

Highlands Subdivision HOA Board of Directors Regular Meeting
December 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 7:02pm. Directors present were Kevin Campbell, Phil Argenti, Anna Bragin, and Cindi Livingston.

II. Approval of Minutes from Previous Meeting.

Approved meeting minutes from 11/14/2020 Regular Meeting pending addition of 12/04/2020 Action Taken Without Meeting addendum, 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. No homeowners present.

IV. Reports of Officers

- a) **Treasurer.** Phil Argenti noted that we only have 18 homeowners remaining in arrears for 2020 dues. We have no additional spending in legal fees since last report; mailing costs/postage now been billed for annual meeting notices. Financial Audit for 2019 now complete, Kevin Campbell and Phil Argenti have signed it and we will receive the final report shortly. Phil followed up with Brittany regarding correct expense classifications; resolution is that the Treasurer will be copied on invoices going forward so that they can verify correct classifications. He has inquired and as to why some items of are accounts payable items are paid via Root billpay and others via check from Tempo. Disbursement of funds to families affected by fires is nearly complete-four checks have been issued and delivered to homeowners, Kevin Campbell has an appointment to deliver the final check this week. As soon as the checks have all cleared the account will be closed per bank requirements as this was a temporary, no-fee account set up specifically and only for this purpose.
- b) **President.** Kevin Campbell discussed upcoming website, domain, and email renewals which will all occur as the year comes to an end. Phil Argenti motioned that we pre-approve Kevin Campbell to pay for these expenses and then be reimbursed as they should all be upcoming and may need paid before our next meeting. Anna Bragin seconded; all in favor. He confirmed that we let MailChimp service expire as we have not used it; Tempo can send a mass notification to those emails on file if needed and we have not been successful in collecting a majority of homeowner emails otherwise.
- c) **Member-at-Large.** Anna noted that only remaining follow up item regarding sidewalk installation is that we are awaiting the final county approval and return of

letter of credit, which they had previously stated would be towards end of year. Anna will continue to follow up with the County.

V. Open Business

- a) **2019 Financial Audit.** As Phil confirmed during his report, the 2019 Financial Audit is now complete and signed. We should receive the final report soon and it will then be posted on the website and retained.
- b) **Common Area Survey.** The contract has been confirmed and we are just awaiting a start date. Anna will send a follow up email for projected date and see if there is any other direction we need. Cindi will post on Facebook and Kevin on the website a few days before the survey is scheduled to begin so homeowners are aware.
- c) **Board Open Positions.** Kevin will post a call out on website and Cindi will post one on Facebook; it will be in the newsletter which will be sent with the annual mailing.
- d) **Covenant Enforcement.**
 - 1. Disrepair/door frame, third letter already sent; no further update has occurred (2020-10)
 - 2. Broken fence and unsightly growth, growth has been improved and fence has been torn down but debris from it remains. Second letter to be sent thanking for progress and asking for prompt removal of remaining debris. (2020-11)
 - 3. Tiki hut, letter to be sent requesting removal as this was not and approved or allowed structure. (2020-12)
 - 4. Certified letters have been sent twice following 3 enforcement letters regarding numerous ongoing issues of disrepair and neglect. (2020-07). Anna Bragin motioned that we approve Greg to send demand letters for this home as well as the home in item d)1. above (2020-10). Kevin Campbell seconded; all in favor
 - 5. Broken shutters and disabled vehicles, no progress, second enforcement letter to be sent (2020-13).

VI. New Business

- a) **Architectural Requests.** No new requests have been received.
- b) **New Observations.** No new observations have been received.

- c) **Newsletter Content and Creation.** Newsletter to include volunteer call out, acknowledgement of fire relief donations including list of businesses. Kevin will reach out again to volunteer whom expressed interest in newsletter creation, final newsletter to be reviewed and approved by Board via email.
- d) **Annual Mailing.** The annual mailing contents will be: newsletter, dues invoice, 2021 budget, letter from the Board, CCR voting form (call out to not send if you already have and directing to website for comparison/questions). We will provide all content to Tempo by January 15th with request to have mailed by January 25th, and payment due dates to be 60 days from date of mailing.

VII. Adjournment. Kevin Campbell adjourned the meeting at 9:06 pm.

Minutes submitted by: Cindi Livingston

DATE: 12/17/2020

Minutes approved by: Kevin Campbell

DATE: 01/13/2021

Phil Argenti

Anna Bragin