

TOWER LAKES HOMEOWNERS ASSOCIATION

Minutes of the Board of Directors Meeting September 17, 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, JoAnn Baker, Chris Baldasare, Dave Damron, Marilee Kastran, Melinda Kunkel, Pat Lapczenski, Gary Proietti
Guests present: Bruce Messer, Dave Kunkel, Karen Gillispie

APPROVAL OF AGENDA:

A motion was made by JoAnn Baker to approve the agenda, and the motion was seconded by Mark Wilcheck. The motion carried.

APPROVAL OF MINUTES:

- July 29, 2025 Annual Meeting Minutes: The minutes were presented for approval. A motion was made by Dave Damron to approve, and Marilee Kastran seconded the motion. The motion carried.
- July 29, 2025 Election of Officers Minutes: These minutes were approved with a motion by Marilee Kastran, seconded by Chris Baldasare.
- August 13, 2025 Meeting Minutes: The minutes were approved with a motion by Mark Wilcheck, seconded by Gary Proietti. The motion carried.

1. REPORTS

Financial Report:

Pat Lapczenski presented the August financial reports, which were emailed to all board members prior to the meeting. Key highlights include A Certificate of Deposit (CD) is scheduled to mature next month (October). Current operating revenue provides funding for 5.6 months of operations without the CD, and 8.6 months with the CD included.

Discussion regarding the expenses reported by the Social Committee. As the committee is intended to be self-sufficient and should not exceed the balance of its designated fund, it was clarified that its income and expenses should not be reflected in the statement of activities. Instead, these transactions should be recorded within the Social Committee's dedicated fund on the statement of financial position (balance sheet) and not included in the statement of activities. A request was made to receive a monthly list of issued checks. A motion to approve the financial report was made by Melinda Kunkel and seconded by Mark Wilcheck. The motion carried.

2. GUEST PRESENTATIONS: No public participation this month.

3. COMMITTEE ASSIGNMENTS:

Variances: Chris Baldasare presented the following variances for approval: Tree removal request; Multiple deck staining requests; Porch ceiling fan request; Upper arch window leak replacement; All requests were approved. Additionally, a proposed policy to standardize porch ceiling fan installations was presented.

Farmhouse (Marilee Kastran): Parking Lot Work: Scheduled to start on October 13, 2025, with completion expected within that week. The parking lot will be inaccessible for approximately 3 weeks, walking access will remain available. Communication has been sent to card players and social event participants, Bunco, etc. to park on the street and walk on grass.

Lawn Care: Reported by John through email. The lawn crew edged and mowed the front ditch by Straub, trimmed around the front pond, and addressed other neglected areas. Due to dry conditions, no mowing occurred this week, and fertilization/weed control is on hold. The mulching and edging contract with Liberty runs through 2026. Plan to meet with Liberty to discuss avoiding severing internet cables. A bid sheet for the 2026 mowing season has been provided to Dave for review. Décor Concerns: Residents raised concerns about several permanent lawn decorations.

Website (Melinda Kunkel): Website reports were emailed to the board. There was a slight decline in site traffic for the month.

Social Committee (Melinda Kunkel): Upcoming events: Bunco: October 23, 2025; Breakfast at the Farmhouse: Rescheduled to November 15, 2025

Neighborhood Watch (Gary Proietti): Gary met with Joe to plan upcoming activities. No reports of mail theft. Two police cars have patrolled Phase 5.

Trash Contract: The Board has negotiated a new 3-year contract with Rumpke at \$13.50 per residence, which includes no fuel surcharge. A surcharge of \$442 was noted on the current bill and will be removed per the contract. Residents can request new bins (95 or 65-gallon). Rumpke offers recycling, but this would incur an additional cost, which was previously reviewed. A motion was made by Pat Lapczenski and seconded by Gary Proietti to approve the contract. The motion carried.

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

- Security Cameras: Researching options and pricing for 2026 budget.
- Bylaw Amendments:
 - Tower Lakes Attorney Firm recommended amendments to 1996 Bylaws to update them to 2025 standards. Motion made by Melinda Kunkel to have the firm draft recommendations for unit owner voting. Seconded by Dave Damron; motion carried.
- 2026 Insurance:
 - Hamilton Insurance expects 2026 rates by November. Insurance companies use multiple factors when setting rates.

- AED Purchase:
 - Motion made by JoAnn Baker, seconded by Chris Baldasare, to purchase an Automated External Defibrillator (AED) and approve payment from the capital reserve fund. Trainers for AED usage will be explored. Motion carried.
- Tree Planting:
 - City of Mansfield Shade Tree Commission approved tree planting locations. Bryan Wade to contact OUPS to flag locations. Planting scheduled for this fall. Residents will be asked to water the trees. Snow plowing company will be notified to avoid placing near new trees.

New Business

- Gazebo Relocation:
 - A resident requested moving the front lake gazebo to the Princeton/Barrington area. Moving costs could be high: crane (\$1,000-\$2,000/day), flatbed, landscape repairs, and impact on native yard grant plantings. A new gazebo priced at \$1,500 is an alternative. The Board will meet with Hunsinger Builders to discuss plans for a new gazebo in the Princeton/Barrington area.
- Public Participation Form: Public Participation Form: Created to ensure participants clearly communicate their questions or comments in writing, allowing Board members to read their exact words and minimize misunderstandings during meetings.
- Resident Request: The request was reviewed and determined to be for the resident's corporation, not the HOA.

6. EXECUTIVE SESSION:

The Board entered Executive Session at 7:58 PM. A motion to enter Executive Session was made by Pat Lapczenski, seconded by Chris Baldasare. The session ended at 8:24 PM, with a motion by Marilee Kastran and seconded by JoAnn Baker.

Fox Glen Trail update: Dave Damron reported that the \$60,000 required for the repaving of Fox Glen Trail had been raised, but an additional \$3,000 is needed for miscellaneous

expenses. A motion was made by Gary Proietti, seconded by Chris Baldasare, to donate \$1,000 from the HOA to the fund. The motion carried.

7. NEXT MEETING:

The next Board meeting will be held on Wednesday, October 22, 2025, at 6:00 PM at the Farmhouse.

Melinda Kunkel announced her resignation from the Board, effective at the end of September 2025. Her formal resignation letter will be submitted to Mark Wilcheck by October 1, 2025.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 8:38 PM.