

HEATHERSTONE HOMEOWNERS ASSOCIATION

BOARD OF TRUSTEES Agenda

**04-15-2026
6:30pm
Clubhouse**

1. CALL TO ORDER/OPENING REMARKS:

- Time: 6:36 pm
- Present: McKinzie Baker, Steve Musselman, Terri Parker, Dean Swart, Pam Willman. Absent: Michelle Trainor

2. APPROVAL OF FEBRUARY MINUTES:

- February meeting minutes approved at the Annual Meeting held the prior month.

3. PRESIDENT'S REMARKS:

- Dean Swartz stated he would provide input as the agenda progressed.

4. TREASURER REMARKS:

1. Reviewed the March delinquency and financial reports.
 - Steve Musselman addressed with McKinzie two internet charges 03/03 & 03/24:
 - * No February charge resulted in both charges posting in March.
 - Delinquent report has improved:
 - * Only two very outstanding HOA accounts remain delinquent.
 - * Foreclosure letters have been sent.
 - Steve Musselman continues to pursue reimbursement for the damage caused by FedEx truck striking the mailbox hut.

5. PROPERTY MANGEMENT REMARKS:

1. Roof Maintenance Records:

- A Board member is compiling roof maintenance and replacement records to the best of the Board's knowledge.
- McKinzie will coordinate with the insurance agent regarding requested documentation.

2. Exit Signs and CO2 Detectors:

- McKinzie took photos of exit signs during the meeting.
- CO2 detectors are not required since clubhouse is only electric.
- Photos will be submitted to the insurance agent.

6. UNFINISHED BUSINESS:

- **Community Pool – 2026 Season:**

1. SwimSafe completed drain replacements and pressure washing.
2. McKinzie will contact SwimSafe to recover the pool until opening day.
3. SwimSafe provided pool a contact list for the season.
4. Pool permit for the 2026 season has been paid.
5. A resident volunteered to stain pool steps prior to opening.

- **Community Repair Work:**

1. **Ground Repairs:**

- A. Evans Landscape holds the contract.

McKinzie will contact them to schedule:

- Sink hole near the pool entrance sidewalk.
- Repair of hole near the light by walkway bridge.

2. **Vendor Approval/Repairs:**

- A. Josh Krekeler Construction:

Has sufficient insurance but is classified as a single contractor, which does not meet Towne Properties requirements.

- B. Work may proceed if paid via credit card.

- C. Josh is currently approved and working successfully at another Towne Properties community that pays via credit card.

- Multiple projects requiring completion:
 - * Main entrance light (Clough Pike).
 - * Pond sidewalk lighting.
 - * Burned-out light at clubhouse entrance.
 - * Mailbox hut repairs.
- Written bids are required for all projects.

3. Clubhouse:

- Mulch delivery discussed so volunteer resident(s) can refresh community flower beds.
- Pam Willman will contact Michelle Trainor regarding purchasing mulch through her nephew's Boy Scouts fundraiser.

4. Installation:

- McKinzie will contact Altafiber to host a community informational event to review service options at the clubhouse.
- She will also seek to transfer clubhouse Wi-Fi from Spectrum to Altafiber, which offers free service for ten years.

- Clubhouse – Tennis Court & Basketball Court Repairs

1. Basketball Court:

- a. Dean will measure existing basketball hoop to determine size and mounting hardware.
- b. Towne Properties has been unable to contact Adam Patchell Service, who was previously paid to complete the work.
- c. McKinzie will send a certified letter of action, providing 30 days to respond or complete the work.
- d. As a backup, the Board will consider requesting a bid from Josh Krekeler Construction to complete both basketball and tennis court repairs.

- Game Room Updates:

- 1. Pool table was re-felted and repaired.
*New bumpers were also installed.
- 2. Discussion was held on assisting the resident who donated an air hockey table with transportation to the clubhouse.
- 3. Pool repair technician reported one of the foosball table is broken and not worth repairing.
- 4. Michelle Trainor's husband may be able to haul it away.
- 5. Steve will wait for the pool technician invoice to be paid and plans to use remaining interest funds to complete the game room improvements.

- Residential Issues:
 1. McKinzie will contact the tree removal company regarding the tree still standing behind residences 309-311 Heatherview.
 2. Spectrum utility boxes:
 - *McKinzie contacted Spectrum.
 - *Spectrum requires the affected property owner to initiate Service requests regarding utility box inspections.

7. NEW BUSINESS:

1. Flagpole Replacement:
 - *Discussion held regarding purchasing a new flagpole to replace the current telescopic flagpole located in the overflow parking lot.
 - *McKinzie will research options.
2. Heatherstone Community Sign:
 - *Discussion held regarding replacement of the main Heatherstone sign due to existing cracks.
 - *McKinzie will obtain bids for a new sign.
3. Architectural Improvements and By-Laws:
 - *The Board discussed architectural improvements and existing bylaws as they relate to residential units.

8. COMPLETED BUSINESS:

- Board of Trustees Election:
 - *Election of two Board seats was completed:
 - *Steve Musselman
 - *Terri Parker
- Board Officer Roles:
 - *Board office roles remain unchanged and were confirmed at the Annual Meeting held on March 18, 2026, as follows:
 - *Dean Swartz – President
 - *Pam Willman – Vice President
 - *Steve Musselman – Treasurer
 - *Terri Parker – Secretary
 - *Michelle Trainor – Member-at-large

9. ADJOURNMENT:

Time: 7:40pm

1st motion – Pam Willman; 2nd motion – Steve Musselman

10. NEXT MEETING: May 20th, 2026

