

## **Heron Bay Board of Directors Minutes**

**Monday, January 19, 2026**

- Meeting called to order and determination of Quorum at 9:00am
- Board Members present: Melanie Munn, Al Camp, Amy Zaremski, Barb Lippert, and Michelle Ruby
- Also in Attendance: Kevin Thorsten and Donna Cook (outgoing Board Members), Ashley Miller (Real Manage Homeowners' Association Representative)
- Motion made and seconded to approve agenda. Motion carried unanimously.
- Motion made and seconded to approve the November 17, 2025 meeting minutes. Motion carried unanimously.

### **Oral Communications to Board:**

Three property owners participated in the meeting to provide feedback to the board regarding: Clubhouse Furniture Chair Replacements, Pickleball Courts Upgrade, and Missing Items from Clubhouse (ladder and beverage dispenser). Quotes to be obtained for replacing 6 chairs, new ladder, and beverage dispenser in clubhouse and a net as a pickleball boundary.

### **Unfinished Business:**

- a. **CPC Recommended Guard Rails Decision** - Following the Guard rail conversation at the annual meeting in December 2025, the Board unanimously approved moving forward with the CPC's recommended weathered steel guard rail replacement. This option was the lowest cost and longest lifespan.
- b. **Short Term Rental of HOA Deeded Boat Slips** - Discussion postponed to next month due to Real Manage not providing legal input at this meeting. Ashley informed the board the attorney is no longer working with RM and we, the board, could have input on a new one for HB to use with RM.
- c. **Trash Service for Neighborhood**- Discussion postponed to next month due to information from Real Manage not available for single billing option for those interested in using Allegiance.

### **New Business:**

- a. **Pedestrian Concern Discussion** - Motion made, seconded and approved to monitor neighborhood pedestrians and address issues on a case by case basis.
- b. **ARC Guidelines Request for Approval** - Discussion of proposed ARC guideline revisions. Feedback to be provided regarding propane tanks. The board will consider final approval after revision.
- c. **Summary from Real Manage Regarding Services Provided**
  - i. Ciranet training- New Board Members will schedule a Ciranet training through RealManage. Other board members are welcome to attend.
  - ii. Delay in 2026 Billing Statements- Ashley Miller explained that the original mailings were delayed due to billing errors. There is an ongoing delay in preparing corrected bills. She shared that an email will be sent to all homeowners advising that no late fees will be assessed until the end of February. She also reported that 86 homeowners have submitted payment despite not having received a mailed statement.
  - iii. Real Manage contract- Our contract with Real Manage is the same contract we had with Henderson due to the fee schedule staying the same. Contract signed 8/17/21 but contract dates state from Nov. 1st-Oct. 31st. Contract renewal timelines need to be clarified.
  - iv. Services provided by Real Manage: field questions from homeowners, pay invoices (make sure they align with budget), review financials, deal with violations, prepare budget, correspond with insurance, liaison with attorney, prepare vendor contracts (as needed), handle technology issues with owners, collaborate with realtors for potential buyers, provide gate codes for the front gate, handle delinquencies, and handle returned mail.
  - v. Number for help with the CELLGATE APP 1-855-694-2837

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**Reports:**

**Architectural Review Committee (ARC) Report** - Report given by Al Camp, Board Liaison to the ARC. Henry Munn is replacing Brad as the chair of ARC. Lisa Thorsten is the new member of the committee. The ARC continues to discuss clearing limits and is in the process of revising the ARC Guidelines to provide clearer direction regarding the prohibition of clear-cutting lots.

**Common Property Committee (CPC) Report** - A report was presented by David Ruby, CPC Chairperson. He has consulted with a vendor regarding installation of a new clubhouse door lock and code system. The vendor is prepared to move forward with repairs to the walking trails, to be completed one section at a time. The railroad ties at the boat storage area will be replaced in the near future. The clubhouse septic tank will be inspected and serviced. Guidelines for the brush pile at boat storage will be clarified and communicated to property owners.

**Social Committee Report** - Report given by Michelle Ruby. The Mardi Gras Party was reported as a huge success, with 24 neighbors in attendance. Upcoming social events include a Charcuterie Board and Game Night scheduled for March 27th, and the Heron Bay Derby Party planned for May 2nd.

**Treasurer Report** - Kevin Thorsten, outgoing treasurer, reviewed account balances. He transferred all treasurer duties and documents to Barb Lippert.

Executive session began at approximately 11:58am.

Return to Regular Session at approximately 2:00pm.

The January HOA Board Meeting was adjourned at approximately 2:00pm.

The next meeting of the Heron Bay HOA Board will be Monday, February 16, 2026 at 9am.