

TOWER LAKES HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting November 19, 2025

CALL TO ORDER:

The meeting was called to order by Board President Mark Wilcheck at 6:01 PM.

ROLL CALL: The following Board members were present: Mark Wilcheck—President, Dave Damron—Vice President, Chris Baldasare—Secretary & Variances, Pat Lapczenski—Treasurer, John Grove, Marilee Kastran, JoAnn Baker, Gary Proietti; Guests present: Fred Shaffer, 1629 Cape Cod Dr., Bldg 53

APPROVAL OF AGENDA:

A motion was made by Gary Proietti to approve the agenda, and the motion was seconded by Marilee Kastran. The motion carried.

APPROVAL OF MINUTES:

October 22, 2025 Meeting Minutes: The minutes were approved with a motion by Pat Lapczenski seconded by John Grove. The motion carried.

REPORTS

Financial Report: Pat Lapczenski—August financial reports, emailed to all board members prior to the meeting. Key highlights include:

- 5.59 months of operating cash; 8.67 with CDs
- CD matured on October 31st for \$104,000 with Prudential, rolled to money market
- \$110,000 reinvested in 12-month CD earning 3.6%
- CD set to mature on December 10th for \$125,000
- CD matured November 6th for \$79,000; CD sitting in money market due to upcoming insurance payment due by end of the month
- Insurance bill expected ballpark around \$103,000 by end of month
- Previous year had 38% insurance increase, this year 7% expected for a total of 45% to 48% increase in two years
- Two CDs coming up for renewal in February (9th, 13th)

- Thompson Elite paid \$26,000 for multiple months plus fertilizer (Board noted delay by vendor submitting invoices for payment)
- November snow bill received for \$6,000 - contract needs review before approval

The financials were approved with a motion by John Grove seconded by Mark Wilcheck. The motion carried.

Public participation:

- Guests present: Fred Shaffer, 1629 Cape Cod Dr., Bldg 53

COMMITTEE ASSIGNMENTS:

Variances: Chris Baldasare

- Presented three variances for approval: two for windows and one for pod delivery—all approved by Board after review
- Chris followed up with unit owner and explained their variance request approved by Board without the firepit component due to Ohio Law / City of Mansfield / EPA regulations of 25ft rule from all structures
- Research ongoing for fire pit policy – portable solo stoves recommended
- Chris noted that Callahan Doors & Windows is licensed, registered and follow TL Rules & policies
- Chris noted that Pella window vendor from Cleveland attempted improper replacement method.

Farmhouse: Marilee Kastran

- Due to rising costs, rental rate increase approved from \$35 to \$50 per day effective January 1, 2026 with a motion by John Grove seconded by Pat Lapczynski. The motion carried.
- One person already paid for January – will be grandfathered at old rate of \$35
- Christmas decorations and lights discussion for Farmhouse and front entrance - red floods suggested for corners of Farmhouse & garland front wall, hooks already installed
- Craft show successful

Landscaping/Mowing: John Grove

- Final mow scheduled for completion 11-20-2025
- Contract terminated with previous vendor effective December 1, 2025
- Liberty Landscaping taking over December 1, 2025.

Snow Removal: Dave Damron/Mark Wilcheck

- Contract being finalized - delivery expected Friday
- 194 units total (corrected from 188)
- Fixed monthly payments for entire year
- Breakdown: farmhouse/streets (1-inch threshold), driveways (2-inch threshold)
- Liberty will provide monthly service reports
- New \$100,000 snowblower / tractor equipment purchased by vendor specifically for Tower Lakes
- Snowblower works backwards, blows snow to sides to reduce drifting
- Equipment will be kept on-site

Beautification: JoAnn Baker

- Final fall cleanup was completed. Huge thank you to the beautification team for all their hard work
- Landscaping waste recycling generated \$225 net for tree fund
- Liberty offered spring on-site yard waste collection service with cement barriers for collection
- Shutter inconsistency discussion - end units vary, policy clarification needed. Unit Owner responsibility to maintain shutters per bylaws

Website: Dave Damron

- 549 site sessions, actively used
- Contact form operational - sends emails to designated board members
- Updated directory needed for new residents, email changes, removal of residents that have passed away or moved
- New site more secure and easier to navigate

Social Committee: JoAnn Baker

- Meet and greet for new members December 14th, 2:00-4:00 PM
- Comedy night December 31st at 7:00 PM
- Social committee meeting December 17th

TL TIMES: Gary Proietti

- Draft ready for review
- Printer upstairs needs toner (color and black/white)
- Email distribution preferred – only 21 residents without email
- Lori Brubach volunteered for hand delivery to non-email residents

Neighborhood Watch: Gary Proietti

- No report

Trash: Mark Wilcheck

- Multiple extra pickups occurring
- Issues getting smaller receptacles
- Mattress & boxspring disposal \$20, chair and other items \$60
- Board recommended Gary add to TL Times a reminder residents to consider donating furniture if in good condition

Liaison with Hunsinger Builders: Pat Lapczenski

- Brandon's units: 1224 Kittery Court (tentatively scheduled for completion December 31st, 2025), 1222 Kittery (February/March - 2026), 1223 Kittery (April/May - 2026)
- Another unit sale in negotiation for July completion
- No movement on spec houses
- Buckeye Siding to handle repairs when spec homes are sided

Old Business

Farmhouse Parking Lot Concrete Repairs

An additional 358 square feet of concrete required repair due to deterioration. The scope of work included:

- Removal of the damaged concrete
- Installation of 3/8-inch rebar to ensure structural integrity and proper load transfer between existing and new concrete
- Application of a professional brushed finish

The board approved \$5,400 for D&R Concrete Solutions, bringing the total project cost to approximately \$13,000, funded from the common area reserve. The motion was made by JoAnn Baker and seconded by Chris Baldasare. The motion carried.

Bylaw Updates

- Packets distributed, votes due December 10th
- Legal representation will answer questions at meeting
- Board members not to provide legal interpretations
- December 10th bylaw vote meeting - three board members required

New Business

Budget Planning 2026

- Preliminary expenses projected at \$380,000 (vs current \$326,000)
- Major increases: insurance - 45% to 48% increase in two years and vendor services increasing
- Insurance breakdown needed between farmhouse and general policy
- Potential dues increase
- Different dues structure proposed for singles, doubles, quads based on insurance costs -- future condo builds will only be singles and doubles
- January budget meeting scheduled

Gift Card for Outgoing Treasurer

- Gift card for Melanie approved with a motion by Mark Wilcheck, seconded by John Grove. The motion carried.
- Recognition for 12+ years of service

NEXT MEETING:

The next Board meeting will be held on Wednesday, December 17th, 2025, at 6:00 PM at the Farmhouse.

ADJOURNMENT:

- There being no further business, the meeting was adjourned at 8:32 PM with a motion by JoAnn Baker seconded by Pat Lapczenski. The motion carried.