

Monthly Business Meeting January 10, 2026 9:06 a.m. – 10:51 a.m.

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

Community Members Present: 20

Call to Order: Vice President Cathy Grimes , Invocation: Bill Robbins, Pledge of Allegiance: All

December meeting minutes were read by Secretary. Conservation & Ecology Director moved to approve the minutes as read and was seconded by Treasurer. Motion carried unanimously.

Website Report: Jacqueline Huges

- Nov – 12/10/2025: 171 website visits; 117 of them being unique users.

In light of recent break-in, Chowan County Sheriff Scooter Basnight and Deputy Lynch gave a presentation on ways to help deter robberies and break-ins, followed by a short question and answer session.

Directors' & Committees' Reports

Public Works/Building Control: Bill Piles

- No new building permits issued last month. One is in progress.
- Gatehouse bathrooms were broken into week of 12/31/2025, but no major damage was done. Damage has been repaired and the event was reported to the Sheriff's Department.
- Damaged swim area rope reported last month has been removed and will need to be replaced rather than repaired. Currently planning to do that in April.
- Have cleared leaves in front of gatehouse with James. Green Goblin is planned to mow & leaf vacuum park area at end of March before the annual meeting.
- Mower deck on Craftsman mower needs repair. Solicited volunteers to assist.
- Barn has been cleaned out and reorganized.

Conservation & Ecology: Sam Verzwylvelt

- Thanked the 14 roadside cleanup volunteers that came out and collected 8 bags of litter.
- Next cleanup will be the 3rd weekend of March.

Parks & Recreation: Lynn McCleary

- No potluck this month due to pending floor repairs. Will instead have Spontaneous Saturday game day today 1 – 5.
- Food giveaway still ongoing – today 11 – 1. Remainder will be donated to the food pantry. Solicited volunteers to help deliver.
- Currently planning February potluck and Winter Doldrums dance on February 14, 2026.

Secretary: Michelle Burgess

- 4 property transfers in December
- Office reopened January 7, 2026
- Next newsletter in March.

Treasurer: Roxana White

- See attached report
- Member noted that suggestion has been made in past to research property management companies for the benefit of the community and suggested doing so again. VP suggested forming exploratory committee to research and solicited volunteers for that committee. Member offered suggestion of Finance Committee looking into issue.

Legal: Gayle Furrow

- No committee meeting last month.

Neighborhood Watch: Kitty Jarrell

- 110 hours logged 12/19/2025 – 1/7/2026
- Updated on events reported to Neighborhood Watch committee.
- Asked that members please “Say Something If They See Something”.
- Reminded members of the “Extra Eyes” program and solicited volunteers for the committee.

Newsletter Committee: Colleen Nicholas

- Next newsletter to go out in March. Will contain nominations, proposed budget, & ballot.
- Solicits additional input be emailed to Newsletter committee
- Community member noted that proposed budget has historically been presented to membership in January for comments, questions, and suggestions and asked if that will be presented. Vice President notes that proposed budget will be presented in February.

Nominating Committee: Leslie Jewell

- Chair submitted their resignation as both Chair and member of the Nominating Committee.
- Current status of committee: Committee has received 2 oral intent to run statements but has only received one written Board election submission (Michelle Burgess). Bill Piles states that he submitted his written nomination via email to the office email 2 weeks prior. VP confirmed that Mr. Piles is running for Board.
- Committee member states that 4 committee members have resigned leaving one member. VP states that new members will be solicited for committee.
- All thank Nominating Committee chair for past service.

President: Vacant, No Report

Vice President: Cathy Grimes

- No long range planning meeting last month. Planning to have one after today’s business meeting.
- Updated members on office status and future plans:
 - Secretary/Treasurer/Office staff duties have been realigned to follow By-Laws. Evaluating options to hire a paid office staffer.
 - Still working with Mediacom to get phone system working properly.
 - Looking at creating online clubhouse rental calendar.
 - Community member noted that Parks & Rec policy directs some duties & procedures. VP Clarified that By-Laws supersede previously created Parks/Rec/Clubhouse policy.
 - 2 office volunteers resign volunteer positions.
- VP moved for Board vote to accept member resignations: carried unanimously. All thank volunteers for past service.

Old Business: None

New Business:

The community member that earlier suggested exploring Property Management companies notes that he has sent a request for information to a Property Management company during meeting.

10:51 a.m. – Closing and Prayer: Vice President Cathy Grimes

Arrowhead Property Owners Association
Profit & Loss
December 2025

	Dec 25
Ordinary Income/Expense	
Income	
AMA	230.32
Clubhouse Rentals	
Member Clubhouse Rentals	100.00
Total Clubhouse Rentals	100.00
Late Fees	0.00
Total Income	330.32
Gross Profit	330.32
Expense	
Administrative Expense	
Bank Service Charges	5.00
Collection Agency Fees	50.16
Credit Card Fee	40.00
Internet and Phone Service	268.29
Office Supplies	52.32
Total Administrative Expense	415.77
Events & Programs	
Event Supplies	32.89
Total Events & Programs	32.89
Public Works Expense	
Fuel & Propane	169.65
Pest Control	200.00
Utilities	302.01
Waste Management	209.99
Total Public Works Expense	881.65
Total Expense	1,330.31
Net Ordinary Income	-999.99
Other Income/Expense	
Other Income	
Interest	175.95
Total Other Income	175.95
Net Other Income	175.95
Net Income	-824.04

APOA Treasurer's Report

Bank and QuickBooks Balance as of 12/31/2025

Bank Balance		QuickBooks Balance	
CD Account	\$25,144.13	CD Account	\$25,144.13
Operating Fund	\$ 8,283.84	Operating Fund	\$ 7,512.45
Reserve Account	\$93,520.93	Reserve Account	\$93,520.93
APOA Credit Card	\$0.00	APOA Credit Card	\$0.00

Accounts Receivable

Accounts Receivable	\$47,682.26
A/R Collections	\$27,559.95
A/R Court Accounts	\$0.00

Expenses

Collections Fee Account	\$470.92
Court Collections Account	\$0.00
Bad Debt/Write offs	\$0.00
Credit Memos	\$17,000

Collection Agency

On 10/28/2024 the former president without board approval entered into a contractual agreement with American Profit Recovery. She assigned a volunteer to handle the accounts sent to collections. I was not appointed Treasurer until December of 2024. The former president

entered into a second contractual agreement, without board approval on 01/7/2025. The volunteer was not aware of new classifications needed to be added in the Chart of Accounts and how to properly process collection payments in QuickBooks. I had no rights to access these accounts; it was only the former president and two volunteers. It was not until September 2025 that I took full charge of all financial accounts that I was aware of the situation.

According to the American Profit Recovery statement a total of 75 property owners were sent to a third party. They collected \$9,553.00 and we paid \$4,443.90 in contractual fees. **Profit amount \$5,103.10 – Amount still controlled by Collections \$32,368.85 as of December 2025.**

Breakdown

Current Active account in Collections	35
Canceled accounts in Collections	21
Disputed Accounts in Collections	2
Paid Account in Collections	19
Payment Arrangement accounts	1
Total accounts	78

Gregory & Associates Update

Gregory & Associates (CPA) have successfully completed all the necessary journal entries (547), depreciation, and zeroed out two old credit card accounts. ²⁰²²⁻²⁰²³

The former treasurer and the former president had APOA credit cards and not sure what happened, the transactions were missing from

QuickBooks. I entered all the transactions. The payments for those two credit cards were entered to the master credit card. The CPA has more extensive access to make corrections than I do. The CPA reconciled the old credit cards and reconciled the master account up to September 2024. I have reconciled this account to present. A new QuickBooks was started in late 2022 I had no access to the older version, until after the fact. Then we had password issues.

The Amended Returns for 2022 and 2023 have been completed and submitted, and the new returns for 2022 and 2023 have been completed and submitted. We are now working on 2024's return and closing out 2024.

Treasurer Updates:

1. Completed 38 journal entries to transfer accounts from Accounts Receivable to A/R Collections – Other Assets. The APOA's Account Receivable has substantially decreased.
2. Reconciled the old credit card from September 2024 to present. Accounts have been zeroed.
3. Reviewed and scanned over 100 accounts in the 5 white binders. All of these documents have been scanned.
4. Mailed collection letters and have received \$775.00 in past due AMA so far.
5. Working with Michelle to obtain correct addresses. We are working together to create a property owner master list.
6. There were over \$17,000.00 in credit memos issued by the former assistance that need to be reviewed. Some of those entries need to be voided and journal entries.
8. Fifteen property owners are deceased owing past due AMAs and we don't have *contact info.*