

Highlands Subdivision HOA Board of Directors Regular Meeting
February 10, 2021 – 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 via virtual meeting. Kevin Campbell, Phil Argenti, and Anna Bragin were present. Cindi Livingston will join later; Phil Argenti taking notes until such time.

II. Approval of Minutes from Previous Meeting.

Approved meeting minutes from 01/13/2021 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.

Two homeowners were present. One was a recent move to neighborhood and had not received a dues invoice. A second was on for general interest.

IV. Reports of Officers

- a) **Member-at-Large.** Anna Bragin confirmed she had been in contact with Ben Ayers with the county. The sidewalk has been inspected and passed. Awaiting next County Commissioners meeting for it to be accepted by the County, following which our partial letter of credit refund will be processed and issued.
- b) **Treasurer.** Phil Argenti confirmed blood drive results, there were 16 volunteer donors with blood being able to be collected from 15. Batchelor Heights representative contacted regarding the cleaning after; we thought this had been completed as we had previously arranged. Alyssa from Tempo is following up.
- c) **President.** Kevin Campbell discussed a recent contact received from a title company; a lien amount was paid at a recent closing. Title Company will forward the funds to attorney representative Candy for processing and release of lien.

V. Open Business

- a) **Sidewalk Extension.** As noted above awaiting final confirmation and refund of \$5000 portion of letter of credit with county.
- b) **Survey Results.** Anna in contact with Doug to obtain quote for official written report/maps to help verify and interpret survey results as well as have permanent record as stakes could be inadvertently moved. This quote should arrive this week and we will act on via action taken without meeting to keep the process moving so we can

make appropriate landscaping decisions as spring approaches. Several results are not as expected and have led to additional questions. In regards to along Wickens Street where rear of property lines abuts Wickens sidewalk, results show some property is homeowner property, some is county right of way. We have previously been informed by attorney that HOA funds may not be used to maintain these areas and similar situations as they are not designated common areas. The county has indicated they will not be maintaining their portion of the property and that it is homeowner responsibility similar to the right of way areas between sidewalk and street at front of home. Homeowner access and compliance has been an issue with these areas. Agreed that Kevin will contact attorney for a conference call to clarify our responsibilities and actions regarding these areas. In addition to weed/brush maintenance this brings up the question of clearing sidewalks after inclement weather when there is no clear jurisdiction. There are also some areas where previously installed fences or interpretation of property lines do not match new markings. Will further research these situations in future pending survey report.

- c) **Follow Up on Open Violations.** Ongoing issues, homeowners contacted following third violation letter regarding repair construction delays due to Covid and weather. Repairs are scheduled. Stated would meet and discuss if needed. Agreed that a meeting is not necessary at this time and will allow homeowners until April 15th for work to be complete without further enforcement actions. Anna will be following up with Alyssa at Tempo regarding results of certified letter mailed for another third violation. Second letter to be sent regarding Tiki hut and removal of survey stakes at that property.

VI. New Business

- a) **Architectural Requests.**

- 1. Inquiry from homeowner regarding new shingles as they are finally to that point in repair process; clarified that if they are changing color we do need to approve. As they did not have sample pictures at initial inquiry and in the interest of expedient repair when weather allows, agreed that we would review this via email and action taken without meeting.

- b) **Homeowner Observations.** No new observations.

- c) **Other Business.** Discussed what maintenance should be done with trail refresh as well as entrance area. Suggested meet with Batcho possibly at a future Board meeting regarding trail refresh and clearing edges that are HOA property. Also follow up with Tempo regarding quotes for entrance area refresh and ongoing maintenance now that sidewalk is complete.

VII. Adjournment. Kevin Campbell adjourned the meeting at 8:38 pm.

VIII. Addendum of Actions Taken Without Meeting.

- a) **Architectural Request.** As discussed in V1-a-1, fire damaged home shingle replacement with slight color change. Shingle sample pictures submitted via email for review. Anna Bragin motioned to approve; Phil Argenti seconded; all in favor. (2021-3).
- b) **Survey Report.** Quote received from Bynum-Fanyo for maps of survey areas for \$720.00 plus printing fees as applicable. Anna Bragin motioned to approve; Phil Argenti seconded; all in favor. Kevin to sign contract and return to Bynum-Fanyo.
- c) **Violation Follow-Up.** Board was contacted by homeowners in relation to enforcement letter regarding Tiki Hut installation. Due to delays and misunderstanding there was confusion and discord regarding this issue. Board Members all met with homeowners on lot to review structure and discuss situation, coming to a compromise following a productive meeting. It was determined that although the structure was not originally approved, due to in-depth construction and sturdiness it would be allowed to remain provided the following conditions are met by May 31st: 1.) Roof of structure will be changed to shingle rather than thatch/straw as current; 2.) Currently unfinished solid side panels installed fully to enhance privacy and noise reduction; 3.) All wood visible from front or side of structure, including but not limited to posts and panels, be stained to match existing visible fence and structure; 4.) Barrier fixtures (rails or similar) be installed at rear and left-rear portion of structure that currently has none; 5.) Homeowners are responsible for verifying all barriers/railings on both hut and rear patio structure meet county code requirements; 6.) Going forward future improvements properly follow the architectural approval process as required by our CCRs. Unrelated to the hut but also discussed were removal of a structure used for holiday decorations and replacement of markers from the conducted survey. Kevin Campbell will update the original hut communication to reflect this conditional approval and information and provide to homeowners via email. (2020-12)
- d) **Attorney Research.** Following conference call with attorney and discussion via email, Cindi Livingston motioned to authorize attorney to spend up to 4 billable hours researching situation of country right of way maintenance. Phil Argenti seconded; all in favor.

Minutes submitted by: Cindi Livingston

DATE: 03/08/2021

Minutes approved by: Kevin Campbell

DATE: 03/10/2021

Phil Argenti

Anna Bragin