

Highlands Subdivision HOA Board of Directors Regular Meeting
January 13, 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 7:03 via virtual meeting. All Directors present.

II. Approval of Minutes from Previous Meeting.

Approved meeting minutes from 12/09/2020 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.

Four homes were represented. Reviewed architectural request at this time for homeowners who were present for any questions. All requirements met, Kevin Campbell motioned to approve, Phil Argenti seconded, all in favor (2021-1). Other homeowners had general inquiries regarding survey and fence-lines as this is the first meeting following survey completion, we have not yet had time to discuss the survey results. It does appear there are several markings that different vary from expected/assumed positions. An additional homeowner also had general comments on the survey as well as expressed interest in possibly volunteering for the Board.

IV. Reports of Officers

- a) **Member-at-Large.** Anna Bragin stated we are about a week out from estimated final inspection of sidewalk extension by Monroe County. Anna will continue to follow up and find out timeline of receiving \$5000 letter of credit refund
- b) **Treasurer.** Phil Argenti gave a general overview of current finances. We have one early payment of 2021 dues; no other 2021 income yet which is as projected. We now show 19 homeowners showing arrears payments owed. Phil noted that some expenses were still misclassified on the most recent financial report; however, the financial representative has left Tempo and Dave will be personally overseeing until replacement is in place. Net income end of 2020 was \$3500 even with being billed for 2019 and 2020 audits as well as higher sidewalk expense, leaving us in good position for start of 2021. We have paid the for 2020 audit, but the official report not received yet. Phil has sent an inquiry to Dave for the status of this as well as of the expected credit from the postage overcharge. All checks to fire victim funds from the bank account have cleared and bank statements provided to Dave for retention and placed on google drive. This account can now be closed.

- c) **President.** Kevin discussed that he spoke to Greg authorizing the two demand letters regarding the unaddressed enforcement issues as discussed previous meeting. He also has inquired about one account showing large arrears that we have been unable to file lien as they are in bankruptcy, but that may be discharged in 2021. He stated that we are ready to send second letters two previous observations (2020-12 & 2020-13)

V. Open Business

- a) **Sidewalk Extension.** As noted above awaiting final inspection confirmation and refund of \$5000 portion of letter of credit with county. Anna will continue to follow up.
- b) **Violations Follow-Up.** As Kevin noted above demand letters and second enforcement letters have been authorized for ongoing issues.
- c) **2019 Financial Audit.** Phil confirmed that the audit is completed, invoice has been paid, awaiting final report. Phil has sent a follow up to Dave at Tempo.
- d) **Common Area Survey.** We have not been billed, appears to be complete. It does look like there are several areas not necessarily as expected. Anna to follow up and see what further information is available to us, Kevin compiling specific questions. Anna will find out what cost would be incurred to have a walk-through and/or clarification of questions; will discuss and act via action taken without meeting if needed.
- e) **Officer Vacancies.** Homeowner Jason Endris is present at this meeting and expressed interest in joining the Board, main concern has been being able to attend due to schedule. Discussed some of the responsibilities and timing, will follow up via email. Will also continue to post and discuss as there are technically two positions to be filled.

VI. New Business

- a) **Architectural Requests.**
 - 1. Request reviewed and approved during Homeowner Open Forum. (2021-1)
 - 2. Fence. All requirements met and form in order. Kevin Campbell motioned to approve with note to make sure all lines are correctly marked due to adjacent sewer lines. Phil Argenti seconded; all in favor. (2021-2)
- b) **Homeowner Observations.** No new observations.
- c) **Survey Results.** As discussed earlier there are some concerns and possible disputes. Will inquire for further information and proceed at that point.

- d) **Newsletter.** Kevin shared a prospective 1st Quarter/Annual Mailing Newsletter via email for content review. All in agreement; will be included in upcoming annual mailing.
- e) **2021 Annual Mailing.** Kevin will follow up with Tempo regarding ensuring that dues invoices go out to all homeowners for 2021 amounts, regardless of collection status, to avoid any possible misunderstanding. Will included disclaimer that these are 2021 dues and may not reflect past due amounts. Separate note to be included for those in arrears with reminder and next steps. The mailing will include newsletter, letter from Board, invoice with payment instructions, 2021 budget and financial statement, and CCR voting form with note it is not new and only needs returned if not already done. Kevin will compile the items to be sent to tempo for printing by 1/15, to be printed by 1/25.
- f) **Other New Business.** Received inquiry regarding hosting a Mobile Blood Drive. We are amenable to this but have no location they can set up that meets the requirements. Have contacted Batchelor Heights to see if they would like to co-host as they have the clubhouse area. Phil will continue to work with them to confirm details and we will post details upon confirmation.

VII. Adjournment. Kevin Campbell adjourned the meeting at 9:30 pm.

Minutes submitted by: Cindi Livingston

DATE: 01/15/2021

Minutes approved by: Kevin Campbell

DATE: 02/10/2021

Phil Argenti

Anna Bragin