

SACHEM'S HEAD HOMEOWNERS ASSOCIATION, INC.
Minutes of the Board of Directors Meeting
June 1, 2020 6:00 p.m. – 7:00 p.m.
Via ZOOM Meeting

PRESENT: Karl Grimsley, President
Kevin Penrose, Vice President
Barbara Havens, Secretary

AGENDA

- 1. Vote the Architectural Review Committee (ARC) procedures into the record (see attached.)**
 - a. Approved Barbara's grammatical changes to documents
 - b. Added Residential Design Standards (2009) to ARC procedures. The new committee will make revisions and updates to the Residential Design Standards to reflect more current and modern design trends.
 - c. Added ARC Review Request Form (revised 2020)
 - d. The Architectural Review Board will now be known as the Architectural Review Committee.

- 2. Functioning of the ARC was discussed with the following agreed a upon by HOA Board of Directors:**
 - a. The ARC will be made up of members (volunteers) and will demonstrate **no conflict of interest** by refraining from offering construction, design, engineering and/or other form of advice to homeowner.
 - b. The process will be that three (3) or more members of the ARC (preferably not on the HOA Board of Directors) will evaluate the ARC Review Request using the Residential Design Standards and make a recommendation to the Board. One Board member will then give final approval or deny the request (must provide rationale behind the denial.) There must be no conflict of interest with the Committee or Board member in regard to the homeowner. The whole process will be documented and forms filed with Barbara. Any decision may be appealed once.

3. A motion was made by Kevin to accept the changes to the ARC and its functioning /process. This was seconded by Barbara and passed by unanimous vote.

- 4. Volunteers for Architectural Review Committee**
 - a. In an effort to provide input from all sections of Sachem's Head and to include those who may be new but willing to volunteer, the following people were appointed to the Architectural Review Committee: Tim Dunbar (Needle Rush,) Andrew Robinson (Spring Cress Court,) Sarah Gardiner (Water Willow,) Rebecca Clemetts (Water Willow,) and Vickie Jolena-Orthaus (Wood Sage East.)

The next Board of Directors meeting will be **Monday, August 3 at 6:00 p.m.** There being no further business, the meeting was adjourned.

Barbara Havens
Secretary

ADDENDUM: Due to the continuation of the Governor's limiting of group sizes during COVID-19 and the lack of adequate and acceptable meeting space, the Annual meeting has been postponed until such time as members can safely meet in person. NOTE: Of the 105 possible homeowners in Sachem's Head, the HOA only has email addresses for 35 so an online meeting is also not possible.