

SACHEM'S HEAD HOMEOWNERS ASSOCIATION, INC.
Minutes of the Board of Directors Meeting
March 9, 2020 6:00 p.m. - 7:30 p.m.
Midlothian Public Library, Midlothian, VA 23114

PRESENT: Karl Grimsley, President
Barbara Havens, Secretary

POINTS OF DISCUSSION

1. Call to Order
2. Accept Resignation of Carol Horner from Board
 - a. Letter of resignation read and accepted by vote
 - Letter filed
 - b. Nomination of Kevin Penrose to fill vacancy of vice-president by Karl Grimsley
 - Approved by vote
 - Duties and responsibilities read and explained to Kevin
3. Review and Approval of Minutes
 - a. Minutes of January 7, 2020 were reviewed and approved.
 - b. Retention limits to HOA documents
 - 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
 - Karl will email Retention Procedure with updates due to changes.
4. Open Business Update
 - a. Erosion along Water Willow
 - Water Willow hillside past pet waste station
 - There has been no change to grant status as General Assembly has not approved funding to date.
 - Kevin has volunteered to take on this project.
 - Cliff and his staff are available to assist with plantings, etc. at cost.
 - b. New buyer package
 - Attorney (Heath Gates) informed Karl that it is OK to leave information on website. HOA is not to release anything to realtors, buyers, sellers, etc. unless they sign saying they are aware Sachem's Head subdivision is an HOA community and they understand Sachem's Head bylaws, policies and procedures, etc. that are on website and that new owners and renters are to abide by such from day one.
 - Karl has gotten together with Alex and we now have a letter which contains information about the bylaws, policies and procedures, HOA, etc. that is required to be signed by all (must follow bylaws, HOA policies, etc. from Day 1.)
 - Karl will email Board members the letter of abidance.
 - c. Board expansion
 - It was agreed that another position or two should be added to the HOA's Board of Directors. The treasurer position will be added initially with the position having no dealing with money, etc.
 - Another added position will be discussed at the next meeting.
 - d. Lake restoration proposal to Chesterfield County in progress.

5. New Business
 - a. 2020 HOA Budget
 - Karl will email proposed budget to Board members for consideration.
 - b. Notice of legal action filings
 - Four letters have been sent out by Alex with the Board in the process of working out a settlement with one. Letters were sent via certified mail requiring a signature upon delivery. If payments are not received or a payment plan developed, then Board will proceed to filing of liens by attorney.
 - Discussion regarding a possible hardship exemption. A decision was tabled to a later date after further investigation into the need for exemption.
 - c. Reed Grass Street sign area in need of make-over.
6. Review Action Items
 - a. Karl will email Retention Procedures updated after changes
 - b. Kevin has assumed Water Willow erosion project.
 - c. Karl will email Board letter of abidance.
 - d. Karl will email proposed budget.
7. Adjournment

The next Board of Directors meeting will be **Monday, May 4, 2020 at 6:00 p.m.** There being no further business, the meeting was adjourned.

Barbara Havens
Secretary