

HERITAGE ESTATES PROPERTY OWNERS ASSOCIATION

MINUTES – BOARD OF DIRECTORS VIA EMAILS

JULY 2022

Directors participating: Duane Esarey (President), Paula Shepherd, Michele Nowak, Joe Nowak, Gay Cass (Secretary), Janet Johnson (Treasurer), Robert Landen and Janice Landen

The business of utmost importance this summer has been determining the proper insurance for our Association, getting premium quotes and determining and producing several Bylaws directives required by those insurance policies. Necessarily, these efforts extended over several weeks and document sharing, discussion, and voting were conducted by emails dated July 5 through July 19th. All emails and text pertaining to insurance were shared with the entire Board and directors were encouraged to exchange thoughts and concerns. A list of all the emails is attached to these minutes, and printed copies of the emails (38 pages) are filed in the HEPOA archives with the meeting minutes and are available to the membership upon request.

1. Insurance Policies --- it was determined we need three (3) insurance policies, Theft Insurance, Directors and Officers Insurance, and Liability Insurance. Cost of these policies are included in the proposed budget for 2023.
2. Written Directives --- in order to obtain the proper insurance coverage, the Board of Directors was required to certify to the insurance company that HEPOA had “written directives” on the following topics:
 - Anti-Harassment
 - Ethics and Conflict-of-Interest
 - Fraud Protection
 - Fiscal Controls

The Board of Directors discussed, reviewed, and individually voted on each of these directives, the texts of which are now permanently posted on our website, and which will be included in our Bylaws. Directors from this point forward are required to sign a Conflict-of-Interest disclosure. All current Directors forms are now filed in the HEPOA archives. As of the effective date of that Directive, filing signed disclosure forms for incoming Board members is required before voting on Board matters.
























3. Dean Moore’s resignation –In an email dated July 5, 2022, Dean Moore submitted his resignation as a member of Heritage Estates Property Owners Association’s Board of Directors, effective immediately. Dean was a valuable long-term member of the Board and we will miss his guidance and hard work. Thank you, Dean, for a job well done.

Respectfully submitted,

Gay T. Cass

Gay T. Cass, Secretary

Emails discussing

Name	Date modified	Type
 5July a_Janet_Dean_Insurance quotes updates	7/25/2022 12:40 PM	Adobe Acrobat D...
 5July a_RobertJanice_Insurance quotes updates	7/25/2022 12:58 PM	Adobe Acrobat D...
 5July b_Duane_Gay_Insurance quotes updates	7/25/2022 12:42 PM	Adobe Acrobat D...
 5July c_Paula_Insurance quotes updates	7/25/2022 12:42 PM	Adobe Acrobat D...
 5July d_Michele_Insurance quotes updates	7/25/2022 12:43 PM	Adobe Acrobat D...
 5July_Dean - Resignation	7/25/2022 12:41 PM	Adobe Acrobat D...
 6July b_Paula_Insurance quotes updates	7/25/2022 12:59 PM	Adobe Acrobat D...
 6July c_Paula_Insurance quotes updates	7/25/2022 1:01 PM	Adobe Acrobat D...
 6July d_Gay_Insurance quotes updates	7/25/2022 1:01 PM	Adobe Acrobat D...
 6July e_Robert&Janice_Insurance quotes updates	7/25/2022 1:02 PM	Adobe Acrobat D...
 12July_Duane_4 BOD&BylawsPoliciesVote	7/25/2022 1:04 PM	Adobe Acrobat D...
 13July_Duane_Explain4 BOD&BylawsPoliciesVote	7/25/2022 1:06 PM	Adobe Acrobat D...
 13July_Janet_Explain4 BOD&BylawsPoliciesVote	7/25/2022 1:05 PM	Adobe Acrobat D...
 14July a_Janet_Second_4 BOD&BylawsPoliciesVote	7/25/2022 1:07 PM	Adobe Acrobat D...
 14July b_Janet_More ExplainBOD&BylawsPoliciesVote	7/25/2022 1:08 PM	Adobe Acrobat D...
 14July c_Janet_BOD&BylawsPoliciesVote	7/25/2022 1:10 PM	Adobe Acrobat D...
 14July d_Michele_BOD&BylawsPoliciesVote	7/25/2022 1:11 PM	Adobe Acrobat D...
 14July e_Paula_BOD&BylawsPoliciesVote	7/25/2022 1:12 PM	Adobe Acrobat D...
 14July_Joe_BOD&BylawsPoliciesVote	7/25/2022 3:58 PM	Adobe Acrobat D...
 15July a_Gay_BOD&BylawsPoliciesVote	7/25/2022 1:16 PM	Adobe Acrobat D...
 19July_Gay_ConflictInterestForm	7/25/2022 3:57 PM	Adobe Acrobat D...
 19July_JaniceRobert_BOD&BylawsPoliciesVotes	7/25/2022 3:59 PM	Adobe Acrobat D...
 19July_Paula_ConflictInterestForm	7/25/2022 3:57 PM	Adobe Acrobat D...