



## SHARC Meeting Notes

<b>Date</b>	March 30, 2004
<b>Scribe</b>	Lynn Massey
<b>Members in Attendance</b>	<ul style="list-style-type: none"> <li>❑ Shadow Hawk HOA Board Members <ul style="list-style-type: none"> <li>○ Sue Pearson Atkinson, Larry Massey, Sharif Mirgoli, Ed Ricketts</li> </ul> </li> <li>❑ SHARC Members <ul style="list-style-type: none"> <li>○ Deb Burns, Lynn Massey, Tom Schultz</li> </ul> </li> </ul>
<b>Members Not Attendance</b>	<ul style="list-style-type: none"> <li>❑ Shadow Hawk HOA Board Members <ul style="list-style-type: none"> <li>○ Michael Smith</li> </ul> </li> <li>❑ SHARC Members <ul style="list-style-type: none"> <li>○ Kathy Alhady, Russ Williams</li> </ul> </li> </ul>
<b>Homeowners in Attendance</b>	None
<b>Notes from Discussion</b>	<ul style="list-style-type: none"> <li>❑ <b><u>Results of the Follow Up Drive Through</u></b>  The Follow Up Drive Through was completed on 3/13/04. Deb Burns created a matrix listing our findings and this was reviewed verbally with the board members: <ul style="list-style-type: none"> <li>○ There are a small percentage of homeowners that rectified their issues that were noted in the first Drive Through in November, 2003.</li> <li>○ There is an overwhelming percentage of homeowners that are still in violation status: <ol style="list-style-type: none"> <li>1. Some violations on their property that have been rectified and others still exist - - OR -</li> <li>2. No changes have been made and the original violations noted on the first Drive Through in November of 2003 are still present</li> </ol> </li> </ul> <p>It should also be noted that out of 38 homes, only 2 homeowners contacted SHARC to communicate a timeframe by which their violations would be rectified</p> </li> <li>❑ <b><u>CC&amp;Rs/Guidelines Info – Need a Plan In Place</u></b>  The SHARC feels that there needs to be plan in place that outlines a Corrective Action process, both to encourage adherence to our CC&amp;Rs and guidelines and when this does not occur, allow for enforcement. The SHARC feels the Shadow Hawk board must create this plan. <p>The board members agree and will need some time to time to do the proper discovery of similar HOAs in our area and their violation enforcement processes as well as ensuring that the HOA attorney that we have on retainer</p> </li> </ul>

	<p>reviews all information and decisions.</p> <p>SHARC would like to “close the loop” so-to-speak with the homeowners by communicating with those that are in violation based on results of the Follow Up Drive Through.</p> <p>The Board members are divided as to the approach:</p> <ul style="list-style-type: none"> <li>o Some feel that it should be done via a phone or in-person conversation as they feel a letter may appear too threatening and/or cold</li> <li>o Other members feel that a letter is the best approach as it will allow the homeowners a sense of anonymity or “shield” against a potential uncomfortable discussion.</li> </ul> <p>The SHARC will take this information under advisement and will meet to determine their mode of communication. We will contact the board members with our decision prior to any homeowner communication.</p> <p>❑ <b>Determine Our Next Steps</b></p> <ul style="list-style-type: none"> <li>o The SHARC members have agreed to document their process steps and submit them in writing to the board</li> <li>o The board members will begin their discovery process immediately. Starting with acquiring copies of violation enforcement plans from some of the surrounding gated communities in our area</li> <li>o SHARC members will contact homeowners individually with specific violations</li> <li>o Board members will be copied on all correspondence</li> </ul>
<p><b>Action Items/Owners</b></p>	<ol style="list-style-type: none"> <li>1. <b>Deb Burns</b> – Make a First Pass on documenting the SHARC process flow and send to SHARC members via email for review and comment (<i>complete by Friday, 4/2</i>)</li> <li>2. <b>Lynn Massey/Deb Burns</b> – Ensure that current matrix as well as copies of old SHARC committee letters to the neighborhood regarding violations is given to Sue Pearson Atkinson (<i>complete by 4/2</i>)</li> <li>3. <b>SHARC Members</b> – Meet and decide on approach for contacting individual homeowners regarding violations noted during the Follow Up Drive Through – verbally or via a letter (<i>complete by 4/6</i>)</li> <li>4. <b>SHARC Members</b> – Complete “tools” needed for homeowner communication and review with board members (i.e.: If verbal approach: craft a script; If letter: complete template for letter) (<i>Complete by 4/13</i>)</li> <li>5. <b>SHARC Members</b> – Execute Drive Through Follow up communication to homeowners (<i>Complete by 4/16</i>)</li> <li>6. <b>Board Members</b> – Begin discovery process for creating a Corrective Action plan. <u>Be prepared to give status update at next board meeting on 4/27/04</u> (<i>Completion date targeted for 6/30/04</i>)</li> <li>7. <b>SHARC Members</b> – Deliver status update regarding Follow Up Drive Through home owner communications at upcoming board meeting (<i>Complete by 4/27</i>)</li> </ol>

