

**Arboretum Community Association  
Homeowners Meeting, Arboretum Clubhouse  
Tuesday, April 11, 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, and Ed Walenciak (Mike Gray absent). Fifteen residents were in attendance.

**APPROVAL OF MINUTES:** A motion to approve the Homeowners Meeting Minutes of March 14, 2023 was made and passed unanimously.

**TREASURER'S REPORT:** Kathleen Berry reported the following:

Total Cash on hand: \$249,265.85

**Capital Reserve**

- Planned spend in 2023 (per approved Capital Budget): \$23,383K
- No March capital spend occurred
- No spend year to date.

**Operating Expense**

- Total expense budget for 2023: \$100,750
- Spend in March: \$11,516
- Total operating expense spend to date: \$30,612.84
- Large expenses in March - annual insurance for Wind/hail, Director's & Officers Insurance

**News:**

- In April, the capital reserves funds will be moved to a high-yield savings account at a 4.5% APR
- Operating Expense funds will remain at our current bank Truist where we will be receiving a 4.25% APR in our money market account.

A motion to approve the Treasurer's report was made, seconded, and passed unanimously.

**COMMITTEE REPORTS:**

**Caswell Beach Liaison:** No report.

**Building & Grounds:** Mike Heilman – checked all timers in clubhouse and at wells. Serviced other items on islands as needed.

**Beautification:** Pat Conklin:

## ACA Homeowners Meeting Minutes

Members purchased flowers to be placed at club house. Focus is on clubhouse due to upcoming pond dredging. Made a cost savings decision to have group purchase and put down a weed preventative, rather than pay Mowin to do it for us. Mulch will be a big expense this year.

Group will get plants away from the pond before dredging begins, and plan for redesign after dredging is completed.

Several homeowners have requested that shrubs be cut back at intersections and on the islands. Since azaleas and other shrubs have finished blooming, it's a good time to trim before influx of summer bike, golf cart, and foot traffic. Will prepare a list of islands to be trimmed.

**Landscaping:** Joe Berry reported to Jerry that the landscaper is continuing to edge, some trimming, and mow. Joe will have Mowin provide an estimate for mulching. Mulching will not be done around pond due to planned dredging.

**Clubhouse:** Sandy Berry reported that there are no problems.

**Pool & Spa:** Doug Samuel reported that there are no problems with the pool.

Latest spa pipe repairs have been completed. Upcoming spa expenses are \$1700 for the air pump to allow spa operations to restart, \$600 for a replacement spa cover, and \$3000 for a heater. If issues with repairs come up and we need to shut down the spa, we will need to determine all the things that need to be done to meet state requirements, and the cost.

Board addressed the spa later in meeting, under old business.

**Reservations:** Jan Sharber reported that the clubhouse will be used for the Arboretum Tag Sale on April 29<sup>th</sup>, so the clubhouse will not be available for other uses that week (April 24-30).

Oak Island water rescue will be using the pool on May 13<sup>th</sup>, for their certification training, since they have had problems getting time at other pools. One of our residents, Bri Green, is a member of the water rescue team and made the request. They will also be doing some training in the parking lot. Parking lot will be full, so residents should plan to park elsewhere that day.

Reminder to check reservation for the clubhouse on Arboretum HOA website or Facebook page, if you are planning activities there.

**Security:** George Czerw reported that there are no issues.

**Architectural Review:** Peter Koch reported that two tree removal projects and a front door painting were approved.

**Caswell Plantation:** Jerry reported that the plantation put up a maritime forest information sign by the bike rack at the community bike/golf cart parking area.

**Social Committee:** Jerry provided report from Megan Heilman:

1. The "Tag"/garage sale will be April 29<sup>th</sup>. Residents should gather up items for the HOA to sell. Input of items for the sale will begin on April 23<sup>rd</sup> at the clubhouse.

2. Deck party is planned for Saturday June 3rd.

**Welcome Committee:** Cathy Hahn reported that there were no new families this month, but one is expected on 4/14.

**OLD BUSINESS:**

**Pond Dredging update** – Gretchen Koch reported that she and Jerry met with members of the Golf Course board and they will support dredging of the pond forebay.

Motion was made by the board to approve the cost of the lawyer who did work on an easement, and motion passed unanimously.

**Spa**

Attendees had question on board's commitment to keeping the spa. Board is committed to keeping the existing spa and adding the air pump required for state inspection, now that the pipe repair has been completed. Question came up on replacing the spa if future problems occur, but that would require more room in pump room due to current spacing requirements, which would be a major expense. The repairs will be monitored after the air pump is installed.

Motion to replace the air pump, \$1700, was made and passed unanimously.

**Clubhouse repairs/painting** – Willie Hahn

Contractor Tim Cost has begun first phase of work. Chimney boards are being replaced, and there was no damage under the boards. Need to rebuild the clubhouse overhang soffit, that was not constructed correctly. The job estimate for this phase is \$2500, and \$1000 has been spent so far. Cedar material is on order. Work on the shed will be done next.

**Wall Lights update** – BEMC is ordering lower watt lights for the walls.

**Speed Monitor Sign** – Sign will be leaving this week. Board has requested that it be back at entrance around July 4<sup>th</sup> time.

**Bridge painting** – work is planned to sand and repaint the bridge.

**NEW BUSINESS:**

**HOA Initiation Fee for purchase of home** – Board is recommending an HOA Initiation Fee of \$200 to be paid by purchaser of a house when a sale is made. HOA Initiation Fees are normal expense currently charged by other HOAs when a house is sold. It covers the time and expense of switching owners in the records, and any materials supplied to new owners (e.g., ID cards for the clubhouse). Some attendees brought up the issue of adding new fees, and this was discussed. Board felt that the fee reflected the hours spent by numerous volunteers that have to process new residents, covers possible expenses, and is a standard fee used by HOAs.

Motion to add an HOA Initiation Fee of \$200, paid by the purchaser of a home, was made and passed unanimously.

**MOTION TO ADJOURN:** A motion to adjourn was made, and approved. Meeting adjourned at 8:02.

## ACA Homeowners Meeting Minutes

Next homeowners meeting will be May 9<sup>th</sup>, 2023.