

## **Monthly Business Meeting November 8, 2025 9:00 a.m. – 10:21 a.m.**

Board Members Present: Roxana White, Lynn McCleary, Michelle Burgess, Cathy Grimes, Sam Verzwylt, Bill Piles

Community Members Present: 25

**Call to Order:** VP Cathy Grimes, **Invocation:** John Lillard, **Pledge of Allegiance:** All

### **Approval of Previous Meeting Minutes**

October minutes were read by Secretary Michelle Burgess. One correction was requested. Conservation & Ecology Director Sam Verzwylt moved to approve the corrected minutes, motion was seconded by Public Works Director Bill Piles and carried unanimously.

### **President's Report: Vacant, No Report**

### **Parks & Recreation Director's Report — Lynne McCleary**

- Director reported that Fall Festival was a great success and thanked volunteers.
- Provided update on planned upcoming events, including the Monthly Potluck (11/8/2025 & 12/13/2025), Third Thursday Women's Group, Clubhouse holiday decorating (12/3/2025, 10:30 a.m.), Winter Doldrums dance (date TBD).

### **Treasurer's Report: Roxana White**

- Reviewed the Financial Report provided to the Board, which is attached to these minutes for reference.
- Noted that Albemarle Boats has offered to donate their recently replaced high speed printer to APOA and thanked them. Is in process of working out details to transport.
- Discussion was initiated by a member regarding real estate agents not adequately informing potential buyers of requirement of AMAs. A suggestion was made that local real estate agents be contacted regarding AMA requirements for listings. No action was taken.

### **Secretary's Report: Michelle Burgess**

- Thanks Office and Newsletter Committees for work in office and on upcoming newsletter.
- October meeting minutes have been approved and will be filed.
- Newsletter to be sent out this coming week to solicit nominations for Board.
- Website report on behalf of Website Coordinator: Reports 153 unique hits and 256 total website hits for the period of 10/8/2025 – 11/7/2025.

### **Office Report: Leslie Jewell**

- Office will be closed 11/22/2025 – 1/7/2025 for the holiday season. There will be a schedule set to check voice messages and mail. Any member assistance requests will be handled on an "as needed" basis. Noted that Friday night has the most traffic.

### **Conservation & Ecology Director's Report — Sam Verzwylt**

- Again requested opinions from members present on reinstating the “Yard of the Month” program. Discussion followed. No action was taken.
- Requested input from members present on suggestion of marking out “walking trails” in the neighborhood. Discussion followed. No action was taken.
- Will solicit inputs in newsletter as well.

### **Newsletter Committee's Report: Colleen Nicholas**

- Newsletter is nearly ready. Folding party is scheduled for Tuesday, 11/11/2025, 2:00 pm.
- Noted that there is a small bit of space still available and solicited items for inclusion,

### **RC/BLS Discussion Group: Gayle Furrow**

- Met Thursday, 11/6/2025, next meeting scheduled for 12/4/2025, 1:00 PM
- Discovered that recorded Restricted Covenants are missing some articles and will be working to rectify that.
- Discussion was had re: whether committee meetings are opened or closed and it was noted that meetings held in the clubhouse are supposed to be open to the membership.
- Discussion was had in reference to committee meeting information/activities later being shared with the community at large. It was noted by a member that no information that is shared from committee meetings is “official” until it has been presented to the Board.

### **Neighborhood Watch Committee's Report: Kitty Jarrell**

- Neighborhood Watch logged 148 hours between 10/9/2025 & 11/5/2025
- Halloween - appeared good turnout, noted very little litter in community afterwards.
- Shared an anecdote about a homeowner noticing a person that appeared to be lost and somewhat confused wandering the neighborhood and facilitated their return to their family.
- Warns members to be alert about a Jury Duty scam currently going around.
- Has received report of a vehicle (orange jeep) periodically parked on a lot on Micmac Trail with person sleeping in it & in a tent. Person has been reported to have trespassed on neighboring properties, be using a bucket for "personal waste", and having approaching community members offering to clean houses in return for using their shower. Has been spoken to by several people and is not receptive and Sheriff's Department has spoken with her but they state that she is not breaking any laws that they can enforce. Discussion ensued with multiple suggestions made by community members for action to take. Director Bill notes that a person claiming to be the owner had previously emailed him stating that she's "ready to build". and he replied to her email with the necessary next steps but the email was returned as undeliverable and no building permits have been issued for that property. He has previously researched ownership of the lot and had difficulty obtaining current contact information. Complaint was noted by Board and next steps will be researched as the issue is complicated by the intermittence of the problem and difficulty contacting owner.

**Public Works Director's Report — Bill Piles**

- Notes that bathrooms have been winterized and outside water spigots to gatehouse have been covered for winter due to pending predicted cold snap.

**Nominating Committee Director's Report: Leslie Jewell**

- Nominations are being solicited for the upcoming Board of Directors election and will close 1/7/2025. Requests will be included in upcoming newsletter and have been shared in FB groups.
- Reminds members and emphasizes that positions are for Board at large, not specific position

**Vice President's Report: Cathy Grimes**

- The Long Range Planning committee is sponsoring an information session for potential volunteers on Monday, 11/17/2025 at 6:00 pm.
- Notes that member suggestions are being noted and go on a long-term "to do/items of interest" list for future reference.
- Notes that Albemarle Boats has offered to donate their recently replaced printer to our Association and thanks them for their generosity as our printer is in dire need of repair/replacement and this will save the Association a significant amount of money.
- Notes that her plan as Interim Board Chair is to maintain transparency & integrity.
- Currently has no large projects planned. Focus is on growing Board.
- Notes that the Board will be increasing enforcement of owner noncompliance issues.

**Website Coordinator's Report: See Secretary's Report****Legal Director's Report: None****Old Business:**

Community member requested update on IRS status and which years being worked on. Roxana updates that the contracted CPA is still working towards rectifying those 2022-23 IRS issues.

## **New Business:**

- Vice President Cathy Grimes announced that Gayle Furrow has indicated willingness to serve on the Board of Directors and act as Legal Director and nominated her to fill that position. After brief introduction speech, Director Bill Piles moved to appoint Gayle Furrow to the Board of Directors to fill a seat unfilled in the 2023 election until the end of the 2026 term. The motion is seconded by Director Sam Verzyvelt and carried unanimously.
- Community member requests update on Yard of Month decision. Director Sam Verzyvelt is waiting for more input community in addition to those attending the meeting. Asks for show of hands with most being in favor. Solicitation for input will also be in newsletter. Discussion ensued with no action taken.
- Public Works Director Bill Piles brings up use of leftover wood to add rails to pier and solicits design input from present members. Discussion was had with a community member asking about the possibility of installing stairs that run from the park area down to the beach to increase accessibility. It was noted that any beach changes would be a long term project as they would require CAMA approval and permitting and those permits are expensive. No action was taken.
- A community member inquired as to whether there are any resource groups/committees that provide assistance to seniors and, if not, suggests community forms one. No action was taken.

10:21 – Closing and Prayer: Vice President Cathy Grimes

**Treasurer's Report for  
October 1, 2025, to October 31, 2025**

**Bank and QuickBooks Balance as of 10/31/2025**

Bank Balance		QuickBooks Balance	
CD Account	\$25,000.00	CD Account	\$25,000.00
Checking	\$ 9,118.96	Checking	\$ 8,418.64
Reserve	\$93,300.87	Reserve	\$93,300.87
Credit Card	\$ 0.00		

**Year to Date Income**

Total AMA Received to Date	\$93,456.64
Total Associate Member Renewals	\$ 1,820.00
Total Member Clubhouse Rentals	\$ 2,675.00
Total Non-Member Clubhouse Rentals	\$ 1,350.00
Total Interest Year to Date	\$ 1,566.59
Total Gross Income Received to Date:	<b>\$100,366.78</b>

**Year to Date Expenditures**

Total Expenditures to Date:	<b>\$87,584.17</b>
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Accounts Receivable	<b>\$76,543.23</b>
Funds owned to APOA	

**Treasurer's Report for  
October 1, 2025, to October 31, 2025**

Updates:

1. Schedule a meeting with Finance Committee to discuss the accounts in arrears.
2. Finish the budget for 2026-2027 and provide a narrative of the budget for the newsletter.
3. Donation from Albemarle Boats (Used Copier)

11/07/25  
Cash Basis

Arrowhead Property Owners Association  
Profit & Loss  
October 2025

Income/Expense	
Income	
AMA	195.16
Clubhouse Rentals	
Member Clubhouse Rentals	800.00
Non Member - Clubhouse Rentals	400.00
Total Clubhouse Rentals	1,200.00
Late Fees	78.00
Retail Sales	
Apparel	36.00
Total Retail Sales	36.00
Total Income	1,509.16
Gross Profit	1,509.16
Expense	
Administrative Expense	
Administrative IT	1,817.95
Bank Service Charges	30.00
Internet and Phone Service	268.29
Office Supplies	130.96
Postage	275.56
Total Administrative Expense	2,522.76
Events & Programs	
Clubhouse Janitorial	900.00
Event Supplies	60.90
Total Events & Programs	960.90
Public Works Expense	
Building Repair	797.11
Contract Labor 1099-NEC	100.00
Maintenance Supplies	31.30
Utilities	454.21
Waste Management	210.48

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11/07/25  
Cash Basis

Arrowhead Property Owners Association  
Profit & Loss  
October 2025

Total Public Works Expense	1,593.10
Total Expense	5,076.76
Net Ordinary Income	-3,567.60
Other Income/Expense	
Other Income	
Interest	147.16
Total Other Income	147.16
Net Other Income	147.16
Net Income	-3,420.44

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