

**Cambridge Heights Homeowners Association
Board Meeting Minutes**

Date: June 24, 2025

Time: 6:00 p.m.

Location: <https://us06web.zoom.us/j/86157054057?pwd=WogaVL9QcaT0Vp7sGaaMJLFWYeG9KI.1>

Action Items

1. [Stacy: Create a side-by-side comparison of current insurance coverage versus new proposals, including deductibles, limits, and coverage details](#) -Done
2. [Stacy: Send 4 identified accounts to collections through Clint Brown](#)-Done
3. [Stacy: Contact Republic Remodeling regarding pool gate warranty and repairs](#) – -Done
4. [Stacy: Send email to residents about reissuing pool fobs for those who didn't receive them in the mail](#)-Done
5. [Stacy: Coordinate with Cruise for security camera router installation when parts arrive by Friday](#)-Done
6. [Steve: Review pool chemical logs and monitoring system once Tiffany shares the Google folder link](#)
7. [Steve: Update pool rules document to remove outdated email alias and clarify non-private party capacity limits](#)
8. [Steve: Talk to pool maintenance vendor Ian about pool chemical treatment schedule and shock treatment timing](#)
9. [Steve: Take pictures of the current pool furniture condition to help with decision-making on new furniture purchase](#)
10. [Steve: Send a detailed email proposal for new pool furniture options and pricing](#)
11. [Steve: Call former manager Troy to verify appropriate pool bather load numbers](#)
12. [Tiffany: Get the Collection and Enforcement Policy notarized](#)
13. [Tiffany: Create a shortcut to the pool chemical monitoring system in the pool committee shared folder](#)
14. [Cheryl: Complete end-of-June financial review within 2 weeks to determine if budget allows for new pool furniture purchase](#)
15. [Core Cora: Provide specifications on their proposed hydraulic gate system model](#)
16. [Stacy: Send email to Chris with maintenance committee tasks and contact information](#)-Done
17. [Stacy: Send pool maintenance company contact information to Steve](#)-Done
18. [Stacy: Send monthly pool access usage reports to Tiffany for analysis](#)
19. [Stacy: Post pool party photos on the community website](#)-Did not receive photos
20. [Stacy: Get quotes for removing dead trees along the passage](#)-Done
21. [Stacy: Add Maintenance Committee to future meeting agendas](#)-Done
22. [Stacy: Send a combined email requesting volunteers for both ACC and Finance committees after receiving the Finance Committee details from Tiffany](#)-Done

Summary

Attendees

- **Tiffany Howard**
 - **Cheryl Johnson**
 - **Jonathan Gould**
 - **Steve Lutukowski-Pool Committee**
 - **Chris Cole-Maintenance Committee**
 - **Stacy Knispel**, Community Manager
 - Members of the community were also present.
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Meeting Called to Order

- Tiffany Howard called the meeting to order at **6:00 p.m.**
 - A quorum was established all three Board members present via Zoom.
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Approval of Prior Meeting Minutes

- Tiffany moved to approve the minutes from the **June 10, 2025**, meeting.
 - Cheryl seconded the motion.
 - **Minutes approved.**
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Committee Updates

- **ACC Committee:** No updates currently. Need more volunteers
 - **Social Committee:** . They reviewed the recent pool party, which was successful,
 - **Welcome Committee:** No report.
 - **Maintenance Committee:** Chris Cole volunteered to be on the committee. Stacy will send him information and task
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Pool Committee

- **Steve presented a detailed report on pool maintenance needs, including concerns with the pool gate and other equipment issues that require attention.**
- **The team discussed a failure with the gate latch, where Steve explained the damage was caused by a protruding bolt that created leverage, eventually bending the metal over time.**

- The discussion revealed that the current gate closer issue may be due to weak materials or excessive gate weight. The current TB175 closers are functional but only allow the gate to open up to 90 degrees.
- Stacy is contacting the original vendor to pursue warranty repair options and has reached out to alternative vendors for solutions, including heavier-duty closers if necessary.
- There was also a note that the community's cellular system, which supports the pool gate and cameras, is being upgraded by the end of the week to accommodate higher speeds.
- The group discussed replacing pool chairs and deck furniture. Steve presented quotes totaling \$4,500 for white chaise lounges, stackable deck chairs, and end tables. The Board decided to revisit the proposal in a few weeks.
- Steve noted the new pool fob distribution process is working well. Stacy will reissue devices for any residents who did not receive them by mail.

Homeowner Concerns

None currently

Financial Report

The board discussed the creation of a new Finance Committee, with Cheryl emphasizing the need for members with financial or accounting backgrounds to review monthly reports and assist with the annual budget. They approved the Collection and Enforcement Policy in open session, with Cheryl making the motion and Tiffany seconding. The board then moved to executive session to discuss specific accounts being moved to collections, following a process where homeowners could speak if present.

Old Business

New Business

- No new business was introduced at this time.

Collection Accounts The board discussed sending four accounts to collections, with Cheryl and Tiffany agreeing to proceed after reviewing the details. Stacy provided information on the attorney's access to Vantaca and the collection process.

Collection and Enforcement Policies

They approved the Collection and Enforcement Policy in session, with Cheryl making the motion and Tiffany seconding.

Adjournment

- Tiffany adjourned the meeting at **7:40 p.m.**

- The Board then moved to Executive Session.