

Heron Bay Board of Directors Minutes

Monday, March 16, 2026

- Meeting called to order and determination of Quorum at 9:01am
- Board Members present: Melanie Munn, Al Camp, Amy Zaremski, Barb Lippert, and Michelle Ruby
- Also in Attendance: Brad McLain, Greg Schreiner, and Andrew Menard.
- Phone Call-in: 125 Stormy Ct. Owner and Ashley Miller (Real Manage Homeowners' Association Representative)
- The Board reviewed the agenda. It was requested that **Allegiance Trash** and **Review of Future Action Items** be added to *Unfinished Business*. The agenda was approved as amended.
- Motion was made and seconded to approve the February 16, 2026 minutes. The motion passed 4–1. One member voted in opposition and requested discussion of the minutes process during the Executive Session.

Oral Communications to Board:

Brad McLain and Greg Schreiner participated in the meeting to provide a **Restore Badin Lake (RBL) Update on Black Algae Mitigation**: RBL is currently fundraising to support algae treatment efforts, with the fundraising window open 2/7/26 - 4/4/26. Approximately 60% of the fundraising goal has been reached, with 39% of the community participating. Five of the twelve proposed treatment areas are fully funded at this time. To date, \$34,555 has been raised toward the 2026 goal of \$57,750. Treatment is planned to begin in April before the algae bloom season. RBL continues to explore improved treatment options. Letters of support are being requested to strengthen RBL's application for a T-Mobile Hometown Grant (up to \$50,000 in matching funds). Letters from local organizations and state representatives are also being collected to demonstrate community support. The Board previously approved \$5,000 in the 2025 and 2026 budgets for charitable donations to RBL. Additional discussion included the possibility of increasing this HOA contribution to support lake treatment efforts in the future. A motion was made and unanimously approved for the Board to sign a letter of support for the Restore Badin Lake initiative. A motion was made and approved to direct Real Manage to issue the budgeted \$5,000 donation to Restore Badin Lake (RBL) as soon as possible. The Board also agreed to consider increasing the donation to RBL in the 2027 budget as additional treatment areas are addressed.

Unfinished Business:

- Update on Short-term Rental of HOA Deeded Boat Slips** - Amy Zaremski researched information, drafted a proposed lease agreement for HOA-owned boat slips (excluding the clubhouse slips) for Board review. Discussion revolved around rental price, parking issues, maintenance costs, set up fees, insurance, etc. CPC project to look at (long term) parking at docks. Ashley stated there is no cost for billing or initial set up of lease. Fees fall under normal billing management fee (\$6 per lot owner).
- Update on Gate Codes (purging, delivery access)** - The Board discussed updates to gate codes, including purging expired temporary codes and improving delivery access. Eighty-four expired codes were identified. Signage will be added at the gate instructing delivery drivers not to leave packages and to use the call box for access. Barb will send a list of addresses currently under construction to Real Manage to ensure contractor codes for those properties remain active. Property owners with active construction will be contacted first, followed by an email to all homeowners informing them that temporary codes are being purged and that new codes must be requested. All temporary codes will expire annually on January 31. Any temporary codes requested throughout the year will be given a January 31st expiration date.
- Update on Damaged Light Pole** - No charge, light pole repaired. The homeowner was notified.
- Trash Service for Neighborhood**- Motion unanimously approved for Al Camp and Barb Lippert to follow-up on discount with Allegiance, process needed to get homeowner buy-in, and how much time Real Manage needs to set up this process for the new year.
- Review Action Items** -

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- i. **Incomplete Action Items** - Any action items that remain incomplete or in progress will be listed in the Future Action Items section of the minutes.
- ii. **Completed Action Items:**
 1. ✓ Amy researched information and drafted a proposed lease agreement for HOA-owned boat slips (excluding the clubhouse slips) for Board review.
 2. ✓ Barb Lippert followed up with Shawna to obtain a full gate code report and researched the processes for delivery driver gate codes and purging temporary gate codes.
 3. ✓ Al Camp obtained a community “shell” document to support the CCR rewrite process.
 4. ✓ Michelle Ruby contacted Kevin Thortsen and Brad McClain to research management responsibility for Dock A. Some documentation is found, but Michelle will continue to dig.
 5. ✓ Michelle Ruby followed up with Bonnie Gotbaum and determined there are no explicit easement agreements on record. In 2005, the lawyer said that since we have maintained the trail for over 20 years, it is ours now. There is a NC law that states after a certain number of years an easement is not needed.
 6. ✓ Amy Zaremski revised the mailing we will send to property owners regarding downed trees for Real Manage to use going forward.
 7. ✓ Barb contacted Energy United to clarify invoice details and charges: one is 135 Chersonese, the pump for the pond; one is the clubhouse; two are at the entrance gate separately metered (one is the gate and one is the guard shack); one is for the (79) streetlights at \$2217 per month for energy charges and the lease. No significant reduction in charges available to us at this time.
 8. ✓ HOA Board determined the annual meeting is set for November 16, 2026. Ashley needs all the information 60 days prior to meeting, by Sept. 1st, in order for annual meeting mailing to go out in time. In August, the HOA board will approve all mini-budgets (submitted by end of July) to create the big HOA 2027 budget.

New Business:

Clubhouse Use for Exercise Class - Discussion regarding clubhouse rental fee (\$125) and reducing the fee for Alison Lee to hold her exercise class twice a week. Discussion tabled until Heather Walker, Clubhouse Manager, returns from vacation on April 2nd. Start with polling the neighborhood on Facebook to discover the amount of interest.

Reports:

Architectural Review Committee (ARC) Report - Report given by Barb, Board Liaison to the ARC. Barb reported 14 ongoing new construction builds. Amy needs the approved ARC minutes for Dec. and Jan. There will not be any Feb. minutes, ARC did not meet in Feb. Construction site on Whisper Lake have had some weather delays. Henry will email the final edit of the ARC guidelines out to the board regarding vertical and horizontal propane tanks to eliminate ambiguity. The Board will circulate draft for approval via email.

Common Property Committee (CPC) Report - Report given by Mel, Board Liaison to the CPC. At the boat storage area, Henry used his tractor to move debris and discovered a significant amount of algae dumped in the debris pile. Signage is being developed to clarify that the area is for residents only and not for contractor use. The Board discussed recent issues with the entrance gate not opening properly with codes, the app, or clickers. The gate had been becoming jammed. Brian will show David how to adjust the gate to prevent this issue. The Board also discussed options for replacing or upgrading the clubhouse door lock system and/or laptop. The current lock may still be usable, but the software and laptop used to manage access codes are outdated.

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Social Committee Report - Report given by Michelle Ruby. Upcoming social events include a Charcuterie Board and Game Night scheduled for March 27th, and the Heron Bay Derby Party planned for May 2nd.

Covenants, Conditions, and Restrictions (CCR) Revision Committee - AI reported the CCR is researching the current documents in great detail, dividing into manageable sections and commenting. All official communication coming from CCR will be coming from Ashley at Real Manage. Motion approved to spend \$18 per year to create a heronbay.org email for the CCR rewrite committee.

Treasurer Report - Barb provided an overview of account balances for Debit Card, Reserves, Operations & Money Market Accounts. Pending cost projections: trail repair. Looking ahead to 2027 Capital Projects and continually referring back to the Reserve Study.

Future Action Items:

1. **HOA Boat Slip Rentals** - Amy will coordinate with legal counsel to draft a proposed lease agreement for HOA-owned boat slips (excluding the clubhouse slips) for Board review. Additionally, Amy will look at the reserve study and data on dock maintenance to help us decide reasonable rental prices. (8 HOA Boat slips, hopefully to pro-rate prices for rental this 2026 year).
2. **Gate Codes** - Ashley will check to make sure there is a mechanism or checkbox to automatically delete the code after one year (with a January 31st expiration). Check Amy's codes to make sure that those codes are temporary. Please verify.
3. **Cellgate Gate Access Box** - Ashley will confirm the process for adding new property owners to the Cellgate call box and remove former owners and outdated personal codes.
4. **Heron Bay Facebook Group** - Michelle will review and remove outdated members from the community Facebook group.
5. **Trash Service for Neighborhood** - AI Camp and Barb Lippert will follow-up on discount with Allegiance Trash, process needed to get homeowner buy-in? Ashley, how much time does Real Manage need to set up this process for the new year?
6. **Dock A Management Documents** - Michelle will continue to research documentation to clarify management responsibility for Dock A, establish a clear paper trail, and research historical documentation since Dock A was originally managed by Dock A owners rather than the HOA.
7. **"Tree Removal Contacts"** - Michelle Ruby will follow up with David Ruby to provide a one pager of "Tree Removal Contacts" for RM to include with a downed tree letter.
8. **Property Spreadsheet** - Michelle and Amy will begin developing and verifying a comprehensive spreadsheet of all property/lot owners for Association records.
9. **Camera Monitoring** - AI will coordinate with Brad and David to evaluate installing cameras as a long-term solution for monitoring the boat storage area and debris pile.
10. **Clubhouse Lock System** - AI will work with David to assist with lock replacement. AI will contact Eplex regarding the cost of a replacement lock (approx. \$900) and a programming unit (approx. \$300).
11. **Violations** - Ashley will verify the violation process. According to our contract, inspections are to be completed once per month.

Executive session began at approximately 1:05pm.

Return to Regular Session at approximately 2:24pm.

The January HOA Board Meeting was adjourned at approximately 2:24pm.

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