

**The Havens HOA
Board of Directors Meeting
Nov. 9, 2020
Meadow-Havens Picnic Shelter**

Call to Order: 5:30 p.m.

Members Present: Scott Wooldridge, Lee Harris, Joyce Peterson, Larry Crump

Members Absent: Tony Showman (proxy given to Lee Harris)

Representing Your HOA: None required

1. **October 2020 Minutes:** A need to correct the minutes was noted by Larry Crump. Lee Harris, Tony Showman and Larry Crump serve on the ACC committee; Lee Harris, Joyce Peterson and Scott Wooldridge serve on the Inspection committee. With those changes, Harris moved, Crump seconded. All in favor. Approved.
2. No Financial report available as October documents have not been filed on Your HOA portal as of today.
3. **Proposed Changes to Inspection Procedure:** Your HOA asked for a review of its proposal to change inspection procedures to facilitate sending Courtesy Letters to homeowners with potential violations. A lengthy Board discussion ensued. Members of the Board strongly oppose any correspondence going to homeowners that has not been vetted by the inspections team of the Havens.

The Havens proposes the following changes to the proposal from Your HOA.

The section dealing with letters must to be changed to read:

1. Courtesy Letters - May be sent without Board/Inspection Committee approval. The letter must be signed by **Your HOA** and not the Board.
2. Violation (1) Letters - Requires Inspection Committee Approval. (Board anticipates timely authorization of such letters as the Inspection Committee will have two weeks to check the violations from Courtesy Letters.)
3. Violation (2) Letters - Requires Full Board Approval.
4. Attorney Action - Requires Full Board Approval during a normally scheduled Board meeting.

The Board wishes to reinforce the communication procedure Your HOA agreed to in recent months. Lee Harris is the liaison between the Board and Your HOA. All e-mail correspondence relating to ACRs or Violations must be sent to him. He in turn will submit necessary info to the impacted Havens committee.

Following the discussion Harris was asked to draft the Boards response. Wooldridge moved, Peterson second. All in favor. Approved.

Wooldridge asked that this matter, and others, be handled via e-mail vote so action is not delayed until the next scheduled meeting.

Next Meeting: The December Board meeting will be held via Zoom hosted by Your HOA on Monday, Dec. 14, 2020 at 7 p.m.

Adjourn: There being no further business, the meeting was adjourned at 6:15 p.m.

Minutes taken by Lee Harris