

HERITAGE HILL ASSOCIATION (HHA)
Board of Directors Meeting Minutes

Date: February 18, 2026

Location:

Time: Meeting called to order at 7:00 PM by President Kim Lucas

Board Members Present: Kimberly Lucas, Jeff Phillips, Delores Deen, Chris Ervine, Cathy Bosscher, Julia Hawkins, Katie Heneveld, Kris Alderman, Michelle Hoexum

Remote: Jennifer Meeks , Jeremy Czubko

Staff Present: Laska Nygaard

1. Call to Order: Meeting called to order by K.Lucas at 7:00 PM.

2. Public Comment: None.

3. Approval of January Minutes:

J. Meeks moved to approve the January minutes with corrections. K. Lucas seconded the motion. Motion carried.

4. President's Report:

Board members will meet with their respective committees to confirm technology and information needs.

5. Treasurer's Report – C.Bosscher:

C. Bosscher provided an update on ongoing efforts to refine financial processes, including invoicing, payment terms, and automation. Invoices have been temporarily delayed while updated processes are implemented, with distribution anticipated in the near term. M. Rich continues work on the Form 990 and is coordinating with prior staff to finalize necessary updates. Overall, financials are tracking as expected

L. Nygaard is coordinating with current advertisers to transition to updated contracts and a more streamlined invoicing process through QuickBooks.

K. Lucas and J. Czubko will schedule time with Maria regarding access to all payment platforms, including Square, PayPal, and Avid, and to evaluate potential improvements, including the use of Google Authenticator

M.Rich is still working on the 990 form which requires coordinating with the previous bookkeeper. J.Meeks suggested implementing ACH payment capabilities to align with the revised invoicing process. The Board discussed modernizing payment options while ensuring flexibility for residents and stakeholders. It was agreed that communication should be provided in advance of any changes, and that multiple payment methods should remain available to avoid creating barriers.

6. Committee Reports (written reports for all committees submitted in advance):

Home Tour: J. Phillips reported significant progress in planning for the 2026 event. Thirteen properties have been secured, with early interest identified for future years.

The event will include a VIP experience on May 15, with general tour hours planned for Saturday and Sunday from 10:00 a.m. to 6:00 p.m. Attendance goals are approximately 3,500 participants. Volunteer recruitment remains a key priority, with an estimated need of approximately 400 volunteers. Most homes have assigned captains, and additional partnerships are being explored to support volunteer capacity.

Marketing and promotional efforts are underway, including media outreach, professional photography, and social media engagement. Multiple media representatives are scheduled to visit Grand Rapids to preview select homes and local businesses.

The Committee is developing partnerships with local businesses along Wealthy and Cherry Streets to support cross-promotion and enhance the visitor experience. An interactive map is also being developed to highlight participating businesses.

Additional programming elements include pop-up experiences and expanded neighborhood engagement. The Voigt House will be included as part of the tour, representing a significant opportunity for partnership and increased visibility.

The Committee will continue focusing on sponsorships, volunteer recruitment, and promotional efforts.

Governance: J. Meeks informed the Board that work has started on updating governance materials, including Conflict of Interest and Ethics policies, as well as modernization of the Association's bylaws. Draft materials will be presented to the Board for review prior to an all-member vote. This will be a focus after home tour.

Community Health & Safety: C. Ervine reported that recent community engagement efforts, including a neighborhood happy hour, were well attended and supported information sharing and volunteer sign ups among residents.

Staff Reports: Submitted in writing; Laska provided updates on upcoming community engagement related to zoning ordinance changes. The City is currently updating zoning policies and has engaged external support to facilitate community input. HHA will host informational sessions at Central Reformed Church on March 18 and March 24 to provide residents with an overview of proposed changes and opportunities for feedback. Discussion included key topics such as density, parking, and short-term rentals. The Board emphasized the importance of ensuring residents are informed and have meaningful opportunities to share input. J. Meeks requested past HHA comments and other materials regarding these ordinances be shared in the follow up communication that will be sent out as reminders for the March information sessions.

7. Old & New Business

None.

K. Lucas moved to adjourn the meeting. J. Hawkins seconded the motion. Motion carried.
The meeting adjourned at 8:02 PM.
