

Heritage Estates Property Owners Association

Initiation Meeting

May 24, 2008

Attendance: Eloise Stewart, Jim Stewart, Bob Hughes, Pat, Hughes, Claude Shepherd, Kay Shepherd, John Cass, Gay Cass, Robert Landen, Janice Landen, Dean Moore, Jean Moore, Bob Wall, Trilby Wall, Pat Herlehy, Sherry Herlehy, Rick White, Ann White

Meeting call to order by Eloise Stewart promptly at 2:00 pm at the Beaver Creek Baptist Church Fellowship Hall. A prayer was offered to lend guidance to this endeavor and to ask for understanding and objective participation from all parties affected. Ann White offered to take minutes.

Eloise led a discussion around various concepts regarding starting a Properties Owner Association (POA):

- Steps in establishing articles of incorporation as a Non-profit/Tax Exempt entity which requires filing a "990 Report"
- Steps to create by-laws for the POA
- Electing officers and a Board of Directors

Eloise distributed examples of by-laws from other POAs. There was much discussion about number of Directors and Officers. All agreed that an odd number was required and officers should include President, Vice President, Secretary, and Treasurer. There was an immediate nomination for Sherry Herlehy to become Treasurer as all felt that a permanent resident who could be readily available to pay any bills would be ideal Sherry accepted the position and Eloise suggested an Assistant Treasurer, as two people are required to sign the checks for the POA. Janice Landen was nominated, being another permanent resident and accepted the post.

Nominations then began for the Board of Directors (BOD) and Officers. Many nominations and declinations were stated until the following Directors and Officers were unanimously selected:

Officers

President: Bob Wall

Vice President: Rick White

Secretary: Ann White

Treasurer: Sherry Herlehy

Assistant Treasurer: Janice Landen

Board of Directors

Eloise Stewart

John Cass

Pat Herlehy

Bob Hughes

Robert Landen

Much discussion ensued about next steps which were decided to be:

- Establish By-laws
 - Plan of action: All agreed this would be the first action of the elected officers as the By-laws sub-committee. Ann White will find generic example on the Internet similar to what Eloise distributed and create a Heritage Estates draft By-laws document. This will be distributed to the officers and BOD for additions or deletions. An initial draft will then be distributed to all property owners for comments. From those comments the By-laws sub-committee will create the final draft for distribution and voting by the property owners. As all officers have e-mail, this work can be done electronically via e-mail.
- Gaining a better understanding of necessity and steps in creating articles of incorporation as a Non-profit/Tax Exempt entity
 - Plan of action: Bob Wall and Rick White will work together to gain more information about this and report to the BOD and property owners

The meeting was adjourned at 3:00 pm.

Recorded and respectfully submitted:

Ann White