

**Tower Lakes Owners Association
Board Meeting Minutes
June 17, 2026**

- 1. Call to Order** - 6:04pm - Mark Wilcheck—President, Dave Damron—Vice President, Pat Lapczenski—Treasurer, Chris Baldasare—Secretary & Variances, John Grove—Lawncare, Marilee Kastran—Farmhouse, Gary Proietti—Neighborhood Watch, Tower Lakes Times, JoAnn Baker—Beautification & Social Committee
- 2. Approval of the June Meeting Agenda** - Approved with a motion by Chris Baldasare / seconded by John Grove. The motion carried.
- 3. Approval of the Board Minutes**
 - a. May 20, 2026 Meeting - Approved with a motion by John Grove / seconded by Pat Lapczenski. The motion carried.
- 4. Treasurer's Report and Approval of May Financial Statements**
 - a. Approve the May Financials - Approved with a motion by Marilee Kastran / seconded by Gary Proietti. The motion carried.
 - b. Motion - Authorize the treasurer to combine \$21,000 cash from Park National with the \$79,000 Prudential money market to buy a \$100,000 CD - Approved with a motion by John Grove / seconded by Mark Wilcheck. The motion carried.
 - c. One CD to mature in July and another in November.
- 5. Public Participation** - Guests Attending - Guests are observers - Interaction with the Board is reserved for specific requests for items on the agenda.

John Porter - 1023 Princeton Trace
Fred Shaffer - 1629 Cape Cod Dr
- 6. Committee Reports**
 - a. Variances - Chris presented 13 new variances and 2 amended variances for review – emphasized deck inspections for older condos by a registered and licensed contractor. Revised Generator Policy for future installations - Generators must be located behind the unit or at the end of the unit. The contractor must complete the form for installation - Motion to approve the revised Policy #2022-03 Approved with a motion by Chris Baldasare / seconded by John Grove. The motion carried.
 - b. Exercise of Generator M-F 10:00 am to 3:00 pm Courtesy Motion - Approved with a motion by Dave Damron / seconded by John Grove. The motion carried.
 - i. Policy Numbering - Going forward, policy numbers will reflect the year followed by a sequential number for that year. The lone 2025 policy will be renumbered from 2025-06 to 2025-01 / Approved with a motion by Pat Lapczenski / seconded by Mark Wilcheck. The motion carried.
 - c. First Reading of the Following Policies:

- i. *Introduction of Exterior Lighting Policy 2026-03 – First Reading 6/17/2026*
 - ii. *Introduction of Security Camera Policy – First Reading 6/17/2026*
- d. *Farmhouse - Marilee - New Gas Rate -*
 - i. *Locked in a lower Columbia Gas rate through Ohio Natural Gas at 0.5790 for 12 months, effective 6/14/26*
 - ii. *Glass for table delivered*
 - iii. *Requested newsletter reminders that the farmhouse door can be tricky to lock, the smart thermostat should not be turned off, and the farmhouse is non-smoking inside and on porches, residents should not adjust the window lights*
 - iv. *Safety - Porch and entry lights now come on at dusk and off at dawn*
 - v. *Bookshelves on hold while IKEA options are being evaluated*
- e. *Lawn Care - John*
 - i. *Liberty fertilization/herbicide was applied and working. Compliments were received regarding the appearance of the edging.*
 - ii. *A couple of residents asked if cutting direction could change from week to week.*
- f. *Snow Removal - Dave & Mark - N/A - Mailbox damaged at 1645 Nantucket.*
- g. *Beautification - JoAnn*
 - i. *Tree in front of the Farmhouse is dead and has been scheduled for removal (Chris to complete variance)*
 - ii. *Shutters list to Brandon - Reported 22 sets of shutters painted in the past month and several doors repainted, including the Farmhouse and neighboring units*
 - iii. *Condo address numbers on front doors - 12 addresses have missing or unreadable numbers, including brass/faded examples and one "welcome" placard that does not show an address. Develop a policy communicating the Mansfield Codes and Permits Ordinance requiring address numbers, standardizing their appearance, and requiring owners to replace numbers following painting or door replacement.*
 - iv. *Mailbox numbers: Several mailboxes have missing, faded, or unreadable numbers. Emergency responders use these numbers to locate units, creating a safety concern.*
 - i. *Safety and Security Awareness, Annual Meeting, TL newsletter, Building Rep Mtg., etc.*
- h. *Website - Dave*
 - i. *The event section is now live and supports RSVPs with confirmation and reminder emails.*
 - ii. *Board emails should be limited to avoid spam concerns and resident fatigue.*
 - 1. *Informational*
 - 2. *Public Safety*

- iii. *Community News Section*
 - 1. *Selling items*
 - 2. *Business promotion*
 - 3. *TL Times articles could be moved to the website rather than printed in a separate newsletter, resulting in cost savings and more timely updates.*
 - iv. *Website updated regularly - Farmhouse calendar, residents go to the website to find out what's happening, print forms, review policies, etc. TL newsletter may eventually be phased out in favor of the website.*
 - v. *Fox Glenn Park walking trail paving scheduled completion by week's end.*
- i. *Social Committee – JoAnn*
 - i. *Events listed on TL website*
 - j. *TL Times - Gary - Reviewing*
 - k. *Neighborhood Watch – Gary N/A*
 - l. *Trash - Mark - Trash bin reconciliation with Tasha remains stalled; Pat has not heard back and may escalate to her supervisor - Continued bin requests are being emailed in, but delivery remains slow.*
 - m. *Hunsinger Builders Liaison – Pat N/A*

7. Old Business

- A. Spectrum Update –**
 - i. *Informational Update*
 - ii. *First month invoice paid*
- B. Security Camera Update**
 - i. *Review Security Camera Policy - 1st draft for review from KAMAN & CUSIMANO, LLC*
 - ii. *Signage - for community*
- C. Storm Damage Update**
 - i. *Update Insurance Claim*
 - ii. *Shutters - Damage - Replacement - Beautification - Progressing in the Community*

New Business

- A. Annual Meeting Preparation**
 - a. *Berean Church - Site Secured for August 4, 2026 at 6:00 PM*

- b. Prepare PowerPoint presentation - Dave and others are working on it.*

- i. List of Accomplishments - Preparing - Categorical*

B. Announcement of Interested Residents for Board Nominations

- i. The nomination notice, candidate procedures, and Annual Meeting notice will be distributed by Monday, June 22, with completed forms due by July 10.*

C. Front Fountain/bubblers - Discussion and Pricing

- i. Residents' concerns regarding algae led to discussion of fountains/bubblers for the front pond*
- ii. Board noted a resident volunteer had been throwing chemicals into the pond from a Jon boat, creating a safety and liability issue*
- iii. Leasing could be an option because it includes maintenance and chemical handling*
- iv. Tabled until next year to allow for more research*

Tower Lake Meeting Schedule

- a. The Board will meet on the third Wednesday of each Month - 6:00 PM at the Farmhouse**
- b. Next Meeting Date**
 - i. July 15, 2026*

8. Adjournment -

- a. Motion at 8:42 PM by Pat Lapczenski / seconded by JoAnn Baker. The motion carried.*

~Chris Baldasare, Secretary
6/17/2026