

Heron Bay Board of Directors Minutes
Monday, June 15, 2026

- Meeting called to order and determination of Quorum at 9:04am
- Board Members present: Melanie Munn, Al Camp, Michelle Ruby, and Barb Lippert
- Also in Attendance: Ashley Miller (Real Manage Homeowners' Association Representative), David Ruby, Henry Munn, and Pat Morgan
- Phone Call-in: None
- Motion made and seconded to approve agenda. Motion carried unanimously.
- Motion made and seconded to approve the May 18, 2026 meeting minutes by email. Motion carried unanimously.

Oral Communications to Board: Pat Morgan expressed appreciation for the Architectural Review Committee (ARC), noting the committee's prompt review and approval of his recent roof color application, which was completed within 24–48 hours. Pat also shared concerns regarding RealManage's customer service. Speaking on behalf of neighboring property owners Kelly and Melissa Cressman, he reported that they had not yet received a gate access code and, as a result, have been relying on Pat to provide access to the community. Additionally, Pat proposed a potential cost-saving measure for the Association. He suggested that owners of undeveloped lots who do not intend to build be assessed an additional fee to help offset the cost of mowing the easement areas adjacent to their properties. He noted that this could help reduce the Association's overall landscaping expenses. In response, the Board explained that the landscaping contract covers mowing all common property for the benefit of the community, and it was the consensus that having homeowners maintain selected easement areas would not provide significant cost savings and could complicate the contractor's mowing operations.

Unfinished Business:

- a. **Review Action Items** - As noted during the May Board Meeting, a review of outstanding action items from previous meetings was completed in preparation for the June meeting. Prior meeting minutes were reviewed to ensure continuity of Board business, and the following completed and outstanding action items are recorded for the Board's review and official record.
 - i. **Incomplete Action Items** -
 - 1. **2027 Budget** - Barb would like quotes.
 - a. postage, Bill attorney fees big ticket items for 2027 budget (CCR Collections, & other)
 - b. Amy wants to consider costs for renewals and updating the website and infrastructure. Amy proposes we have an approx. \$8,000 budget for website upgrade. Current Network Solutions host for website. Domain name charge, website hosting, storage for files behind the website, 3-4 email accounts there.
 - c. Look ahead at the Reserve study...in the coming year we will need to identify items in need of replacement.
 - d. Follow-up with CCR about proposed budgets.
 - 2. **Camera Monitoring** - Al will coordinate with David to evaluate installing cameras as a long-term solution for monitoring the boat storage area and debris pile.

Heron Bay Board of Directors Minutes

Monday, June 15, 2026

3. **Property Spreadsheet** - Michelle and Amy will begin developing and verifying a comprehensive spreadsheet of all property/lot owners for Association records. Ashley will send her spreadsheet data.
4. **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.
5. **HOA Boat Slips** -
 - a. Amy - Dock slip numbering and signage - existing numbering at Dock A to be clarified and signage purchased if needed.
 - b. Michelle - Working with Ashley at Real Manage to update the spreadsheet of ownership and contact information for all boat slips at community docks.

ii. Completed Action Items:

1. ✓ Ashley confirmed a credit was issued on 6/5/26 for \$2040 to correct Real Manage billing errors.
2. ✓ Ashley confirmed that adding new property owners to the Cellgate call box and removing former owners and outdated personal codes is a working process.
3. ✓ Ashley confirmed there is a checkbox to automatically delete the gate codes after one year (with a January 31st expiration). RealManage will annually verify that local emergency service providers have current gate access codes.
4. ✓ Michelle will keep data private and help connect the dots between homeowners to help solve the problem of Temporary Boat Slip Usage.
5. ✓ Mel received CPC's quotes for 2027 landscaping needs.
6. ✓ Amy completed the rental agreement and cover letter and it was sent to Real Manage for distribution.
7. ✓ Michelle reviewed and removed outdated members from the community Facebook group.
8. ✓ Michelle Ruby shared a one pager of "Tree Removal Contacts" for RM to include with a downed tree letter.
9. ✓ Ashley verified the violation process and began once per month inspections as per our contract.
10. ✓ Barb sent final ARC Guidelines to Henry Munn for date/version finalization to become part of our documents.
11. ✓ Trash Service for Neighborhood needs too many homeowners to offer a discount. Homeowners will continue to manage this process individually.
12. ✓ Michelle contacted Allison Lee and advised Clubhouse Rental for exercise classes.
13. ✓ Barb set up a meeting with Ashley and Keri to discuss March bills and finalized that Real Manage still owes us a credit.
14. ✓ Trail Paving Project has been completed.

Heron Bay Board of Directors Minutes
Monday, June 15, 2026

15. ✓ ARC sent a 15 day notice to 379 Whisper Lake and construction is underway.

Reports:

Architectural Review Committee (ARC) Report - Report given by Henry Munn, ARC chairperson. Henry stated we are in need of one new person on the ARC. He also stated that all progress on properties has been updated in the ARC minutes.

Common Property Committee (CPC) Report - Report given by David Ruby, Chairperson to the CPC. The exit gate is currently operating properly after silicone was applied to prevent the safety eye from becoming misaligned. The entry gate required replacement of its router.

Clubhouse Repairs - Clubhouse maintenance updates included ongoing repairs to the front door crash bar, with additional locksmith services needed. David researching back door lock replacement. David met with ButterflyMX regarding the rear door lock; however, because the Association already utilizes CellGate for gate access, ButterflyMX recommended remaining with the current system. CellGate has been contacted for additional information. The Board also discussed a previously approved clubhouse lock replacement project and noted that exterior shutters are in need of repair. The clubhouse septic system is scheduled to be pumped. Trail repairs have been completed. The Board discussed including contract provisions in future vendor agreements that address project completion timelines and potential penalties for delays. Dock maintenance updates included the repair of a broken brace on Dock C and the installation of cleats on the ends of Docks B and C. The Board confirmed its plan to pressure wash the docks every other year and continue replacing one dock at a time while salvaging usable boards for future repairs. A Board site visit will be scheduled to evaluate dock numbering and signage needs. The Board ratified the approval of new signage for the boat ramp, pickleball courts, and debris pile that had previously been approved by email. The boat ramp sign will be revised to include the wording, "by owners or contractors." The Board also reviewed the cost of replacement gate remotes. Following clarification from RealManage regarding corrected pricing, the Board approved increasing the homeowner replacement fee to **\$40 per remote**, which includes shipping costs. 2027 Budget will include: Ward's Farm and Landscaping \$48,384/year (\$1,404 increase from 2026), Extra contracted services like tree trimming, mulch, roundup, etc. will be an additional \$18,000/year (est. \$2,700 increase from 2026). Total estimate \$69,384 (\$4,104 increase from 2026).

Social Committee Report - Report given by Michelle. Summer Kick-Off Outdoor Movie Night was so much fun! We watched The Sandlot, ate homemade ice cream, popcorn, and visited with neighbors. We are gauging interest for a Scavenger Hunt in August. Mark your calendars for Sept. 26th to celebrate Good Neighbor Day with a 5K Walk/Run on our newly paved walking trails and end up at the clubhouse for chili cook-off gathering.

Covenants, Conditions, and Restrictions (CCR) Revision Committee - No meeting this month due to scheduling conflicts. New meeting scheduled for June 22nd. Nothing new to report.

Heron Bay Board of Directors Minutes
Monday, June 15, 2026

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. Barb suggested maybe spending the money on a new reserve study for 2027. She is actively working on the 2027 Budget.

Future Action Items:

1. Approve the May Meeting Minutes by email.
2. Does our website reflect the new updated ARC guidelines or still 2025 version?
3. Michelle, post a Facebook Reminder for the July HOA Assessment due July 1st.

Executive Session began approximately 10:46am.

Return to Regular Session at 12:42pm and meeting adjourned.

Next meeting: July 20, 2026 9:00am