

**Heather Lakes Homeowners Association Board Meeting**  
**Jones Residence, 1982 Wilshire Lane**  
**February 7, 2015 at 6:30pm**

**Attendance:** Eric Jones, Tara Jones, Mike Smith, Tom Nutini

**New Business:** Annual Meeting Announcement Letter reviewed and revised to indicate change in number of Board Member spots open

: Mike spoke with Attorney and received approval that Tara's current position can be changed to Secretary until her term is over as of Annual Meeting 2015. Mike made motion, Tom Second. All approved.

: This will allow for Bylaws to be filed with the county once Treasurer and Secretary sign to confirm 50 % of homeowners voted in favor of Bylaws. Signed document will be notarized.

**Treasurer Report- Mike Smith:** no change in monthly report as no new invoices or payments on existing delinquent accounts has been made.

:current delinquent properties (Lots 13,18,21,33,37,66)

: Revised annual budget reviewed to reflect changes discussed on 1/15/15

: Property taxes of \$45 were paid

: discussed what to do with surplus from previous years. Mike made motion to transfer \$3,000 into Reserve Fund and decide at later date what to do with remaining. Second by Tom. All in agreement. Tom feels goal for Reserve Fund should be \$25000 as this is amount needed if walkway or dam needed completely replaced. Topic tabled for future discussion and vote.

**Secretary Report- Tara Jones:** email password and info received from Susan was given to Mike

**Park/Common Area Manager- Tom Nutini:** Contract obtained and reviewed from Aqua Doc to care for lake. Motion by Mike. Second by Eric. All in favor.

: Contract obtained and reviewed from Kirkbride Lawn Care. Motion by Mike. Second by Eric. All in Favor

**Deeds Coordinator/Architectural Reviewer-Eric Jones:** spoke to Attorney re: enforcement of mailbox painting. Issue tabled until Eric follows up with Attorney

: Enforcement letters mailed out last week to Lot 1 and 11 for violation of fence maintenance. Awaiting potential for lot owners to provide written responses by end of this week before invoices are sent out.

**Action Items:** Mike- correct and print 70 copies of Annual Meeting Announcement  
-arrange meeting time to get Bylaws notarized before annual meeting  
- arrange to get Eric named on Bank Account

: Tara- mail out annual Budget and Annual Meeting Announcement  
-minutes

: Tom- contact Kirkbride to correct signature discrepancy on contract.

: Eric- check HOA mailbox while Mike out of town for next two weeks  
-contact Attorney regarding specific Deed Restriction on mailboxes  
-inform Mike if invoices need sent on fence violations

**Meeting Adjourned at 8pm**

**Next Meeting: Annual Member Meeting March 26<sup>th</sup> at 6:30**  
**Wagnall's Memorial, Lithopolis**