

**Location:** Antioch Township Assessor's Office, 1625 Deep Lake Rd, Lake Villa, IL 60046

*NeuHaven HOA Board of Directors Meeting*

**I. Call to Order**  
about 7:32 PM

**II. Roll Call**

*Present:*  
Kirk Hitschel, Secretary  
Danny Delgado, Treasurer

*Tardy:*  
Will Martino, President, 7:40pm

Representing Vanguard Community Management was Jennifer Falasz.

**III. Open floor (non-association business)**

**IV. Approval of Previous Minutes**

A motion was made by Treas. Delgado to approve the October 2012 Meeting Minutes. Motion seconded by Sec. Hitschel. Motion passed unanimously.

**V. Old Business**

- none

**VI. New Business**

- Collection policy: previous management collection letters were not holding up in court, letters needed to be from a law firm not a management firm. A motion was made by Treas. Delgado to approve Vanguard management's new Collection policy [mailed to all homeowners], seconded by Pres. Martino, motion passed unanimously.

- Home maintenance issues [regarding violations of rules and/or declarations]: how can the inspector determine violations with consistency? Will it require ARC review? It was suggested that a general letter should be mailed to homeowners from the ARC with a description of maintenance rules, and that the Association would begin sending violation letters in early August. A question was brought up: what is our violation policy?

**VII. Adjournment**

A motion was made by Treas. Delgado to adjourn the Meeting at about 8:05 PM. Motion seconded by Pres. Martino. Motion carried unanimously.

*Minutes approved by:* \_\_\_\_\_

*This document is subject to correction as noted on next meeting's minutes.*