

# **Braeloch HOA Board of Directors Executive Session Minutes**

**April 2024**

The Braeloch HOA Board of Directors met virtually in a special called Executive Session on April 3, 2024 at 9:00 PM. Chris Becker, Walter Bolles, Mike Daniels, Eileen Dills and Tricia Garrison were in attendance. President Bolles called the meeting to order.

Our new management company, Cedar Management Group, advised the Board of Directors to adopt best practices for HOA Boards by establishing documents to guide and direct our actions.

President Bolles researched best practices to draft our necessary documents. Cedar Management reviewed the drafts and they were presented to the Board members for review prior to the April 3<sup>rd</sup> meeting. The Board discussed the following documents:

- Special Rules for Homeowner Forums – The Board recommended minor wording changes to the draft document presented for discussion. Motion was made by Walter Bolles and seconded by Tricia Garrison to adopt the Special Rules for Homeowner Forums as amended. The motion passed unanimously.
- Code of Conduct for Board Members – The Board recommended several changes to the draft document presented for discussion. The amended draft document will be sent to the Board for review. A vote will follow receipt of the new document.
- Amendment for Landscaping Committee Charter – Motion was made by Walter Bolles and seconded by Tricia Garrison to amend the Landscape Committee Charter to reflect that the Code of Conduct would apply to Committee members as well as Board members and to insert a clause to require a committee member to disclose any conflict of interest involving committee actions. The motion passes unanimously.

The Board reviewed the Landscape Committee report submitted after the committee met on March 28, 2024. The Board will discuss and vote on actions to be taken at the April 18, 2024 quarterly HOA meeting.

The meeting was adjourned at 10:40 PM.

## **Board actions taken by electronic vote:**

April 11, 2024 – Board members (Becker, Bolles, Daniels, Dills, and Garrison) voted unanimously to approve the Code of Conduct for Board Members.

Submitted by: Eileen Dills  
Braeloch HOA Secretary