

SACHEM'S HEAD HOMEOWNERS ASSOCIATION, INC.
Minutes of the Board of Directors Meeting
January 7, 2020 6:00 p.m. - 7:30 p.m.
Midlothian Public Library, Midlothian, VA 23114

PRESENT: Karl Grimsley, President
Carol Horner, Vice President
Barbara Havens, Secretary

POINTS OF DISCUSSION

1. Call to order
2. Review and approval of minutes
 - a. Minutes of October 14, 2019 were reviewed and approved.
3. Retention limits to HOA documents
 - a. Table action item.
 - Three years –in line with IRS policies.
 - Board will shred anything over three years old (minutes, financial statements, etc.)
 - Attorney agrees with three years limit of documents
4. Email addresses of residents
 - An “Add on” app will be placed on website for those who would like to register their email address
5. Riprap – It has never arrived from County. Karl has sent a follow-up email with no response. He will send it again. The hole/ditch behind Kevin Penrose’s house has gotten worse.
6. New Buyer Package
 - a. Attorney (Heath Gates) informed Karl that the bylaws need to be removed from the website and placed into a New Buyer’s package. Realtors are supposed to inform the HOA of house sale/purchase and request the New Buyer’s Package.
 - b. We should have a form that buyer/seller/HOA will sign saying that the New Buyer’s package has been received. Such package should include bylaws, HOA fees, covenants, and other relevant information.
 - c. New buyer would have three (3) days to accept/decline.
 - d. Payment for New Buyer’s Package would be from realtor to Alex Thomas. Realtor would request package through form on website (goes through Alex.)
7. Bylaws and Covenants
 - a. All owners, renters, tenants, guests are to abide by the rules, bylaws, covenants of HOA.
 - b. All such information would be placed on website to download for free for one (1) month. After that it would be removed from website and a fee charged for any requests for such information (homeowner or otherwise.)
 - c. During the one-month period it would be the homeowner’s/tenant’s responsibility to download and print out these documents for their records. A letter will be sent after this date to all homeowners/tenants stating that the time period for downloading documents has ended and it will now be assumed that all residents/owners are knowledgeable in regard to bylaws, covenants, regulations, etc. and the HOA will enforce such regulations, bylaws, covenants from this date forward.
8. Architectural Review Board
 - a. The HOA will update and approve standards.
9. Review Action Items
10. Adjournment

The next Board of Directors meeting will be **Monday, March 2, 2020 at 6:00 p.m.** There being no further business, the meeting was adjourned.

Barbara Havens
Secretary