be completed. Will contact Greg to get legal advice regarding next steps while waiting for this.
2. (2020-11) Tall grass has been in progress and falling fence has been removed but fence debris remains; will observe and if continues to make progress will not take further action.
3. (2020-12). Tiki Hut-after further discussion Anna motioned to take a final vote/make final decision regarding the belated architectural request which was received for the structure which was added without prior approval and has been observed and discussed at our previous meeting. Anna Bragin motioned to deny the approval and request it be removed as it does not fit the overall neighborhood aesthetic or requirements. Kevin Campbell seconded; motion passes 3-1.
4. (2020-10) Various yard/home maintenance issues. Some including a hole in the yard have been addressed but remaining have not as well as lamp post is not

working. We will send a 3rd letter to be sent for the remaining issues of disrepair including light post.

5. (2020-09) Unsightly growth and tall grass remains. 3rd letter to be sent.

- c) **2019 Financial Audit.** No new updates, still in progress. Phil will continue to follow up via Tempo.
- d) **Common Area Survey.** One quote received and still waiting on others; will follow up with Tempo regarding any additional. Phil Argenti motioned that if no other viable quotes are received by 11/18, we accept the Bynum-Fanyo quote for the wider scope of work, total quote \$3220. Anna Bragin seconded; all in favor.
- e) **Annual Meeting.** Phil provided an updated budget and it was again discussed line by line. Anna Bragin motioned to accept; Kevin Campbell seconded, all in favor. Will be presented at meeting. Technically at a deficit but some cost estimates may be high as well we have reserve funds if needed. Phil Argenti researched and obtained a Zoom meeting link that will be suitable.
- f) **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. The final proposal is at a slight deficit however it was discussed that rather than raise dues we will allow the deficit to stand. Some cost estimates may be high as well as we have reserve funds that have never been utilized as well as likely the \$5000 credit still be received from the county will apply to 2021. Anna Bragin motioned to approve; Kevin Campbell seconded, all in favor. The budget will be screen shared for viewing during the annual meeting as well as will be posted on the website, and announced that copies can be requested; we will as always also include in the 2021 January mailing so that we can ensure all homeowners have a copy.
- g) **Officer Vacancies.** No further progress or leads. Will continue to post and will discuss during Annual Meeting.

VI. New Business

- a) **Architectural Requests.** Request (2020-25) reviewed and approved during open forum portion of the meeting. No further requests.
- b) **New Observations**

1. Broken shutters. Will verify, confirm via email, send 1st enforcement letter.

VII. Adjournment. Kevin Campbell adjourned the meeting at 9:13 pm.

VIII. Addendum. Recording of Action Taken without Meeting. Regarding the distribution and disbursement of the GoFundMe proceeds. The family that had originally indicated they did not need any funds contacted Kevin Campbell as they received an update from their insurance company and would owe a deductible that was originally not projected. They asked if there was a possibility of receiving funds equal to this amount. The Board discussed via email and agreed that we would like to redistribute if possible so that everyone affected was able to benefit from the funds if they wished. At this time one check had been issued for \$1600 (deductible equivalent) and one for one-third of the remaining funds. Once apprised of the situation, the family that had received the one-third portion stated that they wished all families to benefit and volunteered to return a portion of the funds for redistribution. In light of this new information and generosity Kevin Campbell motioned in light that the final disbursement be as follows: \$1600 (deductible amount requested-already distributed), \$1000 (deductible amount requested), \$2,406.81 (one-third remaining funds), \$2406.81 (one-third remaining funds), \$2,406.82 (one-third remaining funds plus .01 cent remainder, this family had received original portion and returned the difference as discussed above). The extra .01 had to be withdrawn in order to close the account and it was discussed to include this in the amount to the family with the largest number of household members. Phil Argenti seconded the motion; all in favor. Action Taken Without Meeting on unanimously Passed via email on 12/04/2020.

Minutes submitted by: Cindi Livingston

DATE: 11/25/2020

Minutes approved by: Kevin Campbell

DATE: 12/09/2020

Phil Argenti

Anna Bragin