

Annual Minutes

HERITAGE HIGHLANDS HOA

2023 Annual Meeting Minutes

May 4, 2023

Heritage Highlands Clubhouse

46 Harpers Mill Way, Lovettsville, VA 20180

Media: Video Conference

Board Members:

Moe Jaymand, HOA Board President, Appointed to Board by Declarant

Mark Angelus, Treasurer, Appointed to Board by Declarant; Absent

Sheryl Garrett, Resident Board Member

Attendees: Anastasia Demos – Portfolio Manager, SCS Community Management

Gay Bridges – Vice President, SCS Community Management

Olga Tseliak – Chadwick Washington Counsel-CWMEB

Forty-seven (47) homeowners were in attendance either via in person or virtually.

- I. **CALL TO ORDER** – The Annual Meeting of Heritage Highlands Homeowner’s Association was called to order at 4:20 PM. Sheryl Garrett made a motion to call the meeting to order and Moe Jaymand seconded the motion.
- II. **PROOF OF NOTICE AND QUORUM** - Management confirmed notices were mailed out and quorum was met.
- III. **Review and approval of the September 19, 2022, Annual Meeting Minutes** were approved. There was an error in the September 19, 2022, annual meeting minutes as to “who” approved the previous minutes from August 2019. A revised a motion was made at the May 4th, 2023, Annual meeting by Jim Landoe and Bill O’Neil to correct the error from the previous minutes. Motion carried.
- IV. **PRESIDENTS REPORT** – The Board adopted an Administrative Policy increasing the board number members **from three (3) to seven (7)**. The same administrative policy provides for staggering terms for the Board members. The resolution was mailed out to the owners by management.
- V. **ELECTION** – Management went over the voting process. Proxies for owner that could not attend the meeting. Ballots were distributed. Owners were made aware that they would vote for as many as seven (7) candidates and that they could vote for less. They could vote in a new board for a minimum of three (3), no more than (7).

Moe Jaymand announced there was a Call for Nominations from the floor. There were **NO** nominations from the floor.

The Candidates introduced themselves and discussed their experience and capabilities.

- 1) Elizabeth Barbee
- 2) Pamela Breithaupt
- 3) Tom Budnar
- 4) Candace Daly
- 5) Sheryl Garrett
- 6) Mark Giannini
- 7) James Landoe

- 8) Christopher McKenna
- 9) Mark Shepherd
- 10) Stuart Stahl

VI. **OPEN FORUM**

There were two questions from Moe:

Do you give SCS Management permission if any owner did not designate the selected owners as the proxy. No owner's name was inserted on the proxy to cast a vote. Moe Jaymand can accept this proxy as the ballot for this owner. Moe Jaymand approved the proxy as a ballot. The election polls will close at 6 PM.

Will there be an email to owners sending out the compilation of the vote to owners. This would be a management responsibility to notify the owners of the new board, the length of the terms depending on how many votes were cast for each candidate. Per the resolution the terms of the directors shall be staggered at 3-2-2, with the candidates receiving the highest number of votes at the annual meeting serving the longer terms.

There were no other questions in homeowner forum, and this was closed.

The polls closed at 6:09 PM. Management stepped away to count the ballots.

Below are the final results of the board elections from the Annual meeting on Thursday, May 4, 2023.

Your new board members are:

Three (3) year appointments:

Tom Budnar
Sheryl Garrett
Mark Shepherd

Two (2) year appointments:

Mark Giannini
Stuart Stahl

One (1) year appointment:

Candace Daly
Jim Landoe

There will be an organizational meeting to include only the new board on Monday, May 8th to determine their roles, officers, and responsibilities.

While three owners were not elected, we want to thank them for their interest and hope they remain active in the community.

Congratulations to the new Board. I look forward to working with all of you.

- VII. **Adjournment** – Motion was made to adjourn the meeting by Sheryl Garrett and seconded by Moe Jaymand at 6:12 PM.

Respectfully Submitted
Anastasia Demos – SCS Management