

HEATHERSTONE HOMEOWNERS ASSOCIATION

BOARD OF TRUSTEES Agenda

**12-20-2023
6:30pm
Clubhouse**

1. CALL TO ORDER/OPENING REMARKS

- Time: 6:30pm
- Present: Steve Musselman, Terri Parker, Dean Swartz, Pam Wellman.
- Absent: Chad Hughes

2. APPROVAL OF NOVEMBER MINUTES: First Motion – Pam Wellman; 2nd – Dean Swartz, All approved.

3. PRESIDENT’S REMARKS:

- Reserve Study Follow-up: January 16th, 2024, at 10:00am for board members to meet with Reserve Study Advisor with any questions or concerns. Or by Zoom if applicable.

4. TREASURER REMARKS:

- Review of November delinquency and financial reports.
 - Delinquency report not bad.
 - Steve noticed a discrepancy in the financial report. JoAnne will correct account code and adjust the trash removal contract and trash removal haul.
 - Steve asked on Service Tech Payroll and JoAnne advised that is paying the hourly wage for Towne Maintenance, Shawn, to make repairs on community property and his mileage.

5. PROPERTY MANGEMENT REMARKS:

- Introducing the new property manager.
 - JoAnne Harris, Current Towne Property Manager, is retiring and introduced to the board, the new community association manager, McKinzie Baker.
 - McKinzie Baker will officially begin with Heatherstone at January 2024 board meeting.
 - McKinzie has been with Towne Properties for six years in various roles; and serves in the Ohio National Guard Reserves for seventeen years.
- JoAnne reminded board members that any residents who make automatic payments, needs to update to the current rate of \$220.00. The system will not update automatically to the current rate, must be done manually by the resident.

6. UNFINISHED BUSINESS:

1. Discuss any further issues on the Proposed Annual Budget for 2024.
 - 2024 budget letters have been mailed to the community.
 - 2024 coupon books sent with new rate of \$220.00.
2. Tree Removals:
 - The board will review comparison bids by Davey & Lefke on trees that need to be addressed on common grounds.
 - JoAnne will mail a letter to the six units responsible for the diseased trees on their property.
3. Pool Deck Repair.
 - The Board voted and approved for the additional monies for pool steps to be up to code by SwimSafe on December 9th, 2023.
 - SwimSafe started pool work on December 15th, 2023.

4. Clubhouse:

- Towne Maintenance, Shawn, is fixing lights up front of property and by tennis court.
- Replace door handle on women's bathroom door.
- Patch & repair men's door handle on bathroom door.
- Follow-up on Batavia Bus Transportation on picking up school children in overflow parking lot.
 - a. JoAnne may mail a certified letter to the bus supervisor. No response on certified letter. There are driver shortages, and it is difficult to get a call back.
 - b. Dean followed-up with a contact that he knows at Batavia School district, and no response either.

5. Residential Issues:

- Geiler Plumbing came out December 15th, 2023, to scope Apples Way & Heatherview leak. Towne Property waiting to hear on back on report.
- Follow-up on repair of mailboxes caused by FedEx truck.
Steve received emailed on December 18th, 2023, from repair man and will mail an invoice for repair.

7. NEW BUSINESS:

- Schill and another lawn service declined to bid on Heatherstone saying the property size is too small.
- Dean Swartz motioned to approve US Lawn 2024 contract for grass and snow removal and second motion by Pam Wellman. All board members approved.
- JoAnne will check with US Lawn on repair of light post by pond.
- The board discussed that in a couple of months, to begin planning on cleaning grounds for spring and preparing pond to try and deter geese population.
- To look for volunteers for assistance in spring clean-up.

8. COMPLETED BUSINESS:

- Curtis added Clermont County Auditor's website link to HOA website so residents can look-up their property lines and he will add HOA minutes online as well.

9. ADJOURNMENT: 7:51pm, First Motion – Pam Wellman; Second Motion – Steve Musselman. All board members approved.

10. NEXT MEETING: January 17th, 2024