

**Arboretum Community Association
Homeowners Meeting, Arboretum Clubhouse
Tuesday, February 14, 2023**

MINUTES

The meeting was called to order at 7:00 p.m. by President Gretchen Koch. Board members present: Gretchen Koch, Kathleen Berry, Jerry Johnson, Mike Gray, and Ed Walenciak. Thirteen residents were in attendance.

APPROVAL OF MINUTES: A motion to approve the Homeowners Meeting Minutes of December 13, 2022 was made by Kathleen Berry, seconded by Jerry Johnson, and passed unanimously.

TREASURER'S REPORT: Kathleen Berry reported the operating and capital account balances as follows:

January Dues

- First time we have emailed dues - overall considered successful.
- Saved \$ on postage/stationery, most importantly we eliminated the time spent on preparing USPS mailing.
- There are 103 lots in the neighborhood
- 95 homeowners have paid their January dues
- To date, 8 homeowners have not yet paid. If you haven't paid yet, a reminder to please do so as soon as possible.

July Dues Cycle

Heads up about an upcoming change for next billing cycle.

- We are shifting the billing cycle in order to align with the bylaws (Article VIII, section 4b), and the bookkeeping cycle.
- Starting in July 2023, semi-annual dues will be due on the first of the month. July 1st for the next billing cycle.
- Homeowners will have 30 days after the due date to pay.
- Bills will be emailed 15 days prior to the due date.
- Essentially folks will have the same amount of notice to pay as they do now.

Budget Report

Capital Reserve

- Reserve On-hand for the 1st half of the year: \$198,545K (after all dues are paid)
- Planned spend in 2023 (per approved Capital Budget) is \$23,383K
- No January capital spend occurred

Operating Expense

- Total expense budget for 2023: \$100,750
- Normal spend to budget

Reimbursements

For those of you who frequently submit receipts for reimbursement. Once a submission is approved in QuickBooks it can take up to 10 days for the physical check to arrive in your USPS mailbox. Those interested in speeding up their reimbursement can provide Janie or Kathleen with a voided check; we will then add your routing information into the system. You will then receive reimbursement via ACH transfer (so much faster!)

A motion to approve the Treasurer's report was made by Mike Gray, seconded by Jerry Johnson, and passed unanimously.

COMMITTEE REPORTS:

Caswell Beach Liaison: Marty Clarke reported that the town will be funding the dredging of the pond and dam replacement (additional info in the Old Business section, later in the minutes).

Bob Ahlers noted that the town's Spring Leaf and Yard Debris pickup will be March 6-8. Residents can start putting out material for pickup 2 weeks before (February 19th).

Building & Grounds: Mike Heilman reported that he and his crew of volunteers completed several projects in the last two months (Dec-Jan):

- Added heat assembly with thermostatic control to well pump at pond to prevent damage from freezing weather.
- Shut off irrigation taps at the town water meters to prevent the backflow preventers from freezing, and drained two of three pumps (entrance and clubhouse) to prevent them from freezing.
- Added faucet to front entrance, to aid in cleanup during maintenance.
- Removed the waterfall pipe from the pond in anticipation of dredging. Cleaned the basin and filter basket for the waterfall.
- Replaced flag at front entrance.
- Removed a tree stump on island 15, from tree that fell down in Hurricane Ian.
- Trimmed dead shrubs near the love seat and utility shed near the pond, in prep for power washing and painting. Primed the seat and rusty spots, removed the PVC lattice for cleaning, and then painted the love seat and electrical shed. (Jan Sharber and Linde Johnson helped with painting).

Beautification: Jerry Johnson provided a report from Pat Conklin.

- Committee surveyed the neighborhood, making detailed plans for the landscaping contractor.
- Need to look at trees near the pond for removal.
- No plans for other immediate work at the pond due to upcoming dredging work.

Landscaping: Joe Berry reported that the landscaper is working on the Beautification Committee plans. The landscaper trimmed palm trees on community property.

Clubhouse: No report.

Pool & Spa: Doug Samuel reported that pool contractor came up with a plan for work that will get the spa operation approved by the state. Estimate is \$1700 and involves the following:

- The existing booster pump that provides the therapeutic water pressure will be removed, as the state doesn't allow the level of suction that it provides, due to safety regulations.

- The suction lines and return lines from the booster pump will be merged with the lines from the existing circulation water pump.
- A new 2 horsepower booster pump and injection manifold will be installed in the return lines to provide the spa jets, and wired to existing timer controls.

Doug also discussed that the spa leak is resulting in a loss of 25 gallons of water per day (approx. 9000 gallons per year). He has been draining water from the spa to isolate where the leak is, and believes the leak is in the drainage pipes. Pool contractor is inspecting the pipes and if the location isn't accessible they have a chemical which can be run through the system and might be able to seal the leak.

Board voted to table repairs to the spa pump until the results of fixing the leak are known.

Reservations: Jan Sharber reported that the clubhouse will be used for the Arboretum Tag Sale on April 29th, so the clubhouse will not be available for other uses that week (April 23-30) due to intake of items, setup, event, and cleanup.

Security: George Czerw reported that there are no issues.

Architectural Review: Peter Koch reported that three tree removal projects were approved.

Caswell Plantation: No updates.

Social Committee: Megan Heilman reported the following:

1. Soup and salad dinner was held on Saturday February 11th. There were 40 attendees at the dinner, and everything went well.
2. A St. Patrick Days dinner will be held on March 17th.
3. The "Tag"/garage sale will be April 29th. Input of items for the sale will begin on April 23rd at the clubhouse.
4. Deck party is planned for Saturday June 3rd.
5. Ocean Greens will be hosting the 4th of July golf cart parade this year.

Welcome Committee: Cathy Hahn not present, but reported that there were no new families this month. Condolences were sent to families that had a loss. Birthdays were celebrated.

Reserve Plan: Gretchen Koch reported that the Reserve Plan analysis from Reserve Advisors has been received and is being reviewed. Thanks to Gifford, Sharon, and Ed for assisting in RA's review.

OLD BUSINESS:

Pond Dredging update – Gretchen Koch reported that the town of Caswell Beach will provide the funding for the dredging and dam replacement, and has increased funding so that the Arboretum can hire a contractor to oversee the contractor, Wilson Baucom, who will do the work.

Motion was made to approve payment to the lawyer that reviewed our contract for funding with the town, and was passed unanimously.

Clubhouse – Willie Hahn has been meeting with contractors to get estimates for repair of rotted wood at clubhouse and painting. No contractor can give a good estimate due to unknown problems under surface, so the plan is to have a time and materials contract with a dollar cap on the amount. Jack Cowling has recommended a contractor that Willie thinks is best of those he spoke to, so we need to

find out his hourly rate and make a contract for the work. Work is planned in phases, so that we can see what the total repair will cost as progress is made.

Motion was made to table the contract until we have the contractor's hourly rate and then decide on the total amount cap. Passed unanimously.

Wall Lights update – BEMC representative will be coming on Thursday night (2/16) to meet with Jerry Johnson and try alternative light bulbs that will reduce the brightness of the wall lights.

NEW BUSINESS:

Google email distribution list for Board of Directors – Kathleen Berry set up a google group that can be used when sending emails to the Arboretum Board of Directors. Residents won't need to know the specific emails for the board members, and the group will be updated when new board members are elected. Emails for the BOD can now be addressed to arboretumbod@googlegroups.com

Marathon details – The full marathon of the race will run through the Arboretum, as was previously done. Marathon starts at 6:45, runners should be out of our neighborhood by 8:30-9:00

Q & A:

Traffic safety ideas discussion – neighbors have provided suggestions for ways to reduce speed at the entrance to the bridge, so that drivers recognize the height restrictions. Suggestions are:

- Add a new sign for the service bridge
- Move the sign that has the height restriction to a better location
- Paint an arrow on the road directing traffic to the service bridge
- Add a speed table (a long elevated area, like a long speed bump)
- Add light systems that will run from dusk to dawn
- Add a height detection alert system
- Add a speed bump before the restrictor

Discussions on the suggestions will continue.

MOTION TO ADJOURN: A motion to adjourn was made at 7:47, seconded, and approved.