

HEATHERSTONE HOMEOWNERS ASSOCIATION

BOARD OF TRUSTEES Agenda

**01-17-2024
6:30pm
Clubhouse**

1. CALL TO ORDER/OPENING REMARKS

- Time: 6:37pm
- Present: Steve Musselman, Terri Parker, Dean Swartz, Pam Wellman.
- Absent: Chad Hughes

2. APPROVAL OF DECEMBER MINUTES: First Motion – Pam Wellman; 2nd – Steve Musselman, All approved.

3. PRESIDENT'S REMARKS:

- Met with Matt from Reserve Study Advisors on January 16th, 2024, at 11:00am.
Attendees: Dean Swartz, Terri Parker, McKinzie Baker
- The report will be ready in one month and six months if need to revise the plan.
- Matt will examine Heatherstone HOA common grounds, roads, trees, etc. and plan will project over the next thirty years.
- Dean would like McKinzie to explain the operating budget so as to be more knowledgeable in preparing for the 2025 budget.

4. **TREASURER REMARKS:**

- Review of December delinquency and financial reports.
 - Steve asked McKinzie to check if CD at GE Credit Union or Union Savings Bank. As of November 2023, the investment of \$30,000.00 at 5.25% has earned \$181.23. CD matures May 20th, 2024.
 - Pre-lien letters will be mailed to residents over 60 days.
 - Warn-to-foreclose letter will be mailed to residents over 90 days.

5. **PROPERTY MANGEMENT REMARKS:**

- Remarks from New Property Manager, McKinzie Baker
 - If resident making an HOA due payment that is paid directly from bank account, resident needs to create account with Alliance Association Bank. This can be found on the Towne Properties website.

6. **UNFINISHED BUSINESS:**

1. Tree Removals:

- Reviewed comparison bids by Davey & Lefke on trees that need to be addressed on common grounds.
- McKinzie will obtain a couple more tree removal bids and the board will determine in February what company to use to remove trees on HOA property.
- Letters were mailed to the six units responsible for the diseased trees on their property.

2. Pool Deck Repair.

- McKinzie will contact SwimSafe to see when the second phase of the project will begin.
- McKenzie will also follow up with |SwimSafe on part of fencing that is loose and needs to be fixed and storing the pool cover properly.

3. Clubhouse:

- Towne Maintenance replaced burned out lights around the community.
- McKinzie will let Towne Maintenance know that the entrance light is still not bright enough and needs to be replaced.
- The light by tennis court is Duke Energy's responsibility and McKinzie will contact them on it being burned out.
- Patch & repair men's door handle on bathroom door.
- McKinzie is going to try one more time to contact Batavia Bus Transportation in picking up school children in the overflow parking lot.
- Steve mentioned he may go to Batavia Bus Transportation and ask in person.

4. Residential Issues:

- Geiler Plumbing did scope and McKinzie will contact to get a written copy of the report.
- Clermont County Water Dept believes it may be the valves on HOA property. McKinzie will contact to get a full explanation of what they found.
- The person Steve was working with to obtain reimbursement for mailbox damage has left Federal Express and he has to start over on filing a claim.
- U S Lawn will replace damaged light pole with a six-foot solar light post with a planter at the bottom to replace it. They will install it this month.

7. NEW BUSINESS:

- McKinzie is reaching out to the apartment side of Towne to see if any of their communities are redoing clubhouses and if any furniture is available for our clubhouse.
- Basketball backboard – wind blew down, may have to be replaced.
- McKinzie is working on getting quotes for a new insurance policy.
- Lake Doctor's monthly water management program auto-renews for another one-year period. McKinzie will contact Lake Doctors on the additional services of VitaStim and Grass Carp to see if necessary for our pond.
- McKinzie to find CPA to do Heatherstone HOA taxes.

8. COMPLETED BUSINESS:

- Signed 2024 snow and lawn contract with U S Lawns.
- Contract signed with SwimSafe to replace out-of-code steps in small pool area.
- The board approved to pay for Geiler Plumbing scope on water leak at Heatherview.

9. ADJOURNMENT: 8:36pm First Motion – Dean Swartz; Second Motion – Steve Musselman. All board members approved.

10. NEXT MEETING: February 21, 2024