

**Heather Lake Homeowners Association Board Meeting**  
**At the home of Mike Smith, Board Treasurer**  
**September 13, 2021 7:00PM**

**1. Meeting Called to Order at 7:00PM**

- Attendance: Brad Briggs, Carol Scott, Mike Smith, Sue Nutini, Tom Nutini,
- Approval of Minutes from May 10, 2021 Board Meeting via email 5/26/2021

**2. Reports of Officers**

- President (Brad Briggs)
  - Welcome to the HOA Board Meeting
  - Open Board positions – Doug Shaffer indicated interest in the Deeds and Restrictions Coordinator position and was invited to attend the meeting. He was not able to attend.
  - Presented proposal for the creation of new Grounds and Oversight Committee – consisting of a group of people who care about the common areas and will be charged with creating a 12-year maintenance plan and budget – Board accepted proposal for new Committee to move forward and announcement will be posted in the Newsletter asking for volunteers
- Vice President (VACANT)
- Treasurer (Mike Smith)
  - Mike presented bank statements and reconciliation/audit report.
  - New homeowners in Lots #18, 25, 28, 41, 44, 61 & 71
  - Four open invoices of past due amounts
  - Summary of expenses – Kirkbride, Agrosapes, The Lake Doctor and Kaman & Cusimano.
  - Review of balance amounts for checking, savings and PayPal accounts
  - 2022 Draft Budget – Some moderate increases expected but nothing major
  - Need to build up reserves for major expenses such as path replacement, etc.
  - Increase in HOA dues an option - tabled until formation of new Committee and receipt of 12-year budget
  - Earmark \$4,000 for landscaping – including entrance area
- Secretary (Carol Scott)
  - Newsletter items - mailbox maintenance deadline approaching, survey results if requested, and fireworks/explosive in neighborhood.
  - Newsletter to go out next week
  - Carol to print and mail newsletter

- Parks and Common Grounds Coordinator (VACANT) – Tom Nutini presented updates
  - Mowing issues continue with employee turnover at Kirkbride
  - Wet area is doing fine and is dry and being mowed weekly, drainage area has some tall vegetation that needs removed
  - Entrance landscape needs attention Brad will follow-up with neighbors on both sides of entrance area.
  - No Trespassing signs needed at the two entrances to the lake path to deter people who do not live in neighborhood - Tom will follow-up
  
- Deed Restrictions Coordinator (VACANT) – Susan Nutini presented updates
  - Working to restore colors on the ARB original color palette
  - Wording needs changed in Design Review Manual – earth tone colors too broad – Susan to come up with more defined wording
  - Continue working on adding to existing rules - discussion at next meeting
  - Brad - June Newsletter stated that all mailboxes need to be in compliance by September 30, 2021. Noncompliant homeowners will receive a call after that date. Next newsletter to be sent out before deadline with another mailbox compliance reminder.
  - Non-compliance procedure discussion – Mike to follow-up
  
- Architectural Review Board (Susan Nutini)
  - The ARB needs more members on the committee.
  - Deb Roberts expressed interest; they are moved in - Carol will follow-up

**Board Actions Since Last Meeting -**

- ARB application for Lot #67 installation of fire-pit on back patio – approved 6/9/21 via E-mail
- New ARB application requested for garage build on Lot #60. Owner is applying for a variance with Bloom Township.
- Survey compilation results sent via e-mail to HOA Board and ARB on 7/11/21
- Letter of non-compliance regarding unleashed dog attack sent via USPS on 7/23/21
- Motion made by Carol Scott to transfer money earmarked from drainage to landscaping – seconded by Mike Smith via e-mail on 8/8/21, unanimously approved 8/8/21.
- Complaint received regarding a yard sign. Brad visited home on 8/15/21 and informed the owner of the rule regarding no yard signs. The sign was removed soon after visit.
- A homeowner was sent an email requesting cleaning up the landscaping around house sent on 9/22/21



Meeting Adjourned at 8:45PM

Minutes Will Be Approved via e-mail

Next Board Meeting – January 10, 2022 at 7:00PM at Mike Smith Residence