

Highlands Subdivision HOA Board of Directors Regular Meeting

April 14, 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 7:07 via virtual meeting. All Directors present.

II. Approval of Minutes from Previous Meeting.

Approved meeting minutes from 03/10/2021 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.

Three homes represented. First regarding neighbor's fence encroachment over their property line and whether they can have landscaping that would be maintained by them but is past property line at rear of yard. Kevin discussed that the fence issue would be a neighbor-to-neighbor topic outside of the HOA purview and that the HOA could only verify the survey results. Regarding the landscaping we are still looking into the right of way and maintenance of these areas with input from attorney and county. Second discussion regarding speed throughout neighborhood and especially Wickens as traffic has increased as they continue to finish portions of the connected Wick development, as well as concerns regarding safety around the foundation/basement opening of the homes destroyed in the fire. Has emailed county regarding both issues. We discussed that speed issues have been an ongoing problem and that we have previously approached the county with some results. Shared information previously received and noted that the more concerns are presented to the county by homeowners the more progress seems to occur. Third homeowner did not participate and observed only.

IV. Reports of Officers

- a) **Treasurer.** Phil noted that he had inquired with Tempo as to lack of invoice approval for recent items; Dave said was oversight on his part did not pass on to new financial representative and this will be corrected going forward. Following up on items 'dues expense' as we do not know what this represents and 'cash on hand' which does not apply to us and should not have an amount. Phil noted that we have 72 homeowners with a balance due either from this year or prior years. We determined that Phil will email Tempo to send out final notice payment reminders after 4/25 for those who have not been received by that date. We will then move forward with the delinquent assessment policy for those still no received 30 days from final notice.

- b) **Member-at-Large.** Anna confirmed that the release of \$6750 from the county upon finalization of the sidewalk project is in process and Tempo is aware to watch for and credit upon receipt.
- c) **President.** Kevin confirmed he has commits from three vendors for the Food Truck Social and has other inquiries out. He has signs ready to post that day to block off parking space along Lot 135 for the trucks. He drafted the follow up letter regarding the previously addressed Tiki Hut issue and will send to us for review then send out. Newsletters went out and volunteers said that was a smooth distribution. Waiting on further information/response from lawyer regarding county property lines/maintenance as previously discussed.

V. Open Business

a) Open Enforcement Issues.

1. (2020-7). Previous extension due to construction scheduling due to Covid. Fence has been repaired and other progress has been made; some still to complete and a dumpster has been present for quite some time. Kevin to send follow up email with lawyer awareness, expressing that we appreciate progress so far and asking that the remaining work be complete and dumpster be removed by 5/10 or to contact us if further discussion is needed.
2. (2020-13) Fence, shutters repair, disabled car. 3rd letter sent, demand letter sent March, no response. Kevin to contact our attorney to see what next step is.
3. (2021-1) Fence built with no approval; no response to first letter, Kevin to ask Tempo to send 2nd letter.
4. (2021-2). Above-ground pool. Pool has been emptied and is flat to the ground but has not been removed. Anna will respond to email from renter occupying property to follow up on when it will be removed. Will also asking whether a new siding issue will be addressed by them or owner of property and to please let us know.
5. (2021-3 Letter regarding non-removal of fire debris (at behest of owner due to issues with insurance company). Owner is proceeding with work and billing insurance/possible lawsuit for breach of contract. Will send 2nd letter to reinforce.
6. (2021-5) Observation via email; Disabled vehicles/flat tires, verified. Anna Bragin to write first violation letter and provide to Tempo for sending.

7. (2021-6) Screened-in porch not submitted for approval. New to neighborhood, will send informational letter on process and CCRs and request submission of request to have on file.
 8. (2021-7) Disabled car and car parts. Kevin will verify and provide 1st letter to Tempo to be sent.
 9. (2021-8) Disabled cars, debris & overgrowth in front and back yard. Has been an issue previously and received help-a-neighbor assistance last year. Kevin will provide letter to Tempo to be sent.
- b) **Written Survey Report.** We have not received yet. Agreement sent back March 1st. Kevin to reforward email and inquire when we can expect to receive it.
 - c) **Right of Way/Property Lines.** Attorney is still researching with County.
 - d) **Rockport Entrance Landscape.** Per Tempo email City Lawn is expected to complete the work by end of next week.
 - e) **Trail Refresh/Clearing.** Tabled approval for further information. Kevin will contact Batcho to see if he can mark what trees he anticipates would be removed so we can see if we need to add any more. Will vote via email action taken without meeting or at next meeting pending timing.
 - f) **Spring Social.** As per earlier report, 3 trucks confirmed for April 20th. Additional inquiries out.
 - g) **Newsletter Expense.** Kevin provided receipt for copies. Anna Bragin motioned to approve payment, Phil Argenti seconded; all in favor. Kevin will submit to Tempo for reimbursement.

VI. New Business

- a) **Architectural Requests.**
 - a. Widen driveway width. Request reviewed, form in order and all requirements met. Kevin Campbell motioned to approve, Anna Bragin seconded; all in favor. (2021-4)
- b) **Homeowner Observations**
 1. Email observation. Disabled vehicles/flat tires, verified. Anna Bragin to write first violation letter and provide to Tempo to send. (2021-5)

2. Screened-in porch not submitted for approval. New to neighborhood, Anna will provide letter to Tempo to send with information on process and CCRs and request submission of request to have on file. (2021-6)
 3. Disabled car and car parts. Kevin will verify and provide 1st letter to Tempo to be sent. (2021-7)
 4. Disabled cars, debris & overgrowth in front and back yard. Verified. Has been an issue previously and received help-a-neighbor assistance last year. Kevin will provide letter to Tempo to be sent. (2021-8)
- c) **Delinquent 2021 Dues.** Phil to notify Tempo to assess late fees on any not paid by 4/25 and send reminder notices.
- d) **CCR Amendment Voting.** Work on further progress on this initiative as weather improves. Dave from Tempo will provide a list of those who have voted and current homeowners. We will talk to people at social; contact homeowner volunteers including those who had previously expressed interest in spearheading.
- e) **Community Sale.** May 22nd date was included in newsletter and call for dumpster volunteers. Kevin to arrange dumpster and will post on website; Cindi to post on Facebook once website is updated.
- 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.
- g) **Trail Trespassing.** Kevin still looking at options for fence/barrier at entrance area of non-trail offshoot from trail to help prevent continued trespassing on adjacent properties.

VII. Adjournment. Kevin Campbell adjourned the meeting at 9:42 pm.

Minutes submitted by: Cindi Livingston

DATE: 05/06/2021

Minutes approved by: Kevin Campbell

DATE: 05/26/2021

Phil Argenti

Anna Bragin