HERITAGE ESTATES PROPERTY OWNERS ASSOCIATION

MINUTES FOR BOARD OF DIRECTOR'S MEETING (VIA ZOOM)

SUNDAY, SEPTEMBER 25, 2022

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

At 6:00 p.m. President Duane Esarey called the Directors to order to update, review and make preparations for the Annual Membership Meeting

1. Updates:
   a. Meeting place for October 8 Annual Meeting: shelter at park near the library.
   b. President reported that the President's letter was sent out on August 23.
   c. Recognition of Dean Moore's resignation from the BOD July 5.
   d. Announcement of Janice Landen's resignation from the BOD August 26.
   e. Ginger Jordan has agreed to be nominated for a Board member position at the Annual Meeting.
2. Chores
   a. The trees along the highway at the entrance into Heritage Estates have been trimmed to enhance the view in both directions
   b. The drainage project at the Common area is almost completed. Many thanks to: Claude and Kay Shepherd, Chris and Ginger Jordan, RJ Bowers, Joe and Michele Nowak, and Duane Esarey and Janet Johnson for donated manpower, services, and financial support to make this large project possible.
   c. The main upcoming volunteer chore is to trim back limbs and brush along the streets and remove 2 dead trees in the ROW.
   d. Cleaning and painting the gazebo will soon be done, help would be appreciated.

Secretary's Report: Minutes for the June 18th BOD meeting and minutes for BOD business transacted by email in July were emailed for review prior to this meeting. Having read the minutes in advance of this meeting, the BOD approved both sets of minutes as submitted. They will be posted on the web site.

Old Business:

1. Proxy form for Annual Meeting – the President shared with Board Members the proposed proxy to be used for voting for new Board members and the annual Budget. These will be mailed/emailed to the membership with instructions to complete and return to Gay Cass by Oct.6,2022.
2. Bylaws – the President announced that the Bylaws will not be ready for distribution at the Annuals Meeting; therefore, the membership will vote on their approval later and by mailed ballot.
3. Lot 53 - still minor work to be done for completion. The Board Of Directors approved extension until November 30, 2022.
4. IRS residential rules per rental properties - we may need to require all members with houses on their lots to return an annual form with their dues reporting whether or not the use of their home the previous year meets the IRS definition of "residence."

5. Lot Combinations/Dues -- we still need legal advice for handling lot combinations that may not have met the Restrictive Covenant's rules for dues extinguishment. A decision is not currently needed, but it is important that the Board address this issue because:
   a. Legal challenges may be lodged by owners whose share of budget has proportionately increased.
   b. More lots could be extinguished in the future.
   c. The post-development extinguishments were never discussed/approved by the Board.
6. Review of the fiscal procedures now in place - the bank statement is reviewed monthly by Asst. Treasurer, Michele Nowak. Every invoice is reviewed and documented by a second person. As an internal control, two signatures are required on all payments by check. By law any Board Members reimbursements for their individual purchases must be pre-approved, and since we do cash accounting, bills must be paid in the calendar year they occur.
7. Credit Card: In light of the above monthly controls now being in place, the merits of having a single HEPOA credit card were discussed. Michele Nowak made a motion that we secure a credit card, with limit set at $500, in the name of Heritage Estates Property Owners Assoc. Joe Nowak seconded the motion, which passed unanimously. It was pointed out that we have theft insurance, and credit cards have fraud protection. Credit cards generate a curated record that can be examined; thereby making the bookkeeping easier.

New Business:

1. Treasurer Janet Johnson reported that 100% of 2022 dues have been received.
2. It was pointed out that we should hold a pre-scheduled OPEN meeting of the Board each year. One suggestion was to schedule an open meeting immediately prior to the Annual Meeting.
3. Following the Annual Meeting the President will announce the next meeting date, at which time officers for 2023 will be elected.
4. Before October 8 the President will send an agenda for the Annual Meeting.

There being no other business, meeting was adjourned at 7:00 p.m.

Respectfully submitted,

Gay T. Cass

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