

Heritage Springs Community Association, Inc.
Board of Directors Meeting Minutes
Wednesday, September 18, 2024
10:00 am
Magnolia Room

1. Call to Order: at 10:00 am by President Cynthia Thompson.
2. Pledge of Allegiance: Cynthia Thompson led the Pledge of Allegiance.
3. Proof of Notice and Quorum: The meeting was posted and emailed on September 16, 2024.
 - a. In Attendance: Cynthia Thompson, Anthony Dinallo, Dann Stavro, Michael Scieszka, and Christine Dixler. Absent: Katherine Williamson and Kelly Alter.
 - b. In Attendance: Jody Clor – General Manager; Zita Tuomey – HOA Manager; Ron Kelly – Assistant General Manager.
4. Review the updated and new Policies for Directors, Volunteers, and Management
5. Motion to approve updated and new Policies:
 - a. Christine Dixler made a motion to approve the **Social Media Email and Website Policy** in the form attached hereto for inclusion in the Policies and Procedures booklet for the Board of Directors, Volunteers, and Management. Motion seconded by Michael Scieszka. Motion passes 5-0.
 - b. Christine Dixler made a motion to approve the **Director and Volunteer Expense Reimbursement Policy** in the form attached hereto for inclusion in the Policies and Procedures booklet for the Board of Directors, Volunteers, and Management. Motion seconded by Dann Stavro. Motion passes 5-0.
 - c. Christine Dixler made a motion to approve the **Records Management Policy** in the form attached hereto for inclusion in the Policies and Procedures booklet for the Board of Directors, Volunteers, and Management. Motion seconded by Michael Scieszka. Motion passes 5-0.
 - d. Christine Dixler made a motion to approve the **Working Capital Contribution Exemption Policy** in the form attached hereto for inclusion in the Policies and Procedures booklet for the Board of Directors, Volunteers, and Management. Motion seconded by Dann Stavro. For the Motion: Cynthia Thompson, Dann Stavro, Christine Dixler, and Michael Scieszka. Opposed: Anthony Dinallo. Motion passes 4-1.
 - e. Christine Dixler made a motion to approve the **Finance Policy** in the form attached hereto for inclusion in the Policies and Procedures booklet for the Board

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of Directors, Volunteers, and Management. Motion seconded by Dann Stavro.
Motion passes 5-0.

- f. Christine Dixler made a motion to approve the **Disaster Plan Policy** in the form attached hereto for inclusion in the Policies and Procedures booklet for the Board of Directors, Volunteers, and Management. Motion seconded by Michael Scieszka. Motion passes 5-0.
6. Member Comments: A member made comments and suggestions.
7. Adjournment: Dann Stavro made a motion to adjourn the meeting, and Michael Scieszka seconded the motion. The vote was 5-0, and the motion passed.

The meeting adjourned at 11:06 a.m.

18 Members were in attendance.

Respectfully submitted,

Anthony Dinallo
Secretary