

Highlands Subdivision HOA Board of Directors Regular Meeting
May 26, 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 04/14/2021 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) **Treasurer.** Phil stated that we have received the \$6750 back from the sidewalk letter of credit with Monroe County. He had a discussion with Tempo financial representative Anna Bryant and their service Root Accounting and readjusted some fields and categories, as well as correct proration as it was spreading things automatically causing what appeared to be discrepancies but were not. Invoice approval is now working, and all invoices will come to Phil first for he and one other Board Member to approve; they ask that we attempt to do so quickly so their turnaround time remains prompt. We have 63 homes with a dues balance of more than \$5.00. A few are open previous balances, but most are from 2021 unpaid dues.

- b) **President.** Kevin spoke with Skender Family regarding fire debris, will be signing with contractor after Memorial Day and demo/rebuild should start. Informal observation received re overgrowth at back of damaged lots. We will send a letter to responsible parties for burned lots to remind them that although we appreciate the situation, they do need to maintain their yards and ensure there is no excessive overgrowth or remaining debris; this could present a hazard. (Letters: 2021-10, 2021-11, 2021-12).

V. Open Business

a) Open Enforcement Issues.

- 1. 2020-13: still have broken shutter & disabled vehicle. Kevin to contact attorney to send demand letter.

2. 2021-1, new fence no request, no response to 1st and 2nd letter. Kevin will ask Tempo to send 3rd letter, it also appears it may be out of guidelines
3. 2021-2 aboveground pool now fully removed, siding is still off, tenant has asked rental company to address with no avail. Anna to ask tempo to send Violation letter to be rental company.
4. 2021-3 resolved, demolition to start in June.
5. 2021-4, two disabled vehicles. Still remaining. Anna to send 2nd letter.
6. 2021-5, unfinished sunroom with no architectural request, debris in backyard. Will wait until June meeting to further address as this was sent later in May.
7. 2021-6 Unfinished painting.
8. 2021-7 disabled vehicle. Vehicle removed but parts left behind, second letter to be sent.
9. 2021-8 trash/overgrowth, mailbox leaning. Sending 2nd follow up letter.
10. 2021-9: Excessive renters occupying home/excess vehicles now resolved.

- b) Written Survey Report.** Kevin has compiled the maps. Will print a master copy and ensure on file in dropbox. Will take pictures of placement to have on file.
- c) Property Lines/County Right of Way Maintenance.** Phil contacted attorney Jacob and asked him to contact County attorney/highway department not City; fact-finding not demanding. Clarified that the area we are asking about is the sidewalk-to-property line right of way; not the sidewalk-to-street right of way tree trimming that they do intermittently anyway. Phil Argenti motioned we get a quote from Batcho for one-time clean-up of the area in contention; Kevin Campbell seconded, all in favor.
- d) Trail Refresh.** Kevin Campbell motioned to approve quote and authorize work to be completed, Anna Bragin seconded; all in favor.
- e) Rockport Entrance Landscape –** City Lawn has completed initial set up. Phil will follow up regarding ongoing service
- f) Officer Vacancies-**Kevin to respond to prospective email and ask him to join June meeting.

VI. New Business

- a) Architectural Requests.**

- b) Fence all forms in order but question regarding drainage/easement. Kevin Campbell motioned we table for clarification, he will follow up with homeowner. Cindi Livingston seconded; all in favor (2021-5).
- c) **Homeowner Observations.** No new observations.
- d) **Vacant Home**-home is vacant and has been in ongoing arrears-it is our largest outstanding balance. Now has an official notice on door (by creditor or county?). Current lien valid until 2025, will talk with attorney to see if we should take additional action. Kevin to take pics of notices and send to attorney with conference call request.
- e) **2021 Dues in Arrears.** We have 63 homes eligible to assess late fee. Will send notice assessing fee and requiring payment or payment plan arrangement by 30 days from mailing letter next week. Phil to contact Tempo to arrange mailing.
- f) **CCR Amendment Voting.** Kevin will coordinate with previous interested volunteers to start door to door.
- g) **Rental Properties.** Kevin to ask Tempo to compile a list of rental properties for our general information; may help covenant enforcement process be more efficient.
- h) **Annexation Update**-Phil Argenti discussed information from City meeting regarding annexation and questions that arose. Phil motioned to contact attorney regarding questions on remonstrance and waivers, Kevin Campbell seconded; all in favor. Once we have talked with them, we will respond to city inquiry regarding zoom meeting as offered.

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

Minutes submitted by: Cindi Livingston

DATE: 06/07/2021

Minutes approved by: Kevin Campbell

DATE: 06/09/2021

Phil Argenti

Anna Bragin