

**HERITAGE ESTATES PROPERTY OWNERS ASSOCIATION**  
**MINUTES FOR BOARD OF DIRECTORS MEETING VIA Email**  
**August 17 through August 26, 2024**

All directors participated in a curated email thread to record two sets of motions and votes: Duane Esarey, President; Jimmy Copeland, Vice President; Paula Shepherd, Secretary; Janet Johnson, Treasurer; Michele Nowak, Assistant Treasurer; Gay Cass, director at large and Ginger Jordan, director at large. Following discussion on the topics at the previous Board meeting and via August 17 emails, Duane initiated the discussion of the topics with an email sent at 12:17 PM on August 18, 2024.

Treasurer Janet Johnson provided financial information to the Board per the status of the 2024 budget, noting that the Board had already authorized borrowing from the Reserve to cover a 2024 budget shortfall due to costs from a legal challenge. Noting that a critical legal consultation on the covenants was underway, another authorization for borrowing and subsequently repaying another \$4000 was going to be needed.

Michele Nowak's email of August 19, 2024 at 1 :11 PM, moved that we authorize a \$4000 loan from our reserve to finish paying 2024 costs. A second was provided by Paula Shepherd, and the President called a vote. Over the next several days affirmative votes for the loan were received from all Board members.

On August 19, Duane Esarey provided the Board with the Treasurer's proposed 2025 annual budget and a draft President's letter to accompany that budget when mailed to the membership in preparation for their ratification vote at the upcoming September 28 HEPOA Annual Meeting. Paula Shepherd made several suggestions on improving these documents. On August 24 Gay Cass moved that we move ahead on a vote to approve the 2025 budget proposal and letter. Michele Nowak provided a second to the motion. Duane Esarey called for a vote and a round of affirmative votes was received during the next two days.

There being no other business, the final vote cast by email closed the session at 8:49 PM August 26.

HERITAGE ESTATES PROPERTY OWNERS ASSOCIATION, INC., is a non-profit corporation empowered under the Planned Community Act (§ 47F-3-102) and other laws of the State of North Carolina to serve the interests, uses, and benefits of our community, and to enforce the real covenants in order to preserve appearance and property values to which the Declaration and Bylaws have been made applicable. Member's per lot rights and obligations under the Declaration and Bylaws are allocated memberships, assessments, and voting rights as defined in NCGS § 47F-1 (103) (2-6).