

**HERITAGE ESTATES PROPERTY OWNERS ASSOCIATION**  
**MINUTES FOR BOARD OF DIRECTORS MEETING VIA VIDEO CALL**  
**Monday, Dec 1, 2025**

Directors present: Duane Esarey, President; Paula Shepherd, Secretary; Janet Johnson; treasurer; Emily McNeely and Joe Millner, directors at large. Members present: John Sheldon and Susan Grayson

At 7:01 pm, on December 1, 2025 Duane Esarey declared a quorum and called the meeting to order.

**Orientation:**

- Our last Board meeting was the Open meeting on October 6, 2025.
- Tonight we hold an open session with Susan and John from the Covenants Committee.
- Then we hold a closed session for the annual officers election.

**Secretary's Report**

- Motion by Emily, seconded by Janet, to accept the October 6, 2025 Minutes. Motion passed.

**Treasurer's Report**

- Expenses are close to what we budgeted, taking into consideration the contribution of volunteer labor and donations.
- The notice for annual assessments will go out after the first of the year (2026). End of year finance report will be mailed and added to our website.

**Old Business**

**Covenants**

- The second Covenants Committee meeting was held on November 23, 2025.
- The Covenants Committee's edits have been incorporated into a final draft. John Sheldon expressed gratitude for how well everyone worked together and achieved consensus.
- Paula made a motion, seconded by Joe, to send our draft Covenants for legal review.
- Our next Board meeting is in February. We can discuss next steps, assuming we have the Covenants back from the lawyer by then. Or possibly hold a January meeting.
- Duane suggested sending a self-addressed stamped envelope to members asking if they plan to approve or disapprove the Covenants. The mailing will explain that not approving will result in a large expense to the community (cost of judge annulling previous invalid Covenants) and leave us on shaky legal ground.
- Suggestion to include a deadline to compel people to action.

**Closed Session**

**New Business**

- Assistant Treasurer Michele Nowak left the Board October 6. Emily performed the duty to review the monthly bank statements/reconciliation for last month (Oct).
- Mitzie McCurdy was suggested as a future Board member and has agreed to be nominated to the Board.
- Paula nominated, and Janet seconded. Motion to appoint Mitzie McCurdy to the Board passed.
- Without all the Board Officers in attendance, we were unable to hold annual officer elections.

**After a call for any other business, the meeting was properly adjourned.**

- Emily made a motion to adjourn, seconded by Joe. Motion passed.
- Adjourned at 7:30 pm

Respectfully submitted,  
Paula C. Shepherd (Secretary)

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).

Our purposes and obligations – to plan for annual and perpetual maintenance of our private roads and common area(s), ensure the maintenance of collective property values by enforcing our Covenants and Bylaws, and otherwise serve the common interests of the community while meeting state and federal requirements and regulations.