



Homeowners Association Board of Trustees – Quarterly Meeting

Date: 15-Apr-2026 Time: 7:00

Location: 2078 Lincolnshire Drive

Attendees: Trustees: Megan Randall, Denise Lunsford, Alison Heskett

HOA Members: Andy Pope, Stevn Selm

Non-HOA Member: Rachel Gebhart-Apple Management

- **Secretary Report** [Denise Lunsford]:
 - No meeting minutes to review and approve
 - Meeting started at 7:02pm
 - Accounting and Banking: Current bookkeeping in QuickBooks by an external accountant will be completed through recent months (January–April), balanced to bank, and the QuickBooks output/history will be shared with Apple for reference. Apple does not use QuickBooks; CINC includes full accounting. Board members will have 24/7 portal access to key financials (e.g., income vs. budget, balance sheet).
 - Delinquencies and Collections Status: 401 homes total; only three accounts need follow-up: one owner paid 2026 but still owes 2025; one owner owes 2024–2026 and is unlikely to pay; one appears to have forgotten 2026. Plan: Knock-and-collect on the two likely-to-resolve accounts; refer the chronic nonpayer to the attorney to place a lien. Prior invoices already warned of potential lien. Mailing/address accuracy issues this year due to mail carrier change and county records mismatches. Denise has corrected street suffixes; Apple will continue research on any returns.
 - Website and Email Hosting Current vendor Next Wave (website/email) is difficult to use. The board plans to move back to GoDaddy for website and email hosting. Apple/CINC provides the HOA portal but does not host the public website or board email. Board will publish Apple's manager email contact on the website for homeowner inquiries.
 - Annual garage sale: Neighboring HOA (Hunters Point) requested avoiding the same weekend as theirs (June 17–19). Hunters Ridge will target the first weekend of June (ThuSat, June 4–6; Sunday optional per household). Denise will post on Facebook to confirm interest and seek a volunteer organizer; if none, Denise will organize. Existing HOA signs will be reused with updated lettering.
 - Current vendor Next Wave (website/email) is difficult to use. The board plans to move back to GoDaddy for website and email hosting. Apple/CINC provides the HOA portal but does not host the public website or board email.

President Report [Megan Randall]:

- Apple Management
 - Effective date: June 1. Board widely supportive; community receptive with questions on costs. Initial data handoff to Apple Management (Rachel Gebhardt)

to begin June 1.

- Denise to send updated homeowner spreadsheet (including recent sales and rental mailing addresses) by week's end; board to send all contracts and renewal dates.
- Onboarding process: Apple will upload residents (names, addresses, phone numbers, emails), financials, and any delinquency data into CINC (pronounced "Sync"), Apple's management/accounting platform. Apple will research any undeliverable mail.
- Welcome packet: Apple will mail and email a packet explaining payment options and how to register for the CINC portal. The board will review the packet before it goes out. Apple will request updated contact info and reassure owners their data will not be sold or misused.
- Homeowner communications/service: Homeowners can email Rachel directly; CINC portal supports work orders. Apple will provide regular status updates to the board on issues (e.g., vendor damage claims) and will copy the board on developments.
- Vendor Management and Contracts Scope: Apple will manage existing contracts and re-compete them as appropriate (e.g., landscaping, pond maintenance, insurance). Apple will typically seek three bids with applesto-apples scopes and share all quotes with the board; decisions remain with the board. No kickbacks; vendors may bring "donuts," but recommendations are based on proven quality and fit.
- Potential savings: Apple will analyze the current budget and contracts for efficiencies (e.g., landscaping, insurance consolidation) and advise whether current monthly targets can be reduced while maintaining service quality.
- Homeowner/vendor damage handling: Apple will gather details and photos from the homeowner, contact the vendor, and coordinate resolution (e.g., replacement via vendor insurance), providing email updates to the board.

Apple - \$14,400/yr covers:

- All financial aspects
- Answer e-mails
- Realtor inquiries
- Attends 4 board meetings per year
- Minutes for \$25/meeting

- **Treasurer Report:**Denise Lunsford/Alison Heskett to take over

- Balance in account as of 4/15/2026: \$97,794.08
 - Amount does not reflect the \$660 deposit from Cheddar Up of 2025 dues rec'd in December.
- All bills getting paid and auto paid bills to be forwarded to Apple Management
- Status of CY 26 Invoices:
 - For 2026, Denise mailed out all Invoices and posted on Facebook. Initial invoice, mailed 28 Jan and was due 1 March. Denise added \$20 late fee to CheddarUp at beginning of March 2 for late payments (IAW para 6.01 of Article VI of the Declaration)
 - Follow-up invoices mailed 3/2/2026 and 4/1/2026.
 - Those 2nd and 3rd invoices for 2026 included late fee IAW para 6.01 of Article VI of the Declaration; those owing more than one year invoice will include threat of lien.

- **Committee Updates:**

- Andy Pope, **Landscape Committee** chair

- Tree removal (Tree Inc.): 8 dead/declining trees along Beaver Valley removed; stumps ground. Cost: \$5,871.25. Denise to pay this invoice.
 - Mowing and grounds (Joe's Landscaping): 2026 contract totals \$28,998. First two cuts completed; retention (dry) pond cut once; first fertilizer applied April 1; spring cleanup completed; black-dyed mulch placed. Note: Mower wheels are wearing mulch at tree bases; board flagged this for vendor management.
 - Homeowner tree damage claim: A resident reported Joe's mower broke branches inside a tree canopy (photos show damage consistent with a zero-turn mower turning too close). Board authorized Andy to coordinate with Joe's immediately to resolve and update the board.
 - Spring tree maintenance and mulching (Beaver Creek Landscaping): Prior approval covered mulching for "all trees we put in last winter, older deciduous trees along the road, and a few evergreens with higher-trimmed limbs." Documentation references "65 trees." Estimates discussed included \$4,881 and approximately \$5,200; the current invoice is on hold. Board believes only new trees were mulched; deciduous trees appear unmulched. Action: Stephen/Andy to verify counts (how many mulched vs. owed) and provide specifics; do not pay until resolved.
 - Repairing areas after removals (Beaver Creek): Quote of \$2,097 to remove honeysuckle stumps properly, prepare soil, seed, and mulch disturbed areas (not simple raking due to stumps). Board inclined to proceed with repair only, after the mulching scope issue is resolved; new plantings deferred until finances are clearer, likely in the fall.
 - Possible entrance infill planting (Hunters Ridge Blvd sign): Vendor suggested two arborvitae plus a 'Prairie Fire' crabapple to fill a new gap; board deferred tree replacement until after repairs and budget review.
 - Property lines and mowing limits: HOA owns both ponds and certain strips; wetlands areas beyond backyard fences belong to Beaver Creek Wetlands and utility easements (e.g., pipeline/gas) and are not HOA-maintained. Access/terrain limits mowing behind some homes; Joe's does not mow far behind fences where it's unsafe or outside HOA property.

- Steven Selm, **Pond Committee** Chair

- Jones Lake Management 2025 services: \$8,877.33 total, including professional aquatic weed and algae control (~\$7,483) and aeration system maintenance (~\$1,000+). Contract does not include fish stocking.
 - Stocking discussion: Some recalled prior stocking; current understanding is ponds with aeration typically are not stocked. The 2024 and 2025 Jones contracts cover aeration and algae control; no stocking.
 - Service cadence: Aerator maintenance twice annually; first was recorded on June 4 last year; confirm that the second maintenance occurred. Chemical treatments generate board email notifications.
 - Steven proposes to solicit quote for Phase 2 in 2026; \$3K needs included in 2026 budget

- **Action Items:**

- All board members: Send Apple all current contracts, renewal dates, budget, and historical financials; begin sending homeowner data immediately. Denise to provide

- updated resident spreadsheet (including rentals' mailing addresses) by week's end.
- Rachel (Apple): Prepare management contract with correct term; send to Megan for signature and return. Prepare a welcome packet (mail and email) for board review; include payment options and data-privacy notes. Begin CINC setup upon receiving data.
- Banking/Accounting: Finish QuickBooks entries through recent months and share the file/history with Apple. Plan bank transition to Western Alliance; obtain bank checks from Fifth Third and ensure outstanding checks are clear. Update PO Box auto-pay card off Stephen's card.
- Delinquencies: Denise to knock on doors of two likely-to-resolve accounts. Refer chronic nonpayer (owes 2024–2026) to attorney Michael Miller for lien and demand letter.
- Vendor issues: Andy to contact Joe's regarding the homeowner's damaged tree, share photos, and seek remedy; provide board updates.
- Beaver Creek mulching invoice: Stephen/Andy to verify how many trees were mulched vs. the 65-tree scope; hold payment pending resolution.
- Ground repairs after removals: After mulching scope is resolved, proceed with the \$2,097 repair (remove honeysuckle stumps, soil prep, seeding, mulch). Defer new plantings at the entrance until finances are clearer.
- Pond/aeration: Confirm completion of last year's second aerator maintenance and continue tracking Jones service emails. Garage sale:
- Denise to post for volunteer organizer and set dates (June 4–6). Reuse HOA signs with updated letters.
- Website/email: Initiate plan to move public website and board email back to GoDaddy; list Apple manager contact info on the site.
- Miscellaneous Business:
 - Resident request post-tree removal (Daniel Hallock): Asked to replace removed trees or allow a 6-foot fence. Board will respond by email (not Facebook) that 6-foot fences are not permitted (consistent past precedent), that newly planted trees need time to grow, and note budget constraints after unexpected \$5,871.25 removal expense. Replacement plantings will be evaluated later.

Next HOA Meeting 6/24/2026 7:00pm - 2078 Lincolnshire Dr
 Meeting adjourned at 8:37pm