

LAKE HONDAH PROPERTY OWNERS ASSOCIATION
200 Hondah Blvd, BREVARD, NC 28712

Board Meeting
July 14th, 2025
401 Spring Water Dr, Brevard NC 28712

Attendance:

Desmond Duncker (President)
Ashley DeCoux (VP)
Frank M Kralik
Raymond Jacques
Don Narup (Treasurer)

Meeting Minutes

- The meeting was called to order at 5:02PM.
- A governance page on the website will publish revised board pictures
- Meeting summaries will be created using an AI-enabled device for minutes summarization.
- The previous board and annual meeting minutes were distributed by email:
 - A motion was made and approved to adopt the board meeting minutes.
 - The annual meeting minutes were noted as circulated; no issues were raised.

Annual and Monthly Financial Reports

- Annual Financial Report:
 - The annual financial report was sent via email with an attachment containing the relevant data.
 - The report is scheduled to be officially presented one year from now at the next annual meeting.
 - Approval was sought and received for the annual financial report with no dissent.
- Monthly Financial Reports:
 - June Report Review:
 - Balance details:
 - Printed balance: \$14,235.34.
 - Annual report balance: \$14,235.35.
 - Note: There is a minor discrepancy of one cent that was acknowledged.
 - July Report Review and Discussion:
 - The July report begins with the carried balance of \$14,235.34.
 - Key transactions in July include:
 - Assessment dues and three sets of deposits.
 - Purchase of 4x4 poles for signage due to a temporary issue with directional signage near Michelle's house.

- July's report (covering mid-July) shows a balance of \$28,571.92.
- Bank Balance and Expected Income/Expenses Details:
 - The process involves aligning monthly figures with the bank statement:
 - Outstanding items include:
 - Checks totaling \$1,637 (not yet deposited)
 - A reserve of \$14,000 not included in the available bank funds.
 - Ten owners outstanding with dues amounting to \$4,527.
 - Expected balances:
 - If all outstanding dues are received: \$20,519.
 - If, in addition, the entire reserve is utilized: \$20,735.
 - Haywood Deposit update:
 - Previously, a \$300 deposit was paid.
 - Received a credit of \$266.59, which will continue monthly until a check is finally issued by the company.

Processing Dues and Check Handling

- A confidential spreadsheet is maintained for the board and the treasurer:
 - 32 individuals have paid, and 10 individuals are still outstanding.
 - The spreadsheet tracks:
 - Date on which the check was written.
 - Date the check was received (this is the operative date for financial calculations).
 - Check number and amount paid.
- Importance of scanning both the check and its envelope:
 - Scanning includes capturing the stamp on the envelope, ensuring accurate proof of the date received.
 - File naming convention should follow: "last name, first name [year month day]" for tracking purposes.

Treasurer Responsibilities and Board Interaction

- The board consists of five members.
- The treasurer is required to:
 - Attend board meetings and provide financial reports.
 - Report on dues, pending payments, and other financial matters.
- Future Training and Meetings:
 - A separate meeting (or series of meetings) will be scheduled to cover:
 - The process of logging due payments.
 - Scanning incoming checks.
 - Annual and monthly financial reporting procedures.
 - Emphasis on clarifying responsibilities previously communicated via email.

- Special Notes on Property Assessments:
 - The orange color in the spreadsheet indicates lots with “for sale” signage.
 - This is critical when there is potential for a change of ownership.
 - It may trigger the need for further reporting if legal inquiries arise regarding overdue dues or current status.

Clarification on Board Membership & Meeting Conduct

- Emphasis on Non-Membership Status:
 - The Treasurer role is clarified: “Not a member of the board, so not in a position to vote.”
 - Only invited participants may speak, and they must ask for permission.
- Meeting Protocol:
 - A warning was issued that non-members may be asked to leave during confidential discussions.
 - The Treasurer mentioned instances when he left discussions to avoid being an “unglued influence.”

Lake Pointe Park & Dam/Pond Issues

- Lake Pointe Park Update:
 - Discussion addressed drainage issues arising from the construction of a nearby house.
 - The park, located across from Chris, was inspected.
 - The president expressed satisfaction with the drainage repair work.
 - The president plans to send an email to John thanking him for his efforts, clarifying that this praise does not represent a formal board resolution.
 - Consensus was sought; any objections during the meeting were noted.
- Dam/Pond Repairs and Dredging Considerations:
 - The only received estimate for repair exceeded the current budget.
 - A meeting is scheduled with John Rogers on 2025-03-26 in the afternoon to secure an additional price quote.
 - Technical and financial discussions included:
 - Discussing the option of infilling the dam with a hard material as the most cost-effective method.
 - Viewing dam patching as a temporary solution that may not require immediate closure of the sluice gate.
 - Proposing dredging to create a land bridge from Snake Island to the shore, with the possibility of deepening a central channel for efficient silt drainage.
 - Debating whether the dredged material is sufficient for filling the dam or if additional hard dirt is needed.
 - Noting full dredging costs as astronomical (approximately \$20,000 to \$25,000).

- Focusing initially on fixing the dam with a couple of truckloads of dirt, with further deliberation on the bridge alternative to follow.
- Future planning will be guided by additional details and pricing after the contractor meeting.

Roads and Bridges Update

- Road Repair Initiatives:
 - Numerous massive potholes were identified along the roads.
 - As an interim fix, the Treasurer emailed Mike from Pisgah Asphalt regarding asphalt patching.
 - For example, on Spring Water, five bags of asphalt were used to temporarily fill a particularly deep pothole.
 - Technical challenges included:
 - Potholes on a slant not patching well even with gravel added before the asphalt.
 - An admission of being unqualified in proper patching techniques and issues with tamper usage.
- Bridge Condition & Repair Strategies:
 - Wooden Bridge:
 - One pylon is noted as leaning, making the structure wobbly.
 - Although unstable, it remains in use; an alternate routing via Jeep Road is available if failure occurs, though it is not ideal in winter.
 - Concrete Bridge:
 - The concrete edge on the right is deteriorating with cracks and a gradual lean.
 - Supporting structures appear compromised, risking complete failure if unaddressed.
 - Proposed solutions include installing a reinforcing pylon or pouring additional concrete with steel reinforcement (rebar) to stabilize the structure.
 - Emphasis was placed on preventing failure before worsening conditions (such as winter).
 - Overall, transport safety and proactive repair measures were discussed.

Financial Reserves & Emergency Funding

- Emergency Fund Discussion:
 - An agreement was reached on the importance of retaining emergency funds.
 - A suggested minimum reserve is at least \$5,000 for emergencies (e.g., lake break, road damage, tree falls).
 - Some members proposed that a reserve of \$7,000 to \$10,000 might be more appropriate.
- Current Financial Context:
 - The board currently has \$28,000 available.

- The discussion included the need to subtract a reserve from the available funds to budget for dam and bridge repairs.

Mailbox Update

- Mailbox and Package Area Update:
 - Previous discussions focused on adding a package area on top of the mailbox.
 - The Treasurer stated that he would not pursue further changes since previous work was completed.
 - Tisha, who had offered to manage the carpentry work, appears to be having second thoughts.
 - The project has been tabled for the time being.
- Shelf Design Concerns:
 - Concerns were raised that a shelf for mailboxes would be set too high for short people.
 - There was debate about fairness; if only some mailboxes received a shelf while others did not, it could be seen as favoritism.
 - It was clarified that “nobody has the shelf. It's either we all get it or nobody gets it.”
- Mailbox Configuration and Package Delivery:
 - Originally, there were two rows of mailboxes, which became problematic after new homes were built.
 - A temporary measure involved using one mailbox from another location, though it did not fully resolve the issue.
 - It was noted that mailboxes were not designed with a shelf; any modification would need to be uniform.
 - Package delivery challenges were identified, as packages are often left on top of mailboxes due to the absence of a proper receptacle.

Road Drainage and Trenching Issues

- Drainage Problems:
 - Rain on Springwater Drive and Honda Road causes pooling.
 - On Springwater Drive, heavy rain causes pooling up to about six inches deep near Terry Halls.
 - On Honda Road, rain produces pools around speed bumps and along inner sides with vegetation.
- Proposed Trenching Solution:
 - It was agreed that trenching along both sides of the road curvature could alleviate pooling by facilitating drainage.
 - One participant shared personal experience in regularly digging off gravel to maintain proper drainage along embankments.
 - The technique involves cutting a specific width from both sides of the road.
 - An example cost was noted: previously, Will charged \$250 for a similar trench project.
 - Approval was obtained for proceeding with the trenching solution on both the road and near the speed bumps.

Salt Barrels and Security Camera Issues

- Salt Barrels:
 - It was observed that Will did not move the salt Barrels this year.
 - The recommendation was to ensure that the salt remains full.
- Security Camera and Surveillance:
 - A trail camera at the entrance continuously logs vehicle movements for security purposes.
 - The current setup automatically overwrites footage every month.
 - A proposal was discussed to purchase an additional memory card to extend recording capability to six months.
 - The group approved the purchase to enhance security footage retention.
 - There was discussion about notifying association members:
 - Some suggested including a sign or note in the newsletter to reassure residents while addressing privacy concerns.
 - It was decided to include a notice about the camera in the upcoming newsletter.

Garbage and Trash Management for Airbnb Properties

- Trash Management Concerns:
 - Issues were raised regarding improper garbage storage, particularly with Airbnb properties.
 - Examples cited included garbage on roadways creating hazards and attracting bears, with trash stretching from one house to another.
 - Concerns were expressed over parties at certain Airbnb houses resulting in littering and disturbance.
 - The discussion focused on the responsibility of hosts to secure trash, rather than relying solely on guests.
 - A reminder will be included in the next newsletter emphasizing that all members and Airbnb hosts must secure their trash to avoid attracting wildlife and maintain community cleanliness.

Next Meeting Scheduling and Closing

- Scheduling the Next Meeting:
 - Multiple date options were discussed: Tuesday the 19th, Wednesday the 20th, and Thursday the 21st.
 - The meeting was scheduled for Tuesday the 19th at 5 p.m.
 - Although scheduling conflicts were noted (including an upcoming trip and an Elks meeting), Tuesday was chosen.
- Meeting Conclusion:
 - A motion was made to end the meeting and was seconded by another member.
 - The meeting ended with acknowledgments and confirmation of the next meeting date.

Action Items

Share the printed paper copies with the speaker since only five copies were printed.

Scan and label incoming checks as PDF using the naming convention: “last name, first name [year month day]” to document check receipt dates.

Schedule a separate training meeting to cover treasurer responsibilities, including due logging, check scanning, and overall financial reporting processes.

Follow up with John Rogers for an additional price quote on dam repair.

President to send a thank-you email to John for the Lake Pointe Park drainage work.

Schedule a further meeting to discuss bridge repair options after receiving contractor quotes.

Reassess and ensure that at least \$5,000 is maintained as an emergency reserve.

Talk to Will regarding the trenching solution for drainage improvements on Springwater Drive and near speed bumps.

Purchase a new memory card for the security camera setup to extend recording capability to six months.

Include a notification in the next newsletter regarding the security camera and proper trash management for Airbnb hosts.

AI Suggestion

AI has identified the following issues that were not concluded in the meeting or lack clear action items; please pay attention:

1. The infrastructure repair projects are at high risk. The dam/pond repair project lacks a reliable cost estimate since the only quote received exceeds the budget, and an additional, competitive price quote from John Rogers is needed. Also, both bridging projects present safety hazards (a leaning wooden bridge pylon and a deteriorated concrete bridge with crumbling, cracked supports) and require further contractor quotes along with a follow-up meeting to finalize repair strategies and alternative safe routings.
2. The financial and administrative processes for handling incoming checks remain uncertain. There is confusion over procedures for scanning, naming (using the “last name, first name [year month day]” format), and tracking checks, as well as managing printed paper copies. Additionally, a training meeting must be scheduled to clarify treasurer responsibilities, including proper due logging and check scanning procedures.
3. The road and drainage improvements lack detailed planning. Although trenching has been proposed to address persistent drainage and pothole issues on and around Springwater Drive, near speed bumps, and along other problematic roads, it is still unclear whether temporary asphalt patches suffice or if a more robust, long-term fix is required. A follow-up discussion with Will is needed to confirm the solution.
4. There are unresolved issues in security and trash management. The trail camera requires an upgraded memory card to extend its recording capacity for six months, and the upcoming newsletter must include a notice informing residents about the camera’s operation while addressing privacy concerns. Moreover, Airbnb hosts need a reminder to secure their trash to prevent attracting wildlife and creating hazards.

5. The design and installation of the mailbox shelf and package area modifications remain unsettled. Concerns about uniformity and practicality, especially for shorter individuals, have not been resolved, and further input is needed before proceeding with this project.