

Cambridge Heights Homeowners Association
Board Meeting Minutes
Date: November 5, 2025
Time: 5:30 p.m.

Location: <https://us06web.zoom.us/j/89907188695?pwd=zi8booCRNpcVsujFp14SlaRLdLza.1>

Directors & Management Present

- **Steve Lutostanski, President (presiding)**
- **Jonathan Gould, Vice President**
- **Cheryl Johnson, Secretary/Treasurer**
- **Stacy Knispel, Community Manager (CAM)**

Quorum: Established.

1) Call to Order

Steve Lutostanski called the meeting to order at 5:31 PM. Stacy noted the agenda was concise and materials were prepared.

2) 2026 Budget — Approval

- **Discussion:** Brief review of the proposed Cambridge Heights 2026 Operating Budget.
- **Motion:** Approve the 2026 Budget as presented.
- **Vote:** Unanimous – Motion carried.

Related discussion: Board considered authorizing litigation on certain collection accounts. The Board approved referring the following accounts to the Association's attorney for collections actions up to and including filing a lawsuit for an injunction. All accounts start with CHOA 22231, 22239, 21622, 22147, 21986, 21641, 22012, 21634, 21669, 21657, 21678, 21677, 22081, 22096, 21705, 21724, 22189, 22247, 21956, 22053, 22203, 21789, 21818, 22030, 21991, 21933, 21828, 21846, 21845,

3) Collections & Outstanding Balances

- **Process Overview (Stacy):**
 - **Accounts under \$200:** issue another TPC §209 delinquency notice.

- Accounts over \$200: refer to attorney, given upcoming assessments could push totals to roughly \$800–\$900.
- Clarification (Cheryl): The \$360 figure referenced is the January assessment.
- Follow-up (Stacy): Provide an accurate count of recommended accounts for notice vs. attorney referral (noting possible duplicates on the list).

Board Guidance:

- Remain open to negotiating older collection fees on a case-by-case basis (Board approval required).
- Assessments themselves are not waivable.
- For properties with intentional non-compliance, enforcement may proceed up to foreclosure within the four-year statute of limitations.

4) Assessment Billing & Statement Cadence

- Discussion: Post-budget approval timing and whether to revisit quarterly billing.
- Outcome: To avoid resident confusion and collection complications, the Board agreed to maintain the current quarterly statement process rather than making another change now.

5) Owner Communication & Payment Plans

- Emphasis: Owners should proactively contact management about hardships or payment needs to prevent escalation to late fees or collections.
- Practice: Payment plans will not be advertised, but the Board/Management are willing to work with owners who reach out.

6) Officer Appointments

- **** Slate Approved:****
 - President: Steve Lutostanski
 - Vice President: Jonathan Gould
 - Secretary/Treasurer: Cheryl Johnson

Vote: Unanimous – Motion carried.

7) Scheduling & Community Engagement

- **Meeting Schedule:** End-of-month meeting moved from the last week of November to the first week of December due to holidays.
 - **Future Format:** Steve will raise the idea of a quarterly in-person meeting at the December session.
 - **Survey Coordination:** Jonathan to meet with Stacy on Thursday (~30 minutes) to discuss a community survey.
 - **Social Media:** Plan to promote a community Instagram for social events by adding the handle to the website and sending a community email.
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The meeting **adjourned at 5:46 P.M..**

Minutes prepared by: Stacy Knispel, Community Manager