

Heron Bay Board of Directors Minutes
Monday, April 20, 2026

- Meeting called to order and determination of Quorum at 9:00am
- Board Members present: Melanie Munn, Al Camp, Amy Zaremski, and Barb Lippert
- Also in Attendance: Ashley Miller (Real Manage Homeowners' Association Representative), and Vince Marino
- Phone Call-in: Bob Frohman
- Motion made and seconded to approve agenda. Motion carried unanimously.
- Motion made and seconded to approve the March 16, 2026 meeting minutes. Motion carried unanimously. It was discussed to distribute monthly minutes (draft) as a pdf to board members to improve responses to action items prior to the next meeting.

Oral Communications to Board:

Mr. Frohman asked if the semi-annual dues billings can be emailed instead of snail mailed. Real Manage said NC law dictates the billings are paper billed, however. Paper bills will continue to be mailed out through USPS. Homeowners do have the option to use ACH via the Ciranet portal if they prefer.

Unfinished Business:

- a. **Update on Short-term Rental of HOA Deeded Boat Slips** - Amy received comments from the attorney on the draft rental agreement, made the changes and re-distributed for all to review and comment. Numbering of slips at Dock A is in question and will be clarified. Slips will be numbered at the dock and in the agreement to clearly identify which are rentals. Rental fee for the remaining 2026 will be \$600 for the balance of the year, 2027 will be \$1000 for the entire year. Motion was made to approve these rental rates, seconded, and carried unanimously.
- b. **Use of Clubhouse for Exercise Class** - After confirmation with Clubhouse Manager Heather Walker, it was agreed that the Clubhouse can be utilized for exercise classes as requested by Alison Lee. The monthly rental fee will be \$125/mo based on maximum two classes per week, mornings only, for Heron Bay residents only. The instructor must be certified and all need to sign a waiver releasing Heron Bay from any liability should someone become injured due to exercise. If she wishes to proceed she can contact Clubhouse Manager and proceed in the usual manner to reserve on calendar.
- c. **Trash Service for Neighborhood**- Allegiance Sanitation can offer a discount to their monthly rate for trash removal, depending upon how many sign on with them. However, the additional discount would only be offered if they could contract with a minimum of 100 homeowners. Real Manage can include the cost of trash with billings at no additional fee.

New Business:

Real Manage billing errors – Ashley advised there will be a credit to Heron Bay of \$1320 for January and \$640 for February errors. Barb will set up a meeting with Ashley and Keri to discuss March bills and finalize.

Reports:

Architectural Review Committee (ARC) Report - Report given by Barb, Board Liaison to the ARC. No meeting in April. Latest revision to ARC guidelines is approved by Board contingent upon noting the Date on cover (April 20, 2026) and the appropriate version number. Barb will send to Henry Munn for date/version finalization before becoming part of our documents. Homeowner at 379 Whisper Lake, under construction, was contacted in March due to lack of

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progress. A follow-up letter will be sent by ARC requesting an update, need for extension, within 15 days.

Common Property Committee (CPC) Report - Report given by Mel, Board Liaison to the CPC. Board requested an update on front door crash bar repair and status of replacement for code lock at side door. Mel will contact the CPC and follow up. CPC to advise on completion date of trail paving project.

Social Committee Report - Derby Day is set for May 2nd at the Clubhouse

Covenants, Conditions, and Restrictions (CCR) Revision Committee - AI reported in August they expect to have a preliminary draft for Board review. They are currently reviewing the definition of voting rights, in particular, for members who are not in good standing. Every effort will be made to reach a 2/3 majority for the changes. Real Manage reported the % would stay the same, however.

Treasurer Report - Barb reported balances will be reviewed in Executive Session.

Future Action Items:

1. **HOA Boat Slip Rentals** - Amy - Dock slip numbering and signage - existing numbering at Dock A to be clarified and signage purchased if needed. Rental agreement and cover letter to be sent to Real Manage for distribution.
2. **Exercise Class** - Michelle – contact Allison Lee and advise on Clubhouse Rental for exercise classes.
3. **Errors in RM Billing** - Barb – set up a meeting with Real Manage to resolve billing issues for March.
4. **ARC Guidelines revision** - Barb – send Henry request to update ARC revisions with Date and Rev #.
5. **Trail Paving Project** - Barb – obtain status of trail paving project and completion
6. **379 Whisper Lake Construction** - Mel – request ARC send 15 day notice
7. **Clubhouse Repairs and Lock Upgrade** - Mel – need status of crash bar repair, and code lock at Clubhouse

Executive Session began approximately 12:00pm

Return to Regular Session at 1:00pm and meeting adjourned

Next meeting: May 18 2026 9:00am