

HERITAGE ESTATES PROPERTY OWNERS ASSOCIATION
MINUTES FOR BOARD OF DIRECTORS' MEETING (VIA ZOOM)
THURSDAY, OCTOBER 27, 2022;

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

President Esarey welcomed Board Members to the meeting and explained in detail the purpose of this meeting. He mentioned the main points of a recent consultation with Priscilla Norris, CPA, the on-going efforts to secure a legal consultation with a Boone attorney, and he foreshadowed the Treasurer's discussion per needed revisions to our business procedures and reports to comply with various laws governing homeowners associations.

At 6:27 p.m. President Esarey declared a quorum calling the meeting to order for the transaction of business.

The President announced Annual Meeting Minutes and handouts for the Membership Meeting held on October 9, 2022 have been posted on the web site.

Secretary's Report: the Sept. 25, 2022 BOD meeting minutes were emailed to the board members for their review prior to the meeting. The President called for corrections, hearing none, the minutes were approved as presented.

Treasurer's Report: The Reserve Account was closed and the funds were transferred to a Money Market account, as per the CPA, Priscilla Norris's advice. This will allow us to write checks to pay for maintenance without co-mingling operating and reserve funds. There have been no other financial transactions since the Annual Meeting. Janet will share important updates under new business.

Old Business: No old or unfinished business.

New Business: Joe Nowak submitted his letter of resignation from the BOD. He states work issues and time demand to complete his new house as reasons for his decision. The Board regretfully accepted his request. Janet Johnson nominated Jimmy Copeland to fill Joe's term. Motion was seconded by Paula Shepherd. Janet stated she has spoken to Jimmy regarding his agreement to fill the vacant seat and eagerness to work with the Board on the changes underway this year. The Board unanimously voted for Jimmy Copeland to serve on the BOD of HEPOA, to fill a term expiring at the beginning of 2024.

After the President asked for nominations, we held our annual election of Board officers for 2023:

President.....Duane Esarey	Vice President.....Jimmy Copeland
Secretary.....Gay Cass	Treasurer.....Janet Johnson
Assistant Treasurer.....Michele Nowak	

Janet Johnson presented a detailed report, with charts and other visuals, illustrating the need to update our bookkeeping procedures and bring our business records in line with law. New bank accounts, new insurance policies, an annual budget, a Reserve Fund Study, a credit card and updating of our files have enabled us to move forward with this process. Under the guidance of CPA Priscilla Norris we will continue to upgrade our record keeping and make it transparent to the membership. The Board agreed we should continue to move forward putting these changes in place.

The President called to our attention the continuing need to complete the revision of our By-laws. Everyone agreed the language needs to be simple so the membership will know how the By-laws affect them. They need to be enforceable and give detail of consequences if not adhered to. It is hoped this project can be addressed very soon and revised documents can be in the hands of the membership for their consideration.

The Board thanked Janet and Duane for all the time and effort required to marshal and present the cumulative records of our association.

There being no other business, Robert Landen moved adjournment, seconded by Janet Johnson, motion carried.

Meeting adjourned at 7:15 p.m.

Respectfully submitted,

Gay T. Cass

Gay T. Cass, Secretary