

Investment Policy

Heritage Pointe Master Association, Inc.

Recommended by Finance Committee: April 20, 2023

Adopted by Master Association Board of Directors: April 27, 2023

Introduction

Heritage Pointe Master Association, Inc. (HPMA) uses its resources to operate, maintain and/or replace HPMA facilities so as to ensure safety of use and support owners' property values.

This document serves as the guiding policy for the investment of HPMA funds and is to be followed in the stewardship of those funds. It is effective on the date above, and supersedes all prior policy statements.

Key Involvement Members

(Current incumbents - see "Attachment A")

1. HPMA Board of Directors
2. HPMA Finance Committee

Responsibilities

- I. Work to ensure all investment decisions conform to all aspects of this current statement of policy, including process, authority, oversight and intent.
- II. If needed, select and retain investment manager(s).
- III. Monitor and evaluate investment performance on an ongoing basis.
- IV. Maintain and publish tracking reports for review.
- V. Conduct an annual review of this investment policy and revise if necessary.

1.1 Latitude *from Amended and Restated ByLaws of the Heritage Pointe Master Association, Inc. dated May 31, 2012, paragraph 8.11*

The Depository of the Association in which the funds of the Association shall be deposited, shall be financial institutions authorized to do business in Florida which carry FDIC insurance or equivalent private insurance such provided that such insurance is backed by the full faith and credit of the United States of America. Alternatively, the Association may deposit funds with brokerage houses or institutions which are Members of the National Association of Securities Dealers, Inc. and insured by industry insurance backed by the full faith and credit of the United States of America. Principal of Association funds, whether reserves or operating funds, may not be placed at risk for investment purposes. Withdrawal of money from those accounts shall be only by checks or other withdrawal instruments signed by those persons as are authorized by the Directors.

Policy Section 1: Quantitative Metrics

1.2 Instrument Quality

Fixed Income investment grade is defined as a minimum rating of "A" from either Moody's or Standard and Poors rating systems.

1.3 Investment Vehicles

Investment vehicles may include insured, deposited funds, any security issued by the U.S. Treasury or other federal agency, investment grade corporate fixed income securities, or Certificates of Deposit. Principle balances may not be put at risk and must be insured.

Fixed Income investments below investment grade as defined under 1.2 above, or Certificates of Deposit which are not FDIC insured are not allowed.

Policy Section 2: Control Procedures

The following procedures shall be followed so as to insure proper oversight and control of the investment process.

2.0 Review of Investment Performance

Quarterly The Treasurer and the Finance Committee should review reports quarterly.

Semi-Annual HPMA Board Members will meet a minimum of two times per year to review performance and make recommendations.

Annually A complete review of all HPMA investments. Review should include HPMA Board members and the HPMA Finance Committee members.

2.1 Review of Investment Policy Guidelines

Investment policy should be reviewed in its entirety annually. Revisions to this policy may occur at other times if warranted by any change in the requirements of HPMA. Review committee will include the Involvement Members of HPMA (listed on Attachment A). Changes will be by simple majority. Once accepted, the Treasurer is empowered to implement the changes.

Enclosure: Attachment A: Current incumbents

--- End of Policy ---

Attachment A

HPMA Board of Directors as of April 27, 2023

Char Creech, President
Steve Hartley, Vice President
Marilyn Hartke, Secretary
Paul DiFuccia, Treasurer
Ruth Wedster, Member
Ron Click, Member
Dennis Jawor, Member

HPMA Finance Committee as of April 27, 2023

Paul DiFuccia, Treasurer, Chair
Members:
Chuck Kern
Jack Norton
Bob Schriefer
Arnie Strang
Penny Yeandle
Allan Fentner