

## **Monthly Business Meeting October 11, 2025 9:03 – 11:36**

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

Community Members Present: 14

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

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

September minutes were recorded and read by Parks & Rec. Director Lynne McCleary as the Secretary position was vacant. No corrections were requested. Conservation & Ecology Director Sam Verzwylt moved to approve the minutes, seconded by Public Works Director Bill Piles. The motion carried unanimously.

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

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

- Vice President notified members that the APOA President, Wendy Martin, has resigned the position effective September 23, 2025. The VP notes that she has not been appointed to the President position and is "serving in absence of the President" per the By-Laws.
- The Long Range Planning Committee met in September. Its foremost goal at this point is working toward maintaining the long-term viability of the Association. It was noted that in reviewing past Long Range Planning Committee goals, -though the manner of their completion may not have adhered strictly to the By-Laws- the majority of items completed during the previous President's term had been on the long-range plan for several years.
- All previously reported water leaks (except the leak on Blackfoot) have been repaired.
- A group of members (not an official "Legal Committee", as there is currently no Legal Director) has expressed interest in meeting to conduct a preliminary review of potential revisions to the RC/BL. Discussion was held regarding the limitations of proceeding without a Legal Director.
- Requested that community members reach out to neighbors and community members to help recruit volunteers with Board Member Bill Piles reminding attendees that three additional Board Members are needed as well.
- A discussion regarding Facebook groups was initiated by members. It was noted by the Board and the website administrator that only 1 of the groups/pages is managed by the Association (Arrowhead Beach NC, News & Updates). The others are independent and administered by community members.

**Secretary Report: Michelle Burgess**

- Secretary notes that this is first report after being appointed last month.
- Newsletter to be sent out in November to solicit nominations for Board.
- A community survey has been posted on Facebook on behalf of the Long Range Planning Committee to gather suggestions for improvements or upgrades. A hard copy is also available for in-person submissions.

**Treasurer's Report: Roxana White**

- The Treasurer thanked the Finance Committee, which met on October 4, 2025.
- Reviewed the Financial Report provided to the Board, which is attached to these minutes for reference.
- Discussion was initiated by members regarding revenue generated from clubhouse rentals, financial access for former Board members, and the availability of committee meeting minutes. It was noted by the Vice President that a meeting is scheduled with Truist Bank to complete the CD rollover process and update Board Member's account/credit card accesses. Only the amount of funds that were voted on and approved at the last meeting will be transferred from the Reserve account to the Operating account at this time.
- A member of the Finance Committee stated that it is the Committee's recommendation that expenditures be limited until the start of the new fiscal year. The Treasurer acknowledged the Committee's recommendation.

**Note:** Treasurer Roxana White departed the meeting at 10:30 a.m. Quorum was maintained, and the meeting continued.

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

- The Director provided an update on upcoming events, including the Third Thursday Women's Group, the Fall Festival, and Trunk or Treat.
- Monthly potlucks are being scheduled on a month-to-month basis pending scheduling of floor repairs; a November potluck is currently planned.
- Members and park users were reminded to return equipment to the storage box after use and to please refrain from dunking on the basketball goals.
- Noted that park restrooms will be closed when the weather cools, but the park at large will remain open during daylight hours and that all visitors should vacate the park shortly after sunset.

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

- The previously mentioned dumped mattress on Cayuga has been removed.
- Green Goblin has completed mowing for the season; mowing will be handled by the POA until May.
- Park restrooms will remain open until weather conditions become too cold.
- Clubhouse is scheduled for warranty floor repair in January.
- Propane has been refilled and should last through December or January. Sufficient diesel fuel remains until July; the Director plans to use the Kubota as much as possible due to its greater fuel efficiency.
- Community members were reminded that small yard waste and debris may be placed in the POA burn pile across the road from the clubhouse.

### **3 bids were received for Roadside Grass-Cutting Contract:**

- Cruz Landscaping and More – \$1,775 per month
- Green Goblin – \$1,800 per month
- In His Hands Lawn Care – \$2,500 per month

-Discussion was had with Vice President noting the following corrections:

- Cruz Landscaping and More – \$2,000 per month
- Green Goblin – \$2,050 per month
- In His Hands Lawn Care – \$2,500 per month

Ecology & Conservation Director Sam Verzwylt moved to award the contract to Green Goblin at \$2,050 per month and the motion was seconded by Vice President Cathy Grimes. The motion carried unanimously. (Treasurer Roxana had departed prior to the vote.)

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

- Thanked the September roadside Litter Sweep volunteers for their assistance.
- Shared that NCDOT has recognized APOA for 35 years of participation in the Adopt-A-Highway program; displayed the award and recognition letter.
- Reminded members that the time change will occur on November 2, 2025.
- Proposed reinstating the "Yard of the Month" program and requested opinions from members present. Discussion followed, including a suggestion that Neighborhood Watch nominate selected yards. No action was taken.
- Noted that a cold winter is predicted based on the Farmer's Almanac and observations of woolly bear caterpillars. Reported that persimmons are not yet ready, as frost has not yet occurred.

### **Legal Director's Report: None**

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

- Requested volunteers to serve on the Nominating Committee for the upcoming elections; two additional members are needed to complete the committee.
- Reminded members that volunteers are running for a position on the Board of Directors as a whole, not for a specific officer position.

### **Financial Report: See Treasurer's report**

- A member initiated discussion regarding the need to evaluate volunteer versus paid work models for certain POA functions re: current lack of volunteers.

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

- Neighborhood Watch logged 121.5 hours between 9/11/2025 & 10/9/2025
- There was a reported incident of hired cleaner stealing items from home. Coordinator warns members to always vet hired help.
- Notes that Medicare open enrollment season has opened and shared contact information for local NCSHIP representative. Discussion ensued.

**Website Coordinator's Report: Jacqueline Welch**

- Reports 205 unique hits and 475 total website hits for the month of 9/10/2025 – 10/8/2025.
- Member initiated discussion about Facebook usage. Coordinator noted that only one Facebook presence is maintained by the APOA (Arrowhead Beach, NC News & Updates Page). The Groups are not administered by the Board or Association.
- Invited member submissions for the Instagram page.

**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.

**Newsletter Committee's Report: See Secretary's report**

**Old Business: None**

**New Business:****Bylaws Group Discussion**

- Discussion was held regarding the Bylaws Committee. It was noted that internal meetings may occur informally, but a formal committee requires participation from the (currently vacant) Legal Director. It was noted that changes will be a long term process and potential changes likely would not be prepared for presentation for vote before 2027. A volunteer sign-up sheet was made available.

**Clubhouse Access and Use**

- Discussion was held regarding facility use policies regarding reports of inappropriate clubhouse use (especially alcohol usage during events with minors) and it was agreed that stronger enforcement of rules is needed. Members suggested posting clubhouse rules more visibly and adding signage as appropriate. Comparisons were made to local facility rental rates and policies, noting that other organizations charge more, restrict grounds access, and handle alcohol differently. A suggestion was made to eliminate the allowance of alcohol at events hosted by renters. The Board acknowledged concerns about alcohol use during events and will consider whether further restrictions are warranted.
- It was proposed that “Private Event” signage be posted during events to help deter unauthorized attendance/interruption of events.
- Discussion was held regarding member access to the clubhouse. It was noted that the clubhouse is currently locked at all times, and discussion was had regarding general access to membership outside of event rentals.
- Clarification was requested on whether gate access is recorded. The possibility of restarting security cameras was discussed.

**Future Planning**

- A member suggested adding a Town Hall–style meeting to the meeting schedule. The suggestion was noted and the observation was made that that could be accomplished in concert with the monthly Business Planning meetings currently scheduled. No action was taken.

11:36 – Closing and Prayer

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

**Bank and QuickBooks Balance as of 09/30/2025**

Bank Balance		QuickBooks Balance	
CD Account	\$0.00	CD Account	\$0.00
Checking	\$25,822.35	Checking	\$12,269.80
Reserve	\$118,153.71	Reserve	\$118,153.71
Credit Card	\$ 283.56		

Total Gross Income Received to Date: \$98,857.62

Total Expenditures to Date: \$82,253.35

Total Interest Earned \$2,099.84

Accounts Receivable (Arrears) \$76,963.39

**Updates:**

1. Finance Committee Meeting on 10/04/2025 – We worked on the APOA Budget for 2026-2027.
2. Working on accounts that are in arrears.

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

**Ordinary Income/Expense**

**Income**

AMA	1,752.70
Clubhouse Rentals	
Member Clubhouse Rentals	100.00
Non Member - Clubhouse Rentals	600.00
Total Clubhouse Rentals	700.00
Past Due Collections	-25.00
<b>Total Income</b>	<b><u>2,427.70</u></b>

**Expense**

<b>Administrative Expense</b>	
Bank Service Charges	42.19
Insurance	11,849.00
Internet and Phone Service	267.88
Total Administrative Expense	12,159.07
<b>Events &amp; Programs</b>	
Clubhouse Janitorial	700.00
Total Events & Programs	700.00
<b>Public Works Expense</b>	
Ground Maintenance – Grass Mowing	1,550.00
Pest Control	200.00
Repair & Maintenance of Equipment	281.80
Utilities	293.71
Waste Management	209.99
Total Public Works Expense	2,535.50
70000 - Treasurer Expenses	
70300 - Bank Fees	-9.00
Total 70000 - Treasurer Expenses	-9.00
<b>Total Expense</b>	<b><u>15,385.57</u></b>

**Other Income**

Interest from Reserve Account	142.09
<b>Total Other Income</b>	<b><u>142.09</u></b>
<b>Net Other Income</b>	<b><u>142.09</u></b>