

**Heather Lake Association Board Meeting  
December 6, 2022 – 6:30PM  
Briggs Home**

**Attendance:**

- Brad Briggs, Susan Nutini, Tom Nutini, Kim Reinbold, Carol Scott, Mike Smith

**I. Meeting Called to Order**

- a. Brad Briggs called the meeting to order at 6:30P

**II. Reports of Officers**

**President (*Brad Briggs*)**

- a. Welcomed everyone to the meeting.
- b. Thanked members for sending draft documents in Word and not PDF's.

**Treasurer (*Mike Smith*)**

- a. The Board received a quote from Elliott's Lawn Mowing
- b. Baughman Lawn Care decided not to submit a quote
- c. The draft budget includes the amount of the quote from Elliott's Lawn Mowing
- d. Brad will sign the mowing quote and return to Elliott's Lawn Mowing

**III. Old Business**

- a. Draft DRM – the Board will review and send edits to Susan
  - Some areas need further discussion/clarification
    - Concrete slab floor under sheds
    - Redwood tones on decking
    - Update with newer and higher quality products
    - Remove “on-their-merit” and replace with “case-by-case basis”
- b. Violation and storm damage letters were mailed on behalf of the Board by Susan Nutini
  - Few storm damage responses received
  - Residents who made changes without applying
    - Carol to contact Lot #8 homeowner for revised DRA with more detail
    - Sue to send 2nd notice to Lot #37 via certified mail
      - If no response, the next step is an enforcement assessment
    - Assessment policy needs updated – Kim to forward the sample from K&C

**IV. New Business**

- a. Professional Association Community Management (PACM)
  - Tom reported on a phone conversation with PACM company
  - Monthly costs are based on duties performed
  - Board members expressed their interests and concerns
    - Plan of Action

- Board identified areas in need of PCAM support
  - Brad to investigate the cost of hiring a PACM company
  - Board will publish information in Newsletter and provide more information to homeowners attending the annual meeting
  - Board to keep homeowners informed of plans to move forward
  - Cost to hire will result in an increase in annual assessments
- b. Lot #60 outdoor metal structure
  - No dog/cat runs allowed
  - No metal structures allowed
- c. Action items
  - send Lot # 60 a letter regarding the storm damage timeline
  - send Lot # 37 a certified letter - changes made without Board approval
  - prepare mailbox letter for Board approval
  - Tom to contact Elliott's Lawn Mowing informing them of the Board's decision to proceed with the mowing quote and will forward details/expectations
  - Send Lot #61 a letter regarding metal structure not being allowed as stated in the Declaration of Covenants, Easements, Restrictions, and Assessment Lien

**V. Adjournment – Meeting adjourned at 9:03PM**

- a. Minutes of November 14, 2022 Board Meeting were approved on December 7, 2022 via email
- b. Next Board meeting will be on January 23, 2023 at 6:30P - Scott house
- c. Annual Meeting March 23, 2023 at 6:00P