

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

June 9, 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 7:02 via virtual meeting. All Directors present.

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

Approved meeting minutes from 05/26/2021 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.**

Two homeowners present. One requested some general information as well as an update on the CCR update process. A second is a prospective Board volunteer and will observe the full meeting.

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

- a) **Treasurer.** Phil confirmed he has discussed the delinquent dues notifications with Tempo and the notice will go out by tomorrow. We have 48 currently. The newest financial report was just received earlier today, he will review and forward via email with any questions or notes.
- b) **President.** Kevin spoke with Dave, and he will go through the currently received CCR update forms to see if any are from homeowners who now no longer live in the development as they would not count in the process. He will also put together a list of homes not yet voted. He noted the sale community dumpster had been picked up and Tempo is aware to expect invoice. Also spoke with Jim Batcho and authorized him to complete the trail refresh; tree removal will be 2-4 weeks out due to equipment availability. He will start with other items and will attempt to mow along the disputed right-of-way areas along Wickens St. There will be no charge for what is able to be mowed via mower, as this work will allow him to then see what is needed and give an accurate quote for additional items needing attention there.

### **V. Open Business**

#### **a) Open Enforcement Issues.**

1. 2021-2, Resolved. Violation Closed.

2. 2021-3, no movement, still waiting on contractor for debris removal. Will complete lawn care as much as possible.
3. 2021-4, resolved. Violation closed.
4. 2021-5, resolved. Violation closed.
5. 2021-6, resolved. Violation closed.
6. 2021-7, partially completed.
7. 2021-8, letter sent but due to shorter time between meetings there has not been enough action time allowed. Tabled, will update at next meeting.
8. 2021-12, work as per agreement has not been completed. Will send email follow up.
9. 2020-7, resolved. Violation closed.

**b) County Right of Way dispute.** No update from attorney, still in progress researching and trying to speak with county attorney.

**c) Officer Vacancies.** Prospective volunteer observing meeting. Discussed openings and general duties. Agreed to join board and work generally for the next few months, observing and assisting. Will determine what officer position appeals prior to annual meeting.

**d) Vacant Home Update.** Kevin sent the information to attorney. Greg stated we are unlikely to receive much in the way of funds unless home goes to sheriff's sale and sells for large amount more than amount owed to bank. If it sells low or close to owed amount, we will not likely receive any funds at all. Recommend wait and revisit if further action appears to occur.

## **VI. New Business**

### **a) Architectural Requests.**

1. Review of request that was previously tabled for further information. Agreed to approval on condition that homeowners understand that if there is an issue the county may require access. Anna Bragin motioned, Kevin Campbell seconded; all in favor (2021-5).
2. Fence. Reviewed submissions; two options received due to arrangement of neighbor's fence. Kevin Campbell motioned to approve submission which has

rear of fence at foundation line as per requirements. Phil Argenti seconded; all in favor. (2021-6)

3. Small porch roof/awning over front door; the home layout is one that does not have a front porch. Reviewed form and example photos. Phil Argenti motioned to approve with conditions that shingles match the current roofing and wood painted portions match current home trim color. Kevin Campbell seconded; all in favor. (2021-7)
4. Cindi Livingston asked about adding an official form for homeowners to use when submitting a request for fence or other structure that is connected to or directly abuts a neighbors existing fence. It was agreed this would be useful so homeowners would be aware of the necessity ahead of time and have a standard form to use. Cindi will create a form and instructions and provide for review at next meeting.

**e) Homeowner Observations. ‘**

1. Fence completed with neighbor’s fence with multiple issues in addition to not being requested and approved. The fence panels are placed with the wrong side facing outwards and are positioned directly next to an existing fence in such a way that lawn maintenance cannot be performed between them. The fence also extends past the rear foundation line on one side. Pictures received and confirmed by two Board Members. Letter to be sent. (2021-12)
2. Overgrowth/lack of mowing and regular maintenance between sidewalk and street. Letter to be sent. (2021-13)
3. Overgrowth/lack of mowing. Phil will confirm if this is still correct as it was an older observation and if so, request letter be sent. (2021-14)
4. Fence. No approval request received, built forward of rear foundation line. Letter to be sent. (2021-15)
5. General observation-reminder needed to clean up grass clippings off sidewalk and road after mowing/trimming, as these can present a fall or road hazard especially when wet.

**f) 2021 Dues in Arrears.** As discussed in Phil’s report, 48 homes. Letters will be sent with late fee notice and 30 days’ notice from date of letter per previous motion. In August we will review status and turn over those still in arrears from 2020 and 2021 to attorney for next collection step.

- g) **CCR Amendment Voting.** As discussed in Kevin’s report, 101 votes collected. Dave to review for any not valid as well as compile list of non-voting addresses. Kevin has attempted to contact volunteers who previously indicated they wanted to help with door-to-door, but email was not delivered. Kevin will visit their home as well as follow up with another volunteer who stated they were interested.
- h) **Fire Home Clean-Up.** Work should begin shortly with removal of still standing structure and then rebuild. Letters to be sent regarding overgrowth at other properties.
- i) **Rental Properties.** Kevin requested this from Tempo, representative was on vacation and will gather upon return.
- j) **Annexation Update-**Phil Argenti discussed Greg’s response and further follow-up to be completed. Phil will email city contact to set up an information meeting in July.
- k) **Virtual Meeting Account for HOA.** As previously discussed, we would like to continue virtual meetings as they seem to be the most convenient method for more homeowners to participate if they so choose, regardless of pandemic restriction situations. We have been borrowing use of an account but if we are continuing, we should have our own account which will also allow for larger number of participants when needed. Researched various providers and determined “gotomeeting” is the best combination of prices, needs, and features. Phil will check with Dave to see if there is a way this can be billed through Tempo, and we will move forward accordingly at next meeting.
- l) **Other Business.** Discussed continue issues and complaints with traffic speed through neighborhood and lack of county action. Prospective Board Member volunteered to contact the county and ask if we would be able to install a solar “speed alert” type sign ourselves.

**VII. Adjournment.** Kevin Campbell adjourned the meeting at 9:33 pm.

Minutes submitted by: Cindi Livingston

DATE: 07/12/2021

Minutes approved by: Kevin Campbell

DATE: 07/14/2021

Phil Argenti

Anna Bragin