

Monthly Business Meeting February 14, 2026 9:00 a.m. – 10:51 a.m.

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

Board Members absent: Gayle Furrow

Community Members Present: 18

Call to Order & Invocation: Vice President Cathy Grimes

Pledge of Allegiance: All

January meeting minutes were read by Secretary. Conservation & Ecology Director moved to approve the minutes as read and was seconded by Building Committee/Public Works Director. Motion carried unanimously.

Directors' & Committees' Reports

Vice President: Cathy Grimes

- Attended BL/RC Committee meeting last month
- Long Range Planning Committee met last month. Major focus of discussion was need to hire someone to staff office due to lack of community volunteers. Working on job description for that position. Line item for position is included in budget.
- Community member asked how staff will be paid. Plan is for 1099. CM cautions need for that to be reviewed with Attorney Crowe for appropriate classification. VP states that will clarify with attorney before hire is made.
- Member asks if position will be continued if Association hires Property Management Company. VP states probably not as that would most likely fall under services the management company would handle.
- After looking at budget, LRP committee moved items ADA swing and relocation of gate to this years budget. Discussion ensued.
- Community member recommends getting 2 more estimates on moving gate as thinks estimate from original fence company for move is high. VP notes that one reason for using original fence company is warranty, but Board will attempt to get more estimates. Another CM suggests Barnes Exteriors and Siding Co.
- Kitty Jarell has volunteered to serve as Chairperson of Nominating Committee. Members are: Jacqueline Huges, Georganna Bitar, Becky Yaeckel, George & Gretchen Carlan. VP moves to approve committee, Building Control/Public Works Director seconds. Motion carried unanimously.
- March newsletter will be notice of annual meeting. Annual Meeting will be held 4/4/2026, 1:00 pm, April monthly business meeting will be held 4/11/2026, 9 a.m.
- Asks that community members please exercise their right to vote in our annual vote.

Secretary: Michelle Burgess

- 3 property transfers last month. None have requested fobs.
- Noted that have clarified with Atty Crowe that actively searching Register of Deeds office for property transfers is both acceptable and preferable to waiting for sellers to report transfers.
- Office is open Friday 4 – 6 pm. Average about 2 community members per evening, mostly collections from Treasurers collection efforts.
- Next newsletter in March, focusing on annual election.

Treasurer: Roxana White

- See attached report
- In reference to property owner request to research property management companies from January meeting: Has received estimates from 2 property management companies. One more is in process and hopes to present results at March meeting.
- Presented proposed 2026/2027 budget with discussion ensuing resulting in plan to add \$1,000 for pier railings to budget before presenting in newsletter.
- CM inquired as to whether hiring a management company would affect budget. Treasurer clarified that several items that are budgeted for would change because PMC would be providing those services as part of their service.
- Discussion was had re: areas that are supposed to be cut by current roadside mowing company vs what is being cut. Board asks that if property owners notice areas being missed, please notify Board members so that it can be addressed with company.

Parks & Recreation: Lynn McCleary

- Formally announced her intention to step down at end of current term.
- Noted that 2026/27 event calendar has been submitted, but no one has volunteered to take on this position and without volunteers, the calendar events that have been proposed may not occur. Asks that community members consider volunteering to assist.
- Potluck planned for this evening, followed by the Winter Doldrums Dance dj'ed by Ernie Muro. Hope to see everyone there!
- Next potluck is scheduled for 3/14/2026. Please wear green.
- All thank Lynne for her years of service.

Public Works/Building Control: Bill Piles

- No new building permits issued last month.
- Notes that breakers in breaker box in gatehouse are overloaded and need to have breakers added. That amount is included in 2026/27 budget.
- Solicits volunteers to repair swim area rope so it can be reinstalled
- Green Goblin planned to mow & leaf vacuum park area at end of March before the annual meeting.
- Mower deck on Craftsman mower still needs repair. Solicited volunteers to assist.
- Had one contact from person looking at property in area.

Conservation & Ecology: Sam Verzwylt

- Next cleanup was originally scheduled for the 3rd weekend of March but date has been changed to 4/18/2026, 9:00 am in order to participate in NC annual Litter Sweep program.
- Community member asks if Yard of Month will be restarted. Director indicates that it will resume in spring.
- New Yard of the Month sign is still in process of being painted.

Legal: Gayle Furrow (absent)

- Committee member reports that next meeting is 3/4/2026 at clubhouse. All are welcome to attend.

Nominating Committee: Kitty Jarrell (absent)

- VP reports on behalf of chairperson that committee is staffed and on track.

Finance Committee: covered in Treasurer's report.

Long Range Planning: covered in VP report.

Neighborhood Watch: Kitty Jarrell (absent - Report given to VP)

- No hours logged report.
- Notes of reports of people claiming to work for fiber optic service conducting door to door sales campaign. Salespeople have been reported to act suspiciously and aggressively. Cautions property owners not to open doors to people they don't know.

Website Report: Jacqueline Huges

- 1/12/2026 – 2/10/2026: 232 sessions; 165 of them being unique users.

Newsletter Committee: Colleen Nicholas

- Next newsletter will be on letter size paper instead of 11x17 and focus is on annual meeting items.
- Submissions needed by 2/19/2026. Folding party is planned for 2/24/2026 at 2:00 pm.
- Chair asks membership for input on idea of crowdsourcing repair costs for old copier so that newsletter can be printed on 11x17 paper in future and with better quality for color printing. Estimate was \$1200 - \$1500 last year. Discussion ensued.

President: Vacant, No Report

Old Business:

Vice President noted that, regarding past discussion of the Board's ability to enforce RCs without a dedicated "Building Control Director," there have been no volunteers to run for the Board and fill that position. However, under the By-Laws, any Board member may serve as Chair of the Building Committee so will evaluate ability of current members to take on that position. If/when the new budget is approved, one of the duties intended to be assigned to the new office hire will be to assist with the lengthy letter sending/notification process in order to take some pressure off Building Control Director and ease process of finding someone willing to take on that position. Discussion ensued with clarification of the process as laid out by our RCs and BLs.

New Business:

- Community member notes that previously reported water leak on Pocahontas Trail is still leaking. VP reports that owner lives out of town and she had previously tried to contact but we have no telephone or email address. PW Director noted that he has reported to water department with no action taken. VP will attempt to contact owner again.

- Member reports that there is now a large piece of trash in area where old mattress was previously removed by Public Works Director. Asks if that can be removed. Public Works Director states he will look in to it.

- Community member asks if Board will vote to approve presented budget with addition of \$1000 for pier railing installation. VP moves to approve budget. PW Director seconds. Motion carried unanimously.

- Discussion continued about copier repair fundraiser/crowdsourcing. Community members are concerned about optics of asking people to donate after the financial issues of the past year. Another community member asks if there are grants available for such purchases. VP notes that there may be, but there are few volunteers to write them. After discussion, Treasurer suggested using unexpected income from collection efforts to repair copier. VP motions to repair copier and purchase supplies to make usable up to \$2500. Conservation & Ecology Director seconded the motion, motion carried unanimously.

- VP presents proposed change to BLs to be included on upcoming ballot for voting on by membership to have Annual Meeting and Business Meeting held sequentially on the same day due to confusion with current writing of By-Laws. Discussion ensued. VP motions to approve, C&E Director seconds. Motion carried unanimously.

- Community member asks if, when the new ADA playground swing is installed, the existing structure will be evaluated to ensure that it meets safety requirements. Board confirms that it will.

- Discussion continued regarding the condition of the neighborhood welcome signs, which have previously been included in the long-range replacement plan. PWs and C&E Directors will review the Pocahontas sign to determine whether the posts can be replaced and will evaluate next steps.

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

Arrowhead Property Owners Association
Profit & Loss
 January 2026

	Jan 26
Ordinary Income/Expense	
Income	
AMA	2,086.75
Clubhouse Rentals	
Member Clubhouse Rentals	100.00
Non Member - Clubhouse Rentals	200.00
Total Clubhouse Rentals	300.00
Late Fees	140.28
Total Income	2,527.03
Gross Profit	2,527.03
Expense	
Administrative Expense	
Bank Service Charges	30.00
Collection Agency Fees	50.16
Internet and Phone Service	268.19
Office Supplies	50.00
Postage	78.00
Total Administrative Expense	476.35
Events & Programs	
Clubhouse Janitorial	185.00
Total Events & Programs	185.00
Public Works Expense	
Fuel & Propane	337.80
Maintenance Supplies	67.76
Utilities	378.93
Waste Management	210.48
Total Public Works Expense	994.97
70000 · Treasurer Expenses	
70300 · Bank Fees	-2.29
Total 70000 · Treasurer Expenses	-2.29
Total Expense	1,654.03
Net Ordinary Income	873.00
Other Income/Expense	
Other Income	
Interest	177.68
Total Other Income	177.68
Net Other Income	177.68
Net Income	1,050.68

APOA Treasurer's Report

Bank and QuickBooks Balance as of 01/31/2026

Bank Balance		QuickBooks Balance	
CD Account	\$25,217.70	CD Account	\$25,217.70
Operating Fund	\$ 8,415.71	Operating Fund	\$ 8,861.55
Reserve Account	\$93,625.04	Reserve Account	\$93,625.04
APOA Credit Card	\$0.00	APOA Credit Card	\$0.00

Accounts Receivable

Accounts Receivable	\$ 44,853.44
A/R Collections	\$ 27,028.95
A/R Court Accounts	\$ 5,224.50

Expenses

Collections Fee Account	\$ 50.16
Court Collections Account	\$ 0.00
Bad Debt/Write offs	\$ 0.00

Treasurer Updates:

1. Met with the Finance Committee on January 29, 2026, to revise the projected budget for 2026-2027 to budget in the hiring of one office staff.
2. Finance committee discussed the two property management proposals.
3. The board has a scheduled virtual conference call with the third property management company.
4. A compassion report will be provided to the property owners at the March 2026 meeting.
5. Since December 2025, 78 internal collection letters have been mailed. The response has been fair.

APOA PROJECTED BUDGET FOR 2026-2027	Revenue	Expenses
AMA Income \$110,500.00 @ 85%	\$ 93,925.00	
Associate Membership Dues	\$ 2,000.00	
Clubhouse Rental - Membership	\$ 1,500.00	
Clubhouse Rental - Non-Members	\$ 1,000.00	
Advertising Income from Newsletter	\$ 150.00	
Fines and Fees Income	\$ 500.00	
Interest Earned from Bank Accounts	\$ 1,500.00	
Administration		
Promotional & Appreciation Expenses		\$ 100.00
Professional Fees		\$ 6,000.00
Office Supplies		\$ 1,500.00
Accounting Software & Subscriptions		\$ 2,000.00
Internet & Phone Service		\$ 3,200.00
Newsletter		\$ 1,500.00
Postage		\$ 1,500.00
Legal		\$ 1,500.00
Bank Fees		\$ 1,000.00
Insurance		\$ 12,000.00
		\$ 30,300.00
Public Works		
Electricity		\$ 7,200.00
Clubhouse Propane		\$ 1,625.00
Environmental Waste		\$ 3,600.00

Water		\$ 600.00
Building Repair		\$ 500.00
Ground Maintenance		\$ 8,000.00
Maintenance Supplies		\$ 500.00
Repair & Maintenance of Equipment		\$ 1,500.00
Cleaning Supplies		\$ 300.00
Road Maintenance		\$ 6,000.00
Pest Control		\$ 800.00
Fuel Vehicles		\$ 850.00
Gatehouse Maintenance		\$ 1,100.00
		\$ 32,575.00
Ecology & Landscaping		
Tree Trimming and Removal		\$ 1,000.00
Tree Replacement		\$ 1,000.00
		\$ 2,000.00
Parks & Rec.		
Clubhouse Cleaning * Per Contract		\$ 1,650.00
Scheduled Events - 3 cookouts/Easter/Ladies Night/Festival/Potlucks		\$ 1,580.00
Special Events - Food, Beverage, crafts, & music, etc.		\$ 400.00
Gatehouse Janitorial Service * Per contract		\$ 420.00
Supplies - Cleaning		\$ 500.00
Supplies - Disposables (Plates, cups and cutlery)		\$ 650.00
Playground Equipment * One new structure		\$ 2,000.00
Park Attendant - Summer \$100.00 per month - Moved to Parks & Rec		\$ 500.00

Total P+R		\$ 7,700.00
Paid office Staff		\$ 25,000.00
		\$ 25,000.00
Long Range Planning Committee		
Move New Gates		\$ 3,000.00
Total	\$ 100,575.00	\$ 100,575.00