

Criteria for Convening, Conducting and Recording an Executive Session

Topics/issues required to be discussed in Executive Session during the HALP EC committee meetings

- 1) Financial issues/concerns
 - a) nonpayment of monthly fees by specific homeowners, determine next steps.
 - b) foreclosures
 - c) third party contract negotiations (i.e., with the management company).
 - d) concerns about job performance of hired contractors
- 2) Legal issues
 - a) lawsuits against HALP or initiated by HALP
- 3) Complaints
 - a) specific complaints from or about homeowners, determine next steps
 - b) complaints regarding EC member or elected committee members
- 4) Bylaw violations by homeowners
 - a) discussion of alleged bylaw violation, determine next steps ie warning letter/fine
- 5) Topics that may cause homeowner embarrassment (as determined by the EC)

Convening the Executive Session

The Executive Session is initiated by a motion that is passed by a majority vote.

According to Robert's Rules of Order: "If the board goes into executive session, it should be for discussion only. Any action a board wants to take should be done when the board members return to the open portion of the meeting."

Conducting and Recording the Executive Session

Executive Session is for discussion of sensitive matters. No voting is conducted in the Executive Session, but the members will record the list of items that will require a vote after the Executive Session is adjourned..

After the executive session has been adjourned, the Executive Committee will vote on these items and record the results of the vote in the minutes of the regular Executive Committee meeting. The minutes will not include identifying information of the person(s) involved, only the action taken, with a reference to the related item number in the Executive Session minutes. (For example: If, in Executive Session, the EC proposes that a homeowner be fined for having a dog off leash, the homeowner will be named in the Executive Session minutes only. The regular Executive Committee minutes will simply record that the EC voted to fine "a homeowner" for having a dog off leash and will reference the related item in the Executive Session minutes.)

Criteria for Convening, Conducting and Recording an Executive Session

Only in the event of an emergency can an Executive Session be conducted by email video or phone is ok if all members can hear. The president, or if the president is unavailable, the vice president will decide what constitutes an emergency.

Non-EC members cannot access executive session minutes.

Executive Session Minutes can be approved ONLY in Executive Session.