

TOWER LAKES HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting October 29, 2025

CALL TO ORDER:

The meeting was called to order by Board President Mark Wilcheck at 5:35 PM.

ROLL CALL: The following Board members were present: Mark Wilcheck, JoAnn Baker, Chris Baldasare, Dave Damron, Marilee Kastran, Pat Lapczenski, Gary Proietti Guests present: Melanie Riggleman

APPROVAL OF AGENDA:

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

EXECUTIVE SESSION:

Board President Mark Wilcheck at 5:36 PM enter Executive session.

A motion was made by Pat Lapczenski at 6:26 PM to exit Executive session, and the motion was seconded by Board President Mark Wilcheck. The motion carried.

Approval of Resignation and Nominations

- September 17, 2025 Melinda Kunkel Resignation: Motion by Dave Damron to accept the resignation of Melinda Kunkel, seconded by JoAnn Baker. The motion carried.
- Board President Mark Wilcheck opened nominations for the vacated Secretary position. Board member Chris Baldasare is nominated by Dave Damron for the vacated Secretary position and finish term and seconded by Pat Lapczenski. The motion carried.

APPROVAL OF MINUTES:

- September 17, 2025 Meeting Minutes: The minutes were approved with a motion by Dave Damron, seconded by Gary Proietti. The motion carried.

REPORTS

Financial Report:

Pat Lapczenski presented the August financial reports, which were emailed to all board members prior to the meeting. Key highlights include:

- noting 5.67 months of operating cash as of the end of September, increasing to 8.44 with the CD.
- Motion by Gary Proietti to accept the August financial reports, seconded by Marilee Kastran. The motion carried.
- Discussion on the interest rate for the CD maturing in October, with options from Huntington, Prudential, and Mechanics.
- Motion by Dave Damron to accept the August financial reports and invest in a 12-month term at 3.6% with Prudential, seconded by Pat Lapczenski. The motion carried.

Public participation:

- Melanie Riegelman addressed the board about damaged siding on her condo, attributing it to mowers. She has a \$150 bill from Buckeye Siding for repairs, requests reimbursement for the \$150 bill.
- Board President Mark Wilcheck mentioned two other homes with damaged siding and plans to contact Buckeye Siding to address the issue.
- Discussion on taking pictures of siding before 2026 mowing season starts to document any damage.
- Melanie shared feedback from residents about the spectrum project. The board agreed to consider the feedback for discussions on the spectrum project.

COMMITTEE ASSIGNMENTS:

- Variances: Chris Baldasare presented seven variances for approval: Tree removal request & landscaping; Roof replacement, Common area, Invisible pet fence, windows replacement, flagpole, deck staining; Five requests were approved as presented. Windows replacement variance was approved with Board members meeting in-person with the unit owner and installation company to review and ensure compliance with TL HOA policy--must be new construction windows--NOT replacement windows, must match exact current window style, color, etc. Landscape variance request approved without the firepit component per Ohio Law / City of Mansfield / EPA regulations.
- Policy to standardize porch ceiling fan installations was signed.
- Hunsinger Builders recommended updating the variance request form to include adjoining property approval to match City of Mansfield zoning.

Farmhouse: Marilee Kastran reported that the parking lot work was completed with vehicle access inaccessible for approximately 3 weeks, walking access will remain available.

- New keypad dead bolt installed at entry
- Old kitchen lights replaced with new LED lights
- Grill “guts” replaced - Thank you Dave Damron & Gary Crawford

Lawn Care: Reported by John through letter noting the end of the 25-mowing season.

- Discussion about 25/26 snow removal and the need for a different vendor.

Beautification: JoAnn Baker reports Beautification Committee is doing a great job. Recent project included mulching around the gazebo on Nantucket.

- Checking for lights that are out and the need for residents to address them. Board notes that the city confirmed it is a city ordinance for yard light to be on. Unit owners required to maintain working yard light.

Website: Dave Damron reports new password protected site more secure and easier to navigate. A few areas under construction.

- Recommends updating password for ongoing security and protection of the community.

Social Committee: Upcoming events include monthly meeting November 8th, Breakfast Nov 15 - \$7.00, tentative meet and greet in December, Comedy night December 31st - John Grove w/ side kick Fred

TL TIMES: Gary Proietti emailed draft to Board members prior to meeting for review. Gary recommended emailing newsletter, putting on TL website and printing a few to put in the Farmhouse and delivering to Unit Owners that don't have email.

Neighborhood Watch: Gary Proietti met with Joe to continue discussions on security cameras.

Trash: Mark Wilcheck reported a recent increase in extra trash pickup requests (items that don't fit in receptacle).

- Few requests for small receptacle - reviewing with Rumpke.
- Rumpke invoice continues to come in with errors - reviewing with Rumpke to correct.

Liaison with Hunsinger Builders: Emails regarding construction on Barrington and Kittery and Phase 4 pond (owned by Hunsinger Builders, LLC), were emailed to the community. The fallen wall on Cape Cod has been rebuilt. Construction traffic is using the new construction road. Two new spec homes are planned for Barrington.

Old Business

- Bylaw Amendments: TL - Attorney / Board Reviewed Bylaws and Review of Provided Documents. Motion made by Chris to move forward with the revised documents and the motion was seconded by Gary; motion carried.

- Lawn Care - Review and Discussion of Bids Received - Motion by Gary to award bid to Liberty two-year contract starting December 2025 for lawn, snow removal, mulching, landscaping and fertilization, and seconded by Pat Lapczenski. The motion carried. Termination letter will be drafted and sent to current vendor.
- AED - Ordered - Arrived - Next Steps/Training - Install - Training
- Insurance Rates - Renewal and Rates Pending from Hamilton; confirmation of addition of Directors & Officers coverage to every building policy (Corporation)
- Tree planting update – Tree planting in Phase 4 completed November 3rd and look great.
- Gazebo in Phase 4 - Meet with Hunsinger Builders for an update on their plans to provide a gazebo in Phase 4 or Phase 5.

NEXT MEETING:

The next Board meeting will be held on Wednesday, November 18, 2025, at 6:00 PM at the Farmhouse.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 9:01 PM.