

Highlands Subdivision HOA Board of Directors Regular Meeting
August 11, 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 07/14/2021 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.

One homeowner present regarding architectural request. All members agreed to review at this time rather than later on the agenda for convenience of homeowner. Request for Solar Panels. Reviewed, all in order. Kevin Campbell motioned to approve, Anna Bragin seconded; all in favor. (2021-9)

IV. Reports of Officers

- a) **Member-At-Large.** Ameer Beitvashahi discussed progress with research into flashing/alert speed sign as a method to help reduce speeding. Emailed quote and specifications from one company to other members for review and confirmed the steps needed to install per county and traffic commission. Will continue to follow up with county on specifics and possibly have a submission for September traffic commission meeting.
- b) **Member-At-Large.** Anna Bragin confirmed an earlier text to Board Members that due to a family job relocation, she would be moving out of the neighborhood. She resigned from the Board effective following this meeting. She stated she would review email & share any pertinent information we did not already have as well as provide copies of maps back to Kevin Campbell. She stated the Board should note for future that in regards to the 2020 Sidewalk Expansion project we would be due the remainder of the letter of credit funds back from the county in late 2022/early 2023.
- c) **Treasurer.** Phil Argenti discussed that expenses are as expected at present, and this was not a large expense month. For the year overall we are in line; we are also considerably under budget for legal but as does not include any new arrears cases this will increase. Six additional dues payments received, we have 30 remaining. A few paid dues but not the late fee. Per law firm report, one bankruptcy is getting ready to be discharged, not sure how this will affect our collection but will review.

- d) **Secretary.** Cindi Livingston confirmed that she emailed the proposed newsletter to the remaining members for review and printing/distribution.
- e) **President.** Kevin Campbell discussed that an email enquiry regarding owed dues amount at potential abandoned house was sent, Tempo is preparing statement showing this. Over \$1000 in dues/fees is owed and we have hopes we may recoup some of this based on the email. Kevin noted that in general our overall collections in progress report has gone from 11-12 pages since previous Boards began efforts in 2018 to only 4 pages; a lot of progress has been made over the past 3 years. Kevin noted that the demolition of the Skender house demo has begun. The burnt home owned by realtor did have movement on lawn maintenance. The other home the owners have moved; neighbors have helped with lawn. Kevin will ask Tempo to send out the letter reminding that action needs to be taken per the CCRs as a reasonable time has passed, and that HOA must be in loop on status and future actions.

V. Open Business

- a) **Officers of the Board.** Considering Anna Bragin's resignation, Kevin had discussed with new member and acting member-at-large Ameer Beitvashahi taking over the open Vice President officer role, which he was amenable to doing. All Board Members discussed and agreed; Kevin Campbell motioned to appoint Ameer Beitvashahi as Vice President, Phil Argenti seconded; all in favor.
- b) **Open Enforcement Issues.**
 - 1. 2021-1: New fence no request, 4 letters have been sent; at least part of the fence is improperly installed and part of it is installed past foundation. Kevin Campbell to arrange attorney demand letter to be sent.
 - 2. 2020-12: Ongoing changes to Tiki Hut installation. Some progress has been made; roofing still needs to be corrected. Kevin will send email follow up.
 - 3. 2020-13. Broken shutter, disabled vehicle. Demand letter was noted to be sent 3/10, will follow up with tempo not sure if was sent or not. Anna Bragin will re-send to Kevin Campbell to make sure we have it on file.
 - 4. 2021-4. Two disabled vehicles. One has been repaired and is showing movement. Phil Argenti will verify if the second is repaired or not and prepare a letter for Tempo to send if it has not.
 - 5. 2021-5. New sunroom no architectural request, requested fence. Had responded that needed request. Have received an incomplete request for fence as well (2021-10). Following discussion Phil Argenti motioned to deny and table fence request until open violation has been resolved. Kevin Campbell seconded all in favor.
 - 6. 2021-8. Extensive overgrowth and debris, mailbox falling over. Kevin

Campbell spoke to son of homeowner, and they had contacted a contractor to assist with the overgrowth, but they did not show up. Kevin was trying to find volunteers, but growth likely needs professional help due to amount and type. Kevin willing to help install new mailbox post if the homeowners will provide materials. Cindi Livingston to post a call for volunteers on FB page to see if anyone is willing to assist.

7. 2021-12. Overgrowth, Resolved.
 8. 2021-16. Bamboo overgrowth. Homeowner has been in communication with Board via email regarding violation, but last response was an autoreply; will hold off on further letter since they have communication. Cindi Livingston to send email follow up to their communication again 8/16 if nothing has been received.
 9. 2021-17. Dead Tree, resolved.
 10. 2021-18. Possible Animal Rescue operated out of home. Previous notes of animal related odor and debris at home. Kevin Campbell to draft letter that there have been reports of violations of pet/animal CCR restrictions and ask that they contact Board via email with 10 days of letter sent to clarify and discuss.
- c) **Trail Refresh Update.** Side growth cutback has been completed, affected trees and stumps have been removed. Stump debris has been placed at trailhead areas as a compost type mulch to help prevent weeds/growth. Gravel goes down this week pending weather. Once all work is complete will remove remaining debris. After work is complete, we will inspect and see if additional measures should be taken to help prevent weeds/overgrowth at trailhead. Will discuss with Batcho that the next time they mow 135 doing the 'mow what is possible' clean up along Wickens and provide quote for what else needs done.
- d) **Virtual Meeting Account.** Phil will finish that this week and provide information to Board Members to access and use. Kevin will get billing details for the website and email as well and provide to Phil so that all billing can now be completed through Tempo. They will also update all emails to go to "contact" email, so they are accessible to all as well as to all when Board Members change in the future.
- e) **2021 Dues Update.** Status discussed in Treasure Report. In regards to collections of arrears amount at this time, we determined that if only the late fee or less than \$10.00 is owed, we will roll that into 2022. For the 16 homeowners that only owe 2021, we will ask attorney to send the initial notice asking for payment or to contact regarding a payment plan arrangement; if neither occurs within 30 days will move to collections process. If the amount owed is more than just this year, move to collection process if not already at that point. Kevin Campbell motioned to follow proposed process, Phil Argenti seconded; all in favor.

f) Annexation Update. During the meeting with City Council, there were about 18 homeowners that attended, was over two hours in duration. Questions asked included about flooding, street/sidewalk maintenance, and speeding/speed bumps. The city indicated they would have to do a traffic study, that they don't usually do speed bumps but occasionally will on through-streets with issues. Streets and sidewalks we would not be a high priority area and unlike to be any better if as good as county currently does. City representatives stated there are 'probable' plans to add two parks in annexed areas but are non-specific as to where. As an HOA we cannot be anything but an impartial party in this process. We can publish general information to ensure homeowners are aware of their options, but we cannot express an opinion as a Board or encourage action one way or the other. Phil will try to put together a spreadsheet for whom has waivers and we will publish general information as possible on FB.

VI. New Business

a) Architectural Requests.

1. Solar Panels. Reviewed and approved during open forum. (2021-9)
2. Fence. Incomplete request and other issue currently open. Denied/tabled until prior issue resolved as indicated in B)1. above. (2021-10)
3. Fence. Reviewed and drawing and portion of form is unclear. Tabled for clarification. Kevin will respond asking for further information (2021-11).

g) Homeowner Observations.

1. No new observations.

h) CCR Amendment Voting. Still recruiting volunteers. Kevin will have additional forms made if needed. Plan to discuss at Fall Social.

i) Animal Control Issues. Reminders about best practices included in newsletter. As we are in a wooded/semi-rural area there will be wild animals. Unless a dangerous nest, etc. is confirmed on HOA common area there is little we can do. Homeowners should take steps to lessen possibilities of wild animals in their yards (example do not leave pet food out) and are responsible for contacting animal control and/or pest services if needed on their property.

j) Fall Events. Included in newsletter, Kevin will post on website and Cindi will post on FB. General 'upcoming events' noting Fall Community Sale, Food Truck Social, and Annual Meeting, will post specific closer to events.

- k) **Blood Drive.** Tabled until Batchelor Heights pool closes as they would need clubhouse access. Will discuss at later date if they are interested in a fall event.
- l) **Speed Issues Update.** As discussed in Ameer's report.

VII. Adjournment. Kevin Campbell adjourned the meeting at 9:15 pm.

Minutes submitted by: Cindi Livingston

DATE: 8/14/2021

Minutes approved by: Kevin Campbell

DATE: 9/08/2021

Phil Argenti

Ameer Beitvashahi