HHCA Board of Directors Meeting
Minutes
July 10, 2014
7-9:45 pm
Barb Zedler's Residence

Present:	President	- Barb Zedler
	Treasurer	- Wendy Austin
	Secretary	- Nancy Wood
	Directors	- Walter Wilson, Fred Palmore, Seth Roberts
Absent:	Vice President	- Bill Brock

Introductions

Roles and Responsibilities

- Barb asked the board members to read the By-Laws and know their roles and responsibilities.

Topics

- **Communications**
    - Seth volunteered to manage the web site. He will follow up with Peter Stech about any questions and/or maintenance regarding the site.
    - A Membership Directory was circulated and will be updated. Barb requested that future official communications with the membership be electronic for timeliness and practicality.

- **Financial/Taxes**
    - Treasurer's Report: The association has $11,148.61 in the checking account and $5,024.53 in a CD.
    - The financials appear to be in good order. The Board does not see a need for an audit or formal review at this time.

- **Insurance**
    - The Board agreed to pay the current insurance bill in the amount of $400.00.
    - The Board will follow through on a reassessment of the Association's insurance needs begun by the previous Board and obtain updated quotes as appropriate.

- **Legal/Regulatory**
    - The HHCA 2014 Annual Report was filed on time with the SCC and updated with the new Officers' names.

- The Board will review the organizational and governance documents of the HHCA under the leadership of Fred and Walter to better understand its responsibilities, liability and authority.

- **Architectural Review Committee (ARC)**
  - Barb appointed Bill Chairman with an additional Director and 2 members at large TBD.
  - The role of the Committee will be reviewed.
  - Barb asked Nancy to lead the development of a standard operating procedure for the ARC.
  - Active review requests: from Walter Wilson on May 22, 2014 to build a shed. The previous Board deferred it to the new Board; it is under review.

- **Recreational Area-Related**
  - Barb provided an overview of current activities and issues for the Board to discuss, prioritize and address, including:
    - Routine maintenance: grass cutting, poison ivy control, porta-potty, silt deposits on the ramp, dead trees, gate, lock, etc.
      - The Board requested that Jay Austin spray the poison ivy
      - Barb will solicit input from members who have been active & interested to date in maintaining the area
    - Capital improvements: boat ramp and river bank stabilization
      - The Board agreed to obtain 1 or more bids from authorized contractors regarding ramp repairs
    - Security/safety of persons and property: trespassers, parking at the Cherokee Rd entrance and on the easement by non-residents and members' children, adequate/appropriate liability insurance
      - Barb requests that all Board members actively monitor the entrance and recreational area and notify her and the Board of any incidents or concerns, providing photo documentation as feasible.
      - Barb will follow up on behalf of the Board regarding violations and member queries
      - Increased Chesterfield County Police patrols will be requested as necessary.
    - Events: reservation process, liability
      - Barb will review the current Reservation Form. The current process was discussed.
      - Seth will monitor email requests for reservations and calendar them on the website.

- Walter will review the HHCA insurance policy regarding liability and coverage.

- **Standing Committees**
  - The ARC is the only standing committee required in the Bylaws.
  - The need and role of a Recreational Area Maintenance Committee, Care/Sunshine Committee and Welcoming Committee will be reviewed.

- **Other**

Meeting schedule

- Next Board Meeting: August, 2014 (TBD) at Fred Palmore's residence

Nancy Wood, Secretary

July 17, 2014

APPROVED: Nancy Wood

Date: 8/26/2014