

Monthly Business Meeting December 13, 2025 9:03 a.m. – 10:19 a.m.

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

Board Members Absent: Gayle Furrow

Community Members Present: 17

Call to Order: Vice President Cathy Grimes

Invocation: Bill Robbins

Pledge of Allegiance: All

Approval of Previous Meeting Minutes

November meeting minutes were read by Secretary Michelle Burgess. Conservation & Ecology Director Sam Verzwylt moved to approve the minutes as read. The motion was seconded by Parks & Recreation Director Lynn McCleary and carried unanimously.

President's Report: Vacant, No Report

Vice President's Report: Cathy Grimes

- The recent Meet & Greet event was held on November 17, 2025, and was a success. Volunteer sign-up lists remain posted for additional interest.
- The next Long-Range Planning Committee meeting is scheduled for January 10, 2026, after Monthly Business Meeting. The committee is still, as ever, accepting input and suggestions.
- Reported that the organizational chart was reviewed at the Wednesday planning meeting to clarify Director and committee roles. Noted that the meeting was open to all members and that suggestions for updates will be provided to the Bylaws Committee.
- Solicited volunteers for Building & Enforcement and various committee assistance.

Secretary's Report: Michelle Burgess

- There were four property transfers during month of November.
- The copier donation was received and copier has been installed.
- Reported that the office will remain closed for holidays until January 7, 2026 with monitoring ongoing.
- Newsletters were mailed November 12, 2025. Next newsletter will be sent in March with ballot and proposed budget.
- A community member asked how we get property transfer info. It was clarified that some real estate agents submit information but most is gleaned from the Register of Deeds office.
- A community member suggested contacting realtors to clarify AMA requirements. It was clarified that this would be a very time-consuming task for the Board to take on, in addition to their duties specified by the By-Laws. Volunteers were solicited, and it was suggested that the item be added to the Long-Term Planning "Idea" list.

Treasurer's Report: Roxana White

- Reviewed Treasurer's report (see attached)
- Collection letters are to be mailed first of coming week.
- Provided explanation of reserve vs. operating accounts and clarified CD transfer decisions in response to community member questions.

Parks & Recreation Director's Report: Lynn McCleary

- The Clubhouse was decorated for the holidays December 3 and thanked volunteers that assisted.
- Potluck will be held tonight. No potluck is scheduled for January due to scheduled floor repairs.
- The next Roadside cleanup is scheduled for the following Saturday, December 20, 2025.
- No Third Thursday meeting in January due to scheduled floor repairs.
- Introduced visitor who gave an unscheduled presentation of craft gift sets available for pre-order from her.

Public Works Director's Report: Bill Piles

- Reported that swimming area rope was noticed to be broken this morning; will remove remainder and repair/replace in spring.
- The new copier has been set up and is functioning.
- No building permits were issued last month.

Conservation & Ecology Director's Report: Sam Verzwylt

- Roadside cleanup reminder – following Saturday, December 20, 2025, 9 a.m.
- Christmas Decorating Contest winner: Michael & Paula Perry, 707 Arrowhead Trail will be presented with a gift basket.
- No decision yet on restarting Yard of Month.
- Reminds community members to be careful and considerate when burning yard waste.

Legal Director's Report: Gayle Furrow (absent, no report)

Website: Jacqueline Huger (absent, no report)

Nominating Committee: Leslie Jewell

- Nominations for Board-at-Large are still open and are due by January 7, 2026
- Reminds members that nominations are for Board at large, not a specific seat.
- Secretary asked that community members to please read Restrictive Covenants and By-Laws before submitting nominations so as to understand what they are volunteering for.

Neighborhood Watch Committee: Kitty Jarrell

- Reported kayak gate issue.
- Thanked Neighborhood Watch volunteers for holiday contest assistance.
- Reminded community of Extra Eyes and Are You Ok programs.
- Reported 118.5 hours logged.

Old Business: None

New Business:

- A community member asks whether it would be feasible to allow dogs in park for, as an example, one day per month. Discussion ensued, no action was taken.
- A community member has noticed many deer in the neighborhood and wonders if deer crossing signs could be installed at both entrances? Vice President volunteered to call state and see if that's feasible.
- A community member asks are sellers required to let us know when they sell? It was clarified that they are, but the only recourse we have if they don't, per the By-Laws, is if it costs the Association money to collect AMAs later.
- A community member suggests publicizing park rules more.
- A community member reports that a neighbor has multiple untagged, what appear to be partially dismantled cars in yard, burn pile is uncharacteristically close to property line, and has cut trees down between properties that previously provided buffer. Director Piles has called fire dept about the burning in past but was directed to NC Wildlife. Community member indicated that she has mentioned to owner about POA community burn pile, but he seemed uninterested. VP reports that county planning person has talked to him – advises will send letter & call county inspections dept again and will try to work on cars issue. Community member doesn't think the neighbor is living in bus or outside.
- Vice President - solicits volunteers for building & enforcement. Presented new Yard of the Month sign made by Marshall Evans and to be painted by Susan Staretorp.

10:19 a.m. – Closing and Prayer: Vice President Cathy Grimes

**Treasurer's Report for
November 1, 2025 to November 30, 2025**

Bank and QuickBooks Balance as of 11/30/2025

Bank Balance		QuickBooks Balance	
CD Account	\$25,073.14	CD Account	\$25,073.14
Checking	\$ 8,871.98	Checking	\$ 8,228.44
Reserve	\$93,415.97	Reserve	\$93,415.97
Credit Card	\$ 0.00		

Year to Date Income

Total AMA Received to Date	\$94,219.34
Total Associate Member Renewals	\$ 1,820.00 <small>* discrepancy - will be fixed</small>
Total Member Clubhouse Rentals	\$ 2,875.00
Total Non-Member Clubhouse Rentals	\$ 1,350.00
Total Interest Year to Date	\$ 1,618.69
Total Gross Income Received to Date:	\$101,365.48

Year to Date Expenditures

Total Expenditures to Date: **\$88,906.07**

Accounts Receivable **\$76,858.53**
Funds owned to APOA

**Treasurer's Report for
November 1, 2025 to November 30, 2025**

Updates:

1. The Finance Committee met on December 8, 2025 to discuss accounts in arrears, the collection agency, and made adjustments to the APOA Projected Budget for 2026-2027.
2. Finish the budget for 2026-2027 and provide a narrative of the budget for the newsletter.

For clarification, the **reserve account** is the association's long-term savings:

- 1) Is an interest earning account specifically designed to address emergency situations.
- 2) Unexpected costs that cannot be covered by the regular operating budget.
- 3) The reserve account prepares the association to address emergency needs without requiring a loan or depleting the operating fund. A vote is required to spend these funds.

The CD is a short term interest earning investment. The CD can be reinvested or cashed out with board approval. A vote is required. If the CD is cashed the funds will be deposited into the reserve account.

The operating funds support the association's routine and day-to-day expenses.

7:41 AM
12/13/25
Cash Basis

Arrowhead Property Owners Association
Profit & Loss
November 2025

	Nov 25
Ordinary Income/Expense	
Income	
AMA	762.70
Clubhouse Rentals	
Member Clubhouse Rentals	200.00
Total Clubhouse Rentals	200.00
Late Fees	36.00
Total Income	998.70
Gross Profit	998.70
Expense	
Administrative Expense	
Administrative Utilities Office	268.29
Bank Service Charges	30.00
Legal Expenses - Attorney	
Filings	-156.00
Total Legal Expenses - Attorney	-156.00
Postage	300.00
Total Administrative Expense	442.29
Public Works Expense	
Fuel & Propane	359.56
Maintenance Supplies	8.71
Utilities	301.35
Waste Management	209.99
Total Public Works Expense	879.61
Total Expense	1,321.90
Net Ordinary Income	-323.20
Other Income/Expense	
Other Income	
Interest	115.10
Total Other Income	115.10
Net Other Income	115.10
Net Income	-208.10