

Heron Bay Board of Directors Minutes

Monday, March 17, 2025

-Meeting called to order and determination of a quorum made at 9:03am.

-Board Members Present: Al Camp, Melanie Munn, Kevin Thortsen, Amy Zaremski, Donna Cook- via conference call

-Shawna Hughes & Ashley Miller, RealManage Homeowners' Association Representatives were in attendance

*Ashley Miller will be our neighborhood representative going forward. Shawna Hughes has recently been promoted to a new role.

-Motion made and seconded to approve agenda. Motion carried unanimously.

-Motion made and seconded to approve the February 2025 minutes. Motion carried unanimously.

Oral Communications to Board:

-One resident attended to provide feedback to the board.

Unfinished Business:

Coast Guard Auxiliary Clubhouse Use:

-Release of Liability paperwork prepared for signatures regarding Coast Guard's 2025 periodic clubhouse use. Residents will have priority use.

Downed Tree Removal & Process for Charging Lot Owners:

-Discussion regarding tree removal from common property and roads. A draft resolution will be developed outlining the processes of notification and billing. Input to be obtained from Common Property Committee regarding details for this resolution.

New Business:

None

Reports:

Committee Reports:

-Reports provided from ARC, Common Property & Social Committee.

Treasurer's Report:

-Review of account balances for operational, budget, and reserve accounts.

Executive Session began at approximately 10:15am.

Return to Regular Session at approximately 12:00pm.

The March HOA Board Meeting was adjourned at approximately 12:00pm.

The next meeting of the Heron Bay HOA Board will be Monday, April 21, 2025 at 9am.

Heron Bay CPC Minutes

12 March, 2025 / 7:00 PM / Club House

Attendees

Brian Kurzel-Chairman, Joe Pleasant-Vice Chairman, Vicki Pleasant- Secretary, David Ruby, Brad McLain, Lisa Erdner, Charles Humphrey, Janna Grant, Melanie Munn-Board Liaison

Absent: Robin Link, Janna Grant, Heather Walker

Guest: Gene Gotbaum, Michelle Ruby-Social Committee

Minutes

The February 2025 CPC minutes were reviewed and Charles moved to approve and David provided a second with all in agreement.

Committee Reports

Landscaping (Joe) - Routine services ongoing. Fertilizer and Pre-emergent were put out last week. Brian asked if anyone had been contacted about repairing damage done to the entrance during the recent burying of new cable. Joe agreed to contact Old North State and/or Energy United to determine the plan for repair.

Trails (Robin) - Bridge to be replaced on April 2-4 by volunteers. Brad is managing the project.

Boat Storage (David) - Construction for new parking is complete. Signs are installed. David asked that the lot be sprayed for weeds. Joe will contact Daniel to complete one of his two per year parking lot sprays. David indicated that by cutting a tree at the corner of the parking area it would provide for at least three additional storage spots. It was agreed this should be done. David will handle. The combination lock will change on April 1.

Club House (Charles) - All good.

Gate House (Charles) - All good.

Gate (Brian) - All good.

Piers (Janna) - Repairs were made to Dock C. All new lights installed on all Docks.

Signs & Streetlights (Lisa) Discussion on repair of the curve warning sign on Whisper Lake resulted in the conclusion to not replace the sign. Light at Bayview on 24/7. Lisa has contacted Energy United.

Ponds () - Gene will cut the Fountain on.

OLD BUSINESS

NEW BUSINESS

Adjournment

Meeting was adjourned with a motion by Charles and seconded by David.



Architectural Review Committee (ARC)

Meeting Minutes

Date: March 4, 2024

6:00 PM – Heron Bay Clubhouse

Attendees:

Brad McLain – Chair

Henry Munn

Taylor Harrington - [ABSENT](#)

Amy Zaremski – HOA Board Liaison

Minutes:

Assign Minutes Taker - [Brad](#)

Presentation:

[None](#)

Business Session:

Approve – Previous Meeting Minutes - [Approved](#)

New Business:

New Construction Submittal - are guidelines clear on docs needed for submittal?

[Conversation about possible edits to ARC Guidelines to clarify documents and drawings needed for New Construction submittal. Draft edits will be made to the current guidelines for ARC review.](#)

Business:

Construction Project Status - New Homes

- Beach - 181 Kingfisher
 - Construction is In-Progress

- Landscaping Plan - Phone call on 2/26/25 about requirements
- Caldwell - 219 Whisper Lake
 - Design Change Form completed on 10/18/24
 - Construction is In-Progress.
- Fulton - 588 Pearl Bay
 - Construction is In-Progress
 - Landscaping Plan APPROVED on 10/4/24.
- Heston / Menard - 121 Kingfisher
 - Stakeout was conducted and APPROVED on 8/2/24
 - Construction is In-Progress.
- Holloway - 170 Bayview
 - Construction is In-Progress.
 - Landscaping Plan APPROVED on 2/28/25.
- Khan - 235 Badin View
 - ARC received New Construction docs on 3/1/25 and collected Deposit.
 - Next step is Engineering Review.
- Kishk - 216 Heron Bay
 - ARC requested edits to docs received on 2/13/25.
 - Next step after all documents are gathered is to set up Deposit Collection Meeting.
- Klyn - 205 Kingfisher
 - Stakeout Review approved on 11/13/24
 - Construction is In-Progress.
- LeClair - 179 Mallard
 - ARC approved Design Changes on 4/24/24
 - Construction is In-Progress
- Moss 121 Badin View
 - ARC requested edits to docs received on 3/4/25.
 - Next step after all documents are gathered is to set up Deposit Collection Meeting.
- Toney - 215 Heron Bay

- o Construction is In-Progress
- o ARC approved Landscaping Plan edits on 2/25/25.

Projects: Other than New Homes - (Short Form Submittal)

- Barto - 145 Kingfisher - **Brush Clearing and Lot Clean Up**
 - o ARC has approved Submittal on 7/16/24.
 - o Once project is completed, ARC can conduct the Final Inspection
- Cooke - 121 Waterview Ct. – **Shoreline Stabilization**
 - o ARC has approved Submittal and Contractor Responsibility Form on 9/8/24.
 - o Once project is completed, ARC can conduct the Final Inspection
- Floyd - 123 Chersonese - **Tree Removal**
 - o ARC has approved Submittal on 2/27/25
 - o Once project is completed, ARC can conduct the Final Inspection
- Fulton - 588 Pearl Bay Dr. – **Shoreline Stabilization**
 - o ARC notified that project is completed.
 - o ARC has marked project as COMPLETE / CLOSED on 3/1/25.
- Grein - 207 Whisper Lake - **Retaining Walls (3) in Rear of Property**
 - o ARC has approved Submittal on 10/2/24.
 - o Once project is completed, ARC can conduct the Final Inspection
- Harrington - 637 Whisper Lake - **Landscaping**
 - o ARC has approved Submittal on 3/24/24.
 - o Once project is completed, ARC can conduct the Final Inspection
- Lampese-Tamburro - 118 Whisper Lake - **Swim Spa Screening - Lot 149**
 - o ARC has approved Submittal on 9/11/24
 - o Once project is completed, ARC can conduct the Final Inspection
- Lee - 146 Chersonese - **Tree Removal**
 - o ARC has approved Submittal and verified project is active with Owner on 6/18
 - o Once project is completed, ARC can conduct the Final Inspection
- Wilson - 193 Kingfisher - **Landscaping / Water Flow Control**

- o ARC has approved Submittal on 8/17/24.
- o Once project is completed, ARC can conduct the Final Inspection

Adjourn