

# **Highlands Subdivision HOA Board of Directors Regular Meeting**

**March 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 7:06 via virtual meeting. All Directors present.

### **II. Approval of Minutes from Previous Meeting.**

Approved meeting minutes from 02/10/2021 Regular Meeting, electronically submitted by Secretary Cindi Livingston and reviewed by all Board Members. Kevin Campbell motioned, Anna Bragin seconded; all in favor.

### **III. Homeowner Open Forum.**

No Homeowners present.

### **IV. Reports of Officers**

- a) **President.** Kevin Campbell noted he had submitted the contract for the survey report following our action taken without meeting to obtain this report. The 2020 tax filing has been completed and sent by Tempo. Kevin emailed attorney representative Jacob with authorization to complete code research per our action taken without meeting.
- b) **Member-at-Large.** Anna Bragin stated the final sidewalk inspection was conducted and we have passed; still waiting on the County Commissioners meeting to occur following which we will receive our \$5000 refund.
- c) **Treasurer.** Phil stated that any dues payments have been and are still being made; will ask for report prior to April meeting so we can see current standing at that time as we are not past the due date. Phil indicated he had sent several inquiries to Dave regarding financial reports which resulted in several category updates and corrections. He noted that Dave stated they have hired a new financial representative which will help with these issues. Phil will ask for pre-approval of all invoices to begin again so that we have better visibility and can also indicate category if needed. Phil discussed that there had been communication issues with the Batchelor management company and cleaning service but that the post-drive-cleanup has now been complete.

### **V. Open Business**

- a) **Violations Follow-Up.** Kevin is waiting to hear back from Tempo on status of certified letter sent regarding (2020-13). This home is also in arrears for 2020 dues but as we put a hiatus on new enforcement collections in 2020 there is no current action on file for them. Will revisit in April.

05/04/2021 4:33 PM

- b) **Survey and Property Line issues.** Pursuant to survey results and phone call with attorney representative, we are still researching what the resolution is for maintenance of county-right-of-way location that they have indicated they are not maintaining. Also discussed fence line violations in regards to fences over property lines. This should remain a neighbor-to-neighbor resolution item as many fences were built prior to 2017 without architectural approval due to inactive past Boards. Kevin will also reach out to Batcho to inquire about trimming undergrowth/removing dead trees along trail and trailhead now that property lines are clearly marked; as well as renew regular maintenance contract for 2021.
  
- c) **Rockport Entrance Area.** Discussed plan for renewing landscaping and regular maintenance. Kevin motioned that we ask City Lawn to 1)arrange renewing current landscaping including removing dead growth, mulching, and installing of low-maintenance plants or flowers and 2)contract for regular maintenance of such as quoted price of \$110/month. Phil Argenti seconded; all in favor. Kevin will email Tempo to coordinate this action.

## **VI. New Business**

- a) **Architectural Requests.** No new requests.
  
- b) **Homeowner Observations.**
  - 1. Above-ground pool. Letter to be sent requiring removal. Will be sent to both resident and owner on file which is a rental company. (2021-1)
  
  - 2. Fence. No approval request made for new fence installation. Letter to be sent requesting submission of form and will review to see if fence may remain as installed. (2021-2)
  
- c) **Trespassing Issue.** Previously we put measures in place to help prevent use of unauthorized cut-through taking off from trail, resulting in trespassing on homeowner property. This was unsuccessful as homeowner reports trespassing has continued to incur and is increasing with spring weather improvements. After discussion and verifying governing documents, it was determined that homeowner is responsible for measures on their property and may not place such on HOA common area. However, HOA is authorized to set rules regarding use of common areas; we will look into better barriers to be installed at both ends of unauthorized cut-through to prevent use.
  
- d) **Community Social.** Food truck event to be scheduled for April 20<sup>th</sup> pending truck availability. Kevin will begin inquiries.

- e) **Community Sale.** Date set for May 22<sup>nd</sup>. To be included in newsletter and be posted on website and Facebook along with call for dumpster volunteers. Will confirm advertising and dumpster service at April meeting.
- f) **Newsletter.** Kevin will create newsletter and share via email for review and approval. Content to include food truck social, community sale reminder, spring reminders for power washing if needed and pet etiquette. Call for Board Member volunteers. Kevin will contact Germaine to coordinate distribution.

**VII. Adjournment.** Kevin Campbell adjourned the meeting at 9:23 pm.

Minutes submitted by: Cindi Livingston

DATE: 03/16/2021

Minutes approved by: Kevin Campbell

DATE: 04/14/2021

Phil Argenti

Anna Bragin