11 Dec 2022

Ad-Hoc Procedures Committee meeting minutes 10 Dec 2022

First of all, my apologies to anyone who tried and could not connect via zoom. It is likely an error on my part…However, recall I did previously note that I am not what one would call a digital wizard (one person was able to connect by zoom). I am happy to speak with anyone, anytime via phone to get your input, or you can send a blanket e-mail to the whole committee. My cell #; 860-227-5086

Note; Please feel free to send me corrections and additions in case I am in err, or have overlooked something.

Present; Millie H., Dave A., Mary Ellen M., Larry M., and Mike LeClerc (via zoom). Absent; Butch D., Mickey H., Jocelyn K., Ben W.

As a reminder, this committee does not make rules or policy of any nature. We simply make recommendations to the HOLA board for their consideration.

1) We have decided to refer to our committee as the Ad-Hoc Procedures Committee (more compact and accurate title)

2) All complaints and issues of concern are to be made to the HOLA chairperson (Millie). The chairperson will bring issues that are not easily resolved by direct action of the chairperson to the HOLA board.

3) Record keeping of complaints brought to the board is important and to be kept by the chairperson. A document should be created for all complaints reviewed by the board. The document should include all pertinent information such as date of infraction, date of complaint, names of person registering the complaint and those causing of the complaint issue (if known), time and location of issue being reported, witnesses, etc.

4) We will develop the process leading up to a fine/penalty for non-compliance to a HOLA rule/policy in conjunction with the first couple issues that the board requests us to look into. This will help us in thinking about procedures/processes not only regarding details that should be considered specific to that issue, but also consider if the procedures/processes can be applied globally for currently unknown future non-compliance issues in an effort to create a uniform standard process.

5) We will need to develop an appeal process. It will likely be governed by ME State law.

6) It was noted that in this order, Federal, State, and local laws and ordinances trump an HOA’s rules. This is more of a HOLA board concern should they want to adopt any of our recommendations, but we should be conscious of it in our work.

7) Our committee, and the HOLA board needs to look into standardizing our terminology in all HOLA documents; rule, regulation, policy, recommendation, guidelines, etc. 8) It was suggested and agreed that each member of the committee should make an effort to research how other HOA’s enforce their rules with non-compliant members. 9) At the January board meeting I will ask the board for specific issues of concern that the board would like our committee to look into.

I will likely try to schedule another meeting in Feb or early March prior to the March board meeting.