

**HUGUENOT HUNDRED COMMUNITY ASSOCIATION AND HHCA, INC.
MINUTES OF BOTH BOARDS OF DIRECTORS**

SEPTEMBER 30, 2014
7:00 P.M. TO 10:15 P.M.
ZEDLER RESIDENCE

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

- Meeting called to order at 7:00 p.m. and Minutes approved from the August 26, 2014 meeting.
- Discussion of issues regarding organizational and governance structure
 - o Discussion continued regarding the Articles of Incorporation. The decision was made that Fred will research further, address new questions raised and present answers at the next Board meeting
- Ramp Repairs
 - o Seth discussed a quote from a contractor regarding the concrete ramp repair and bulkhead repair. Seth will re-contact the contractor, ask for more information and forward the written proposal to the rest of the Board.
 - o Bill Brock stated that Mike Wood has done repairs/work at the Virginia Power Boat Club. Nancy will contact Mike and set up a meeting with Bill, Seth and the contractor to discuss repairs and get a written proposal.
- Architectural Review Committee (ARC)
 - o The Board has 2 pending requests for modifications that will be addressed as soon as a procedure is approved by the Board
 - o Nancy presented a draft procedure including sample letters for the ARC
 - o Fred suggested adding some language to the letters. This will be done as soon as possible.
 - o Barb appointed Bill as Chairman and Seth as a Director in accordance with the By-Laws.
 - o The President will contact and appoint 2 HHCA members to complete the ARC
 - o Nancy distributed a general info package of several relevant regulations (from Planning and Zoning Departments) in Chesterfield County (chesterfieldcounty.gov)
- Recreational Area
 - o The By-Laws were amended in November 2013, to move user fees (e.g., canoe racks, new and replacement keys) from the Rules and Regulations to line items in the Annual Budget. However, since these are not specifically stated in the current Budget, Barb asked that Wendy add a line item in the budget for "Replacement Keys". The Board approved a \$25 key replacement fee.
 - o The Board discussed handling of on-going parking violations along the access road and at the gate, including police enforcement and additional signage/notices. Will be discussed further.

- Insurance
 - o The Board approved Walter adding Huguenot Hundred Community Association Inc. as an insured to the Huguenot Hundred Community Association insurance policy through Nationwide

The next Board meeting will be the first part of November. A date will be determined when the entire Board checks their schedule and calendars.

Meeting adjourned at 10:15 p.m.

Nancy Wood, Secretary
October 4, 2014

APPROVED: _____
Date: _____