

Heron Bay Board of Directors Minutes

Monday, February 16, 2026

- Meeting called to order and determination of Quorum at 9:00am
- Board Members present: Al Camp, Barb Lippert, Michelle Ruby (call-in), Amy Zaremski
- Also in Attendance: Ashley Miller (Real Manage Homeowners' Association Representative)
- Phone Call-in: David Pegram, Todd Wade, Shawna Hughes (Real Manage Representative)
- Motion made and seconded to approve agenda. Motion carried unanimously.
- Motion made and seconded to approve the January 19, 2026 meeting minutes. Motion carried unanimously.

Oral Communications to Board:

- **US Coast Guard Auxiliary Recognition:** Moses "Top" Pettigrew and Tom Earnhardt, representing the U.S. Coast Guard Auxiliary (Flotilla 054-26-07, Badin Lake), presented a plaque to the Heron Bay community in appreciation for use of the clubhouse for their monthly meetings. The Board expressed appreciation for the recognition and their service to the lake community. A Boating Safety Class is scheduled for **May 2, 2026**. Additional details will be shared once available.
- **Pickleball Court Barrier Request:** A proposal was presented for a 100-foot barrier system (three pre-assembled nets) at a cost of approximately \$960. Suggested storage location would be to the left of the clubhouse and secured to fencing or trees. The Board will discuss approval during the Executive Session.

Unfinished Business:

- Short-Term Rental of HOA-Owned Boat Slips:** The Board reviewed guidance from the Association's attorney regarding leasing HOA-owned boat slips. The attorney advised that leasing is permissible if reasonable and in the best interest of homeowners, and if properly documented. The Board approved moving forward with drafting a lease agreement for HOA-owned slips (excluding the two clubhouse dock slips).
- Trash Service – Single Source Billing Option:** The Board revisited the potential for RealManage to manage a single monthly trash billing for interested homeowners, with charges added to individual HOA statements. Implementation would require establishing a new billing rule, similar to boat slip charges. Allegiance Trash indicated they may offer an additional discount for consolidated billing. The Board will continue reviewing administrative feasibility and cost implications.
- ARC Guidelines – Propane Tanks:** The Board discussed clarifying Architectural Review Committee (ARC) guidelines regarding vertical and horizontal propane tanks to eliminate ambiguity. ARC will revise language and circulate draft for approval via email.
- Gate Codes (Purge and Delivery Access):** The Board discussed gate code management, including Amazon delivery access and the possibility of purging outdated codes. RealManage can generate a report of all existing codes. It was agreed to develop a plan to: Delete outdated contractor and realtor codes, Define "temporary" codes and establish expiration parameters, Communicate to homeowners that temporary codes will expire, and send a reminder email for owners needing to request new codes.

New Business:

- New Attorney Discussion:** The Board discussed obtaining a community "shell" document to assist the CCR Rewrite Committee and reviewed follow-up questions raised by the attorney during the prior Zoom call. Approved unanimously to obtain Kirk Palmer & Thigpen, P.A. as our new attorney to handle all HOA business. William B. Hamel is representing us.
- Energy United – Billing Review:** The Board will review HOA utility billing and rate changes with EnergyUnited. Energy efficiency was discussed, including ensuring clubhouse windows close properly to manage heating and cooling costs.

Reports:

- **Architectural Review Committee (ARC) Report** - Report given by Henry Munn, ARC Chair. Henry Munn gave his report during the unfinished business portion of the meeting.

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- Common Property Committee (CPC) Report - Report given by Michelle Ruby. Asphalt replacement has begun on the walking trails. Community notice has been sent regarding avoiding construction areas. CPC is reviewing quotes for Dock A Walkway brick replacement (Daniel's quote \$2,200). Anticipated replacement cycle every 4–5 years. In the Boat Storage Area, 30 railroad ties were replaced; remaining ties scheduled this week. Signage under review to clarify brush pile guidelines. Work to begin within two weeks on Guard Rail Replacement. Community notification will be sent once dates are confirmed. RealManage has contacted the property owner for the downed tree on Heron Bay Drive and is awaiting cleanup. If there is no response, billing will proceed in accordance with violation procedures. Future similar matters will be handled directly by RealManage. RealManage will notify the community requesting information regarding the Light Pole Damage incident. Repairs are pending clarification from EnergyUnited regarding costs. The HOA insurance deductible is \$1,000. Next steps will be determined upon receiving additional information.

- 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 - Report given by Al Camp, Board Liaison to the CCR. The committee held its initial meeting and requested Board input on key topics ("hot button items") to ensure comprehensive review. Topics include: Pets and leash policies, Fencing (including invisible fencing). Parking (grass and shared docks), Short-term rentals, Political signs and flags, Exterior lighting, Open fires, and Solar technology. The committee anticipates presenting draft concepts at the March meeting for attorney review. The board discussed establishing a dedicated heronbay.org email address, but Emails communicated out would need to be sent from RM or 4U2Contact. The committee is considering: Creating a FAQ page and drafting an email to communicate the revision process to homeowners and request feedback. A preliminary budget estimate for the CCR revision process is \$15,000.

- Treasurer Report - Barb Lippert provided an overview of account balances for Debit Card, Reserves, Operations & Money Market Accounts. Committees must notify the Treasurer of purchases exceeding \$1,000. Pending cost projections: light pole repair, trail repair (50% deposit paid), and guard rail replacement.

Future Action Items:

1. Amy Zaremski will research information and coordinate with legal counsel to draft a proposed lease agreement for HOA-owned boat slips (excluding the clubhouse slips) for Board review.
2. Barb Lippert will follow up with Shawna to obtain a full gate code report, coordinate deletion of outdated contractor and realtor codes, and research the best process for delivery driver gate codes.
3. Al Camp will follow up with the HOA attorney to obtain a community "shell" document to support the CCR rewrite process.
4. Michelle Ruby will contact David Printy, Kevin Thortsen, and Brad McClain 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. Michelle Ruby will follow up with Bonnie Gotbaum to determine whether a developer easement exists for the walking trail.
6. Amy Zaremski will revise the mailing we send regarding downed trees for Real Manage to use going forward.
7. Michelle Ruby will follow up with David Ruby to provide a one pager of "Tree Removal Contacts".
8. Michelle Ruby will begin developing and verifying a comprehensive spreadsheet of all property/lot owners for Association records.
9. Barb Lippert will contact Energy United to clarify invoice details and charges.
10. HOA Board needs to determine the annual meeting notice should be sent by which date? (September?)

Executive session began at approximately 11:58am.

Return to Regular Session at approximately 12:30pm

The February HOA Board Meeting was adjourned at approximately 12:30pm

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