

## **HHPOA Board Policy Decision 05-002**

**Article VII, Section 4: Regular Meetings of the Highland Haven Property Owners Association By-laws, revised February 2003, specifies that a regular meeting of the Board of Directors shall be held with one (1) week after the February biannual meeting for the purpose of electing officers and transacting such other business that may come before it.**

**To further clarify the Board's intentions regarding this meeting, the following internal Board Policy is established.**

**At the Semi-Annual General Membership Meeting held on the second Tuesday in February, the Board will schedule and announce the date of a special meeting of the newly-elected directors, departing directors, and returning directors, for the following purpose:**

- 1. Organization**
- 2. Orientation**
- 3. Project Planning**
- 4. Review of the HHPOA By-Laws and previous Board Policy Decision documents to outline duties and responsibilities of each director.**
- 5. Review of the Johnston Lease to insure a smooth transition of this important relationship.**
- 6. Exchange of material and resources from departing directors to new directors, including "Continuity Books".**

**This policy takes precedent over any written or verbal procedure or policy previously established by the Association's Board of Directors relating to the orientation of new directors.**

**Approved by the Board of Directors at the October 2005 General Membership Meeting. Vote: \_\_\_\_\_ for, \_\_\_\_\_ against.**

\_\_\_\_\_  
**President** **Jake Kalisvaart,**